Welcome to MSJC!

A message from the President…

On behalf of our faculty and staff, the Board of Trustees and your fellow students, I would like to welcome you to Mt. San Jacinto College.

The College strives to serve the diverse needs of the citizens of our communities, and this Catalog provides valuable information about the many educational opportunities available to you. As a student at MSJC, you have the opportunity to prepare for transfer to a four-year college, develop or upgrade occupational skills, improve basic skills, or take courses or programs for personal enrichment.

Because we are focused on student success, we ensure that our courses, programs and services are designed with the student in mind. At MSJC you will find an enriching classroom experience and a wide range of support services to assist you in achieving your educational goals.

We are working to make MSJC the best choice for students, and we would be pleased to have you join us.

Sincerely,

Jon Tyler,
Interim Superintendent/President
### Mt. San Jacinto College
#### 2007–2008 Calendar

**SUMMER 2007**

**FALL SEMESTER 2007**

**SPRING SEMESTER 2008**

**WEEK 1**

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**Instruction Days**

- Fall Semester: [Diagram]
- Spring Semester: [Diagram]
- Summer Session: 6 weeks: [Diagram]
- Summer Session: 8 weeks: [Diagram]
- Reserved for FasTrac: [Diagram]

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**Final Exams**

- Spring Semester: [Diagram]

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**Holiday-College closed**

- [Diagram]

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**No Classes-College closed**

- [Diagram]

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**Required Faculty Day (no classes)**

- Spring Semester: May 30, 2008: [Diagram]

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**Spring Break**

- March 24–28, 2008: [Diagram]

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**NOTE:** There are no classes on holiday weekends unless otherwise noted with an asterisk.
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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Mt. San Jacinto College 2007-2008 Catalog

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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.
El Distrito del Colegio de la Comunidad Mt. San Jacinto no discrimina en sus inscripciones, programas educativos, actividades o reglamento de empleos, basándose en raza edad, sexo, religión, color, origen nacional, veterano de la época de Vietnam, o incapacidad. El distrito está sujeto al Título IX de la Enmienda Educativa de 1972, Título 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 accesible. 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 migrantes, así como extranjeros.

If you have questions, please contact the appropriate site:

Si necesita ayuda en Español, 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.
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 Systems, Engineering Technologies, Electronics and Photography.
In the fall of 1995, a state-of-the-art music building opened on the San Jacinto Campus. The 1995-96 year saw a vast increase in classroom space on the Menifee Valley Campus with the opening of the Allied Health and Fine Arts buildings.

The 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.

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 2007 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:
General Information

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.
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 courses that have been approved for funding by the State of California.

This program offers citizens of every age and educational level continuing opportunities for lifelong learning. Because of the state’s financial support, students do not pay a fee to take non-credit courses. English as a Second Language, GED preparation, short term vocational courses and classes especially designed for older 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.
Admission Information

**ADMISSIONS**

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

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

**Policy on Open Enrollment**

Unless specifically exempted by statute, every course, course section or class which is to be reported for state apportionment, is open for enrollment and participation by any person who has been admitted to the college and who meets the prerequisite of such course as defined in Section 51825 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.

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 computerized assessment, the scores will be uploaded into the computer. You may then take your orientation online or may contact the counseling office for a group orientation. Once you have completed your assessment and orientation, you may log on at http://my.msjc.edu for your appointment time.

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.

Admission Application

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

Complete the application for Admission on the Web at www.msjc.edu. 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.
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](http://www.msjc.edu) (click on [my.msjc.edu](http://my.msjc.edu)).

**Wait List Option**

Once a class fills, waitlisting adds your name to a priority listing. If space becomes available, you will be automatically enrolled, and have four days to pay the enrollment fee or be dropped. For Spring and Fall full-term classes, waitlists close seven days prior to the start of the term. For all Spring and Fall classes which are not full term (and all Summer classes) the waitlist closes seven days prior to the start of the class. Students cannot waitlist for a course for which they have not met the prerequisite.

**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)

**Residency Requirements**

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

**Determination of Residency**

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

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

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

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

Physical Presence

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

Intent

a) Intent to make California the home for other than a temporary purpose may be manifested in many ways. No one factor is controlling.

b) A student who is 19 years of age or over and who has maintained a home in California continuously for the last two years shall be presumed to have the intent to make California the home for other than a temporary purpose unless the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.

c) A student who is under 19 years of age shall be presumed to have the intent to make California the home for other than a temporary purpose if both the student and his parent(s) have maintained a home in California continuously for the last two years unless the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.

d) A student who does not meet the requirements of subsection (b) or subsection (c) of this section shall be required to provide evidence of intent to make California the home for other than a temporary purpose as specified in subsection (e) of this section.

e) The following factors are considered in determining California residency (a minimum of 3 must be provided):
   1. Ownership of residential property or continuous occupancy of rented or leased property in California;
   2. Registering to vote and voting in California;
   3. Licensing from California for professional practice;
   4. Active membership in service or social clubs;
   5. Presence of spouse, children or other close relatives in the state;
   6. Showing California as home address on federal income tax form;
   7. Payment of California state income tax as a resident;
   8. Possessing California motor vehicle license plates;
   9. Possessing a California driver’s license;
   10. Maintaining a permanent military address or home of record in California while in the armed forces;
   11. Establishing and maintaining an active California bank account;
   12. Being the petitioner for a divorce in California.

f) Conduct inconsistent with a claim of California residence includes but is not limited to:
   1. Maintaining voter registration and voting in another state;
   2. Being the petitioner for a divorce in another state;
   3. Attending an out-of-state institution as a resident of that state;
   4. Declaring non-residence for state income tax purposes.
Reclassification

Students who have been classified as non-residents are not automatically reclassified as residents. It is the responsibility of the student to request reclassification to residency status. The petition for reclassification to residency status must be submitted to the Enrollment Services Office no later than the first day of registration for the term in which the student is seeking reclassification. The petition must be accompanied by documentation verifying the student’s intent to become a California resident, evidence of physical presence in California and/or evidence of financial independence. The law clearly states that the burden of proof of verifying residency rests with the applicant or student.

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

One-Year Waiting Period

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

Exceptions to Residency Rule

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

Examples of some exceptions are:

- A minor whose parents moved from California prior to the residency determination date will retain resident classification if he or she remains in California and continues full-time attendance at Mt. San Jacinto College.
- A student who is a minor and who has been self-supporting and in California for one year preceding the day before the term will be granted resident classification.
- A child or a spouse of a member of the armed forces stationed in California will be granted resident classification. A student who is a member of the armed forces not assigned to California for purposes of education will be entitled to resident classification.
- Adult aliens lawfully admitted for permanent residence and present for one year will be given resident classification. Minor aliens may use their parent’s durational presence to satisfy the one-year requirement.
- A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification.
- Certain refugees may claim exception from non-resident tuition with documentation from the Immigration and Naturalization Service evidencing that the student is a refugee and establishing that he or she has been a California resident for one year.
- A student who is a full-time employee of a California school enrolling in courses necessary for credential qualifications will be given resident classification.
Change of Address

A change of address should be reported to Enrollment Services immediately. This can be done online by logging into http://my.msjc.edu and clicking on the Student EagleAdvisor tab. Select “Verify/Update Your Address, Phone Numbers & Educational Goal” under the “Pre Registration tab”.

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.

Admission Information

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 non-resident, ASB, student representation, parking and/or materials fees.
Admission Information

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 under age students are available. College courses are designed for adult students. In a very small number of disciplines, course content may be unusually frank in order to deal with scholarly discussion of behavior, artistic, human or other issues. Unlike K-12 schools, colleges do not contact parents in advance to inform them of these issues. Parents are hereby notified that it is their responsibility to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls. Parents may wish to investigate the curriculum prior to enrolling their student if they have any questions or concerns.

Admission of International Students

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

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

International students will be required to pay the prevailing non-resident tuition fee, California enrollment fees and any other appropriate fees. Please visit the website for further information at www.msjc.edu/enroll/internat.htm.

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.

Maximum Unit Load

During fall and spring semester students may not enroll in more than 20 units. During summer session students may not enroll in more than 8 units.

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

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

**Qualification Requirements for Cross-Enrollment Programs**

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

a. Have earned California resident status.

b. Completed at least one regular semester at MSJC.

c. Earned a grade point average of 2.0 for college work completed.

d. Enrolled at MSJC for a minimum of six units for the current term (Fall or Spring).

e. Paid appropriate enrollment fees at home campus.

f. Completed appropriate academic preparation for the course you intend to take as determined by the host campus. The host campus is where you will take the additional class (example: CSUSB, CSUSM, UCR, UCSD, etc.).

For further information, see the Counseling Office.

**SCHEDULE OF CLASSES**

Mt. San Jacinto College publishes class schedules for 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).

**OFF-CAMPUS CENTERS**

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

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

**FasTrac, Online, and Short-Term Offerings**

The college provides a wide variety of specially scheduled courses such as FasTrac, 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 .......................................................... $20

**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.

**Other Fees**

Student Activity/ASB Discount Card (optional) ................................................. $7

**Parking Fee** fall/spring ........................................................... $30

**Parking Fee** summer ............................................................. $15

(or $1 a day from the meter at the San Jacinto and Menifee Valley Campuses only)

Student Representation Fee (optional) ................ $1

Help-A-Student Fund (optional) ....................... $2

Material fees as listed in the current schedule

**Pay Fees**

You may pay your fees using a credit card by logging on at [http://my.msjc.edu](http://my.msjc.edu), or in person at the Cashier's Office using a credit card, personal check or cash.
Non-resident Tuition

Each unit ....................................................... $73
California enrollment fee .................................. $20
Total ....................................................................... $93

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

California Non-resident 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 non-resident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements

1. The student must have attended a high school (public or private) in California for three (3) or more years;

2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam);

3. An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

4. Students who are nonimmigrants (for example, those who hold F [student] visas, B [visitor] visas, etc.) are not eligible for this exemption.

5. The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.

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

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

Mt. San Jacinto College 2007-2008 Catalog
Student Fees

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

The processing time for refunds is approximately four weeks. The 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. You may also receive a failing grade.

Military Withdrawal

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

Non-residents

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

Tuition will be refunded as follows:

Spring/Fall Sessions Refund

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

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

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

Summer Session Refund

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

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

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.

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

Annual Notification

Students will be notified of their Family Educational Rights and Privacy Act (FERPA) rights annually by publication in the 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 within 45 days from the receipt of the request.

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

**Right to Refuse Access**

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

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

**Refusal to Provide Copies**

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

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

**Fees for Copies of Records**

The fee for copies will be 10¢ per page. The cost of a subpoena is $5.

**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:
## Records

<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.

### Record of Request for Disclosure

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

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

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

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

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

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

Knowing Your Responsibilities

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

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

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

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

Attendance Requirements

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

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

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

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

Each instructor will, 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. Students may log in at http://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>Symbols</th>
<th>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>Course</th>
<th>Grade</th>
<th>Grade Value</th>
<th>Semester Hours</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL-101</td>
<td>B</td>
<td>3</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>PSYC-100</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>MATH-112</td>
<td>C</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>BIOL-110</td>
<td>D</td>
<td>1</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>PE-112</td>
<td>A</td>
<td>4</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

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

During graduation evaluation, the same process using all grades received for all degree applicable courses and all grades accepted from other 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 grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade-point averages.

NOTE: On rare occasions, circumstances beyond the control of Mt. San Jacinto College require that grade reports be issued before some grades are entered. While every effort is made to avoid this situation, there are times when it is unavoidable.
**W Withdrawal:** The “W” symbol shall be used to denote withdrawal from a class. 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 Thursday of the 5th week of instruction. During an eight-week summer session, the final withdrawal date shall be Thursday of the 6th 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.

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.

**Progress Dismissal**

Students who are on progress probation shall not be dismissed after a semester in which the student’s semester units completed with a grade other than “W,” “I” or “NC” exceed fifty percent (50%) of units attempted that semester.

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
General Regulations

- 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 login at http://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. Unofficial transcripts are available online at http://my.msjc.edu.

Academic Standing

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

Minimum Load

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

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

  - Full-time ................................................... 12 units
  - Three-fourth time .................................. 9-11 units
  - One-half time ............................................. 6-8 units
  - Full-time load to maintain status as an “F-1” visa (international student) requirement; 12 units per semester.
  - Eligibility to participate in intercollegiate athletics: A student/athlete must be actively enrolled in a minimum of 12 units at his or her community college during the seasons of competition, complete 24 units between season of sports to participate in a second season of the sport and maintain a 2.0 (C) or better grade-point average. See the 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. Non-residents are required to pay for these additional units as non-resident tuition. Credit by examination is not treated as part of the student’s class load and is not considered for financial aid or veteran’s benefits in the application of those regulations. The BOGW does not pay enrollment fees for credit by examination. The deadline to apply for credit by examination is Friday of the third week of Fall and Spring terms. Summer session is Thursday of the second week of instruction. The exam deadline for credit by examination is Friday of the 8th week of Fall and Spring terms. Summer session is Thursday of the 5th week of instruction.

2. 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.
### 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>
<td>A</td>
</tr>
<tr>
<td>English Composition</td>
<td>English 101</td>
<td>50</td>
<td>4</td>
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<td>French 101</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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<td>History of the U.S. II: 1865 to the Present</td>
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<td>50</td>
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<td>3</td>
<td>B2</td>
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<tr>
<td>Principles of Macro Economics</td>
<td>Economics 201</td>
<td>50</td>
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<td>Principles of Marketing</td>
<td>Business Administration 205</td>
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<td>College Mathematics</td>
<td>Math 90</td>
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<td>A</td>
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<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>
<td>B2</td>
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<td>Spanish Language</td>
<td>Spanish 101, 102, 201, 202</td>
<td>50</td>
<td>18</td>
<td>C</td>
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<td>Spanish 101, 102</td>
<td>45-49</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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</tbody>
</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
<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 Area</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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<tr>
<td>ART STUDIO (maximum UC credit of 5.3 semester units for all three exams)</td>
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<td>Drawing Portfolio</td>
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<td>Art 120 – Design I</td>
<td>3, 4 or 5</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>B1+ B3</td>
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<td>4</td>
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<td>B1 or E</td>
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<td>B1 or B2</td>
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<td>D6</td>
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<td>3B or 4F</td>
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<td>World History</td>
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<td>3, 4 or 5</td>
<td>B2 or C</td>
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<td>3B or 4F</td>
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<td>HUMAN GEOGRAPHY</td>
<td>GEOG 102 - Cultural Geography</td>
<td>3, 4 or 5</td>
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<td>UC Credit</td>
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<td>Notes</td>
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<td>C</td>
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<td>C2</td>
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<td>3B + LOTE</td>
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<td>LOTE</td>
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<td>Spanish Language</td>
<td>SPAN 101 – Elementary Spanish I + SPAN 102-Elementary Spanish II</td>
<td>3, 4 or 5</td>
<td>C</td>
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<td>C2</td>
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<td>Spanish Literature</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>
<td>Calculus AB</td>
<td>MATH 211 – Calculus I and Analytic Geometry</td>
<td>3, 4 or 5</td>
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<td>B4</td>
<td>3</td>
<td>2A</td>
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<tr>
<td>Calculus BC</td>
<td>MATH 211 – Calculus I and Analytic Geometry + MATH 212 – Analytic Geometry and Calculus II</td>
<td>3, 4 or 5</td>
<td>G</td>
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<td>B4</td>
<td>3</td>
<td>2A</td>
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<tr>
<td>MUSIC THEORY</td>
<td>MUS 103 – Music Theory I: Diatonic Harmony + MUS 104- Music Theory II: 18th and 19th Century Harmony</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>6</td>
<td>C1</td>
<td>3</td>
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<td>PHYSICS (maximum UC credit of 5.3 semester units for all three exams)</td>
<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>
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<td>D9</td>
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Please note: Please check with your transfer institution for alternative AP information including course equivalent and units accepted.
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>Number of Semester Units Applicable to General Education-Breadth Requirements for Students AP Subject Obtaining Full or Subject-Area Certification</th>
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</thead>
<tbody>
<tr>
<td><strong>Art:</strong> History of Art</td>
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<tr>
<td><strong>Biology</strong></td>
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<tr>
<td><strong>Chemistry</strong></td>
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<td><strong>Economics: Macroeconomics</strong></td>
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<td><strong>Economics: Microeconomics</strong></td>
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<td><strong>English: English Language &amp; Composition</strong></td>
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<tr>
<td><strong>English: English Literature &amp; Composition</strong></td>
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<tr>
<td><strong>French: French Language</strong></td>
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<td><strong>French: French Literature</strong></td>
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<tr>
<td><strong>German Language</strong></td>
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<tr>
<td><strong>Government and Politics: United States</strong></td>
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<tr>
<td><strong>Government and Politics: Comparative</strong></td>
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<tr>
<td><strong>History: European History</strong></td>
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<td><strong>History: United States History</strong></td>
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<td><strong>Latin: Vergil</strong></td>
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<tr>
<td><strong>Latin: Latin Literature</strong></td>
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<td><strong>Mathematics: Calculus AB</strong></td>
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<tr>
<td><strong>Mathematics: Calculus BC</strong></td>
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<tr>
<td><strong>Music Theory</strong></td>
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<td><strong>Physics B</strong></td>
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<td><strong>Physics C (mechanics)</strong></td>
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<td><strong>Physics C (electricity and magnetism)</strong></td>
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<td><strong>Psychology</strong></td>
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<td><strong>Spanish: Spanish Language</strong></td>
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<tr>
<td><strong>Spanish: Spanish Literature</strong></td>
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<td><strong>Statistics</strong></td>
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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.

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.

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 an MSJC Career Education Officer.

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.
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.

605.04 Judicial Policies

A. Charges and Hearing

1. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Judicial Advisor responsible for the administration of the College's judicial system. Any charge should be submitted as soon as possible after the event takes place,
preferably within 5 working days of the alleged act or within five (5) working days of the college being made aware of the alleged act. The complaint must specify the alleged breach of the Student Code of Conduct and give enough information to determine if charges will be pressed.

2. The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, a hearing shall be called where the Judicial Advisor may serve in the same matter as the Judicial Body or a member thereof.

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 cross examination 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.
General Regulations

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.
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

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:
  o Mistake – unintentional error on the part of the instructor;
  o Fraud – intentional misrepresentation of any or all facts, which lead to a negative outcome;
  o Bad Faith – includes fraud and any other intentional act of the instructor, which negatively impacts the grade of the student;
  o 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:
  o 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.
  o Must include all evidence, including names of witnesses to be called and copies of pertinent documents
  o Must include evidence that steps I and II have been completed or attempted but have been unsuccessful
  o May not add new charges or defendants
  o Must have had an inappropriate negative impact on the student
  o 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 both the filing student(s) and the responding employee(s) 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.
General Regulations

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.
- 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.
General Regulations

• 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.

Sexual Harassment Policy

(Applies 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. §§06.-06.7, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX. This provision requires designation of Title IX Coordinator, grievance procedure, and public notice of Title IX policies and procedures.

• 42 U.S.C. §2000e, Civil Rights Act of 1964, Title VII. This provision prohibits employers from discriminating on the basis of sex.

• 29 C.F.R. §1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII.
The following regulations provide guidelines on sexual harassment in the workplace.

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

**Monitoring Responsibility**

The Vice President of Human Resources and Title IX Coordinator, as designated by the 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;
- Unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities, or job assignments, homework, etc.;
- Any unwelcome communication that is sexually suggestive, sexually degrading, or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual’s clothing, appearance or activities or exploits; sexual rumors and “ratings lists;” howling, catcalls, and whistles; sexually graphic computer files; messages or games, etc.;
- Unwelcome and offensive name-calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;
- Unwelcome leers, stares, gestures, or slang remarks that are sexually suggestive, sexually degrading, or imply sexual motives or intentions;
- Unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;
- Any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes.

Complaint Procedures

- In compliance with applicable federal and state law, it is the policy of the district to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex.
- Victims of sexual harassment shall be afforded avenues for filing complaints that are free from bias, collusion, intimidation, or reprisal.
- Victims of sexual harassment should document the harassment as soon as it occurs. In order to assist investigators, victims should document the harassment with as much detail as possible, including: the nature of the harassment; dates, times, and places it has occurred; name or names of harasser or harassers; witnesses of the harassment; and the victim’s response to the harassment.
• To the extent they feel safe and comfortable doing so, victims are first encouraged to confront the harasser, verbally or in a letter and/or with an advocate present, and tell the harasser to stop the conduct because it is unwelcome. Victims should document the incident or incidents of continuing harassment, and any conversations they have with the harasser, noting such information as time, date, place, what was said or done, and other relevant circumstances surrounding the incident(s) and the effect or impact of the behavior on the victim.

• If the victim’s concerns are not resolved satisfactorily by communicating with the harasser, or if the victim feels he or she cannot discuss the concerns with the harasser, the victim should directly inform a district employee of the complaint and should clearly indicate what action he or she wants taken to resolve the complaint.

• Any district employee who receives a complaint of sexual harassment from a student or another employee shall inform them of their obligation to report the complaint to the district’s administration, and then shall immediately notify the Vice President of Human Resources and/or the school Title IX Coordinator.

• District employees who fail to report complaints of sexual harassment to appropriate administrators or law enforcement authorities may face disciplinary action, up to and including reprimand, suspension, or termination.

• District administrators, or other district officials who fail to report student or employee complaints of sexual harassment may also face disciplinary action, including reprimand, probation, or termination.

• Victims who contact a district employee with a complaint are encouraged to submit the complaint in writing. (See Attachment B – Discrimination Compliant Form available in the Human Resources Office.) However, complaints may be filed verbally. Alternate methods of filing complaints (such as tape recorders, scribes, etc.) shall be made available to individuals with disabilities who need accommodation.

• The district encourages all persons involved to report complaints as soon as possible (i.e. within ninety (90) days after the incident), in order that complaints can be effectively investigated and resolved.

• Reports/Complaints to Law Enforcement Authorities

  Consistent with district Policy, where a complaint contains evidence of violence or criminal activity, the employee and/or district Title IX Coordinator shall refer the complaint to the district Vice President of Human Resources and/or law enforcement authorities for investigation.

  The district encourages any individual who has knowledge of sexual harassment of a violent or criminal nature to independently report the information to law enforcement authorities.

• California Community Compliance and Enforcement (Discrimination Complaints). The district will comply with Title 5 of the California Code of Regulations, Subchapter 5, Article 3 and 4, §59334 et. Al. (See Attachment A available in the Human Resources Office.)

• Complaints may be filed with the following individuals: (See Attachment C available in the Human Resources Office.)

  Vice President of Human Resources (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.
  • Instruct the alleged harasser to have no contact or communication regarding the complaints with the victim and not to 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.

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.

General Regulations
• 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.

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

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

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

Formal Investigation

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

Right to Representation and Other Legal Rights

The victim and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. Students who file complaints may elect to be accompanied by another student of their choice at each stage of the complaint procedure. Victims also have the right to register sexual harassment complaints with the U.S. Department of Education’s Office for Civil Rights (OCR).

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

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

United States Equal Employment Opportunity Commission (EEOC)
San Diego Area Office
401 “B" Street, Suite 1550
San Diego, CA 92101
Tel: (619) 557-7282
Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court.

Retaliation Prohibited

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

Discipline

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

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

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

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

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

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

False Complaints

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

Training

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

• The Title IX Coordinator, 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.
  - Should a hearing be called, it will take place within thirty (30) working days from the date of notice.
  - 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.
General Regulations

- 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.

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.
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 §070 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, §085-3 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. Refer to the Guidance section of the catalog under Course Descriptions.

Career resources in several forms are available for career planning, exploring career possibilities and researching employers. These resources include 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, transfer admission guarantee programs, 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 2 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 7:30 a.m. to 6:00 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.
How can I apply for EOPS?

EOP&S and CARE applications are available in the EOPS/CARE office in room 1113 at Mt. San Jacinto College or at the EOPS/CARE office in the 100 building at the Menifee Valley Campus. Students can submit EOPS applications for the 2007-2008 academic year until July 1, 2007, or when we reach our program enrollment capacity, whichever comes first.

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

The EOPS/CARE offices at Mt. San Jacinto College and the Menifee Valley Campus will be open Mondays through Thursdays from 8:00 AM to 4:30 PM and on Fridays from 8:00 AM to 12:00 noon (except during selected weeks in the summer when the district closes on Fridays).

Pending availability of funding the Mt. San Jacinto College EOPS/CARE office may also be open Tuesday and/or Wednesday evenings in the fall 2007 and winter 2008 semesters.

Additional information on the EOP&S program will be posted on our website during the 2007-2008 academic year at http://www.msjc.edu/eops. You may also contact the EOPS/CARE staff by calling our Mt. San Jacinto office at (951) 487-3290 and our Menifee Valley Campus office at (951) 639-5295.

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.

EOPS students who are over 18 years old, and are single parents with children under 14 years old, and who receive Cal Works or TANF cash assistance may apply for CARE at the EOPS/CARE Offices at Mt. San Jacinto College or the Menifee Valley Campus.

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. Students are eligible for appropriate and reasonable accommodations and support services upon completion of an application, verification of the disability, and an intake interview in DSP&S.

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

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

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

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

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

Students with diagnosed disabilities should contact the DSP&S department regarding information on reasonable accommodations related to policies affecting academic completion.
The mission of the Puente Project is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations.

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

For more information about the Puente Project contact:

Alma Ramirez - Puente English Instructor - 951-487-3645 or alramirez@msjc.edu

Miranda Angeles - Puente Guidance Counselor - 951-487-3259 or mangeles@msjc.edu

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 120% of the published unit requirements for the chosen program of study.

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 ongoing 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.
Student Services

The LSP offers an assessment workshop designed to assess learning strengths and weaknesses, provide instruction in learning strategies, determine educational limitations, and develop an educational plan based on diagnostic assessment. Specialized classes and tutoring in mathematics, adaptive computer technology, reading, written and oral expression, and study skills teach compensatory strategies designed to help LD students maximize their success in college classes. Services include test facilitation and proctoring, assisted computer technologies, specialized tutoring, and educational advisement. A Learning Disability Specialist is available on both the San Jacinto and Menifee Valley campuses. Students with a prior history of learning disabilities, or students who 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 $50 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.

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770.

Army

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.

**WEB SERVICES  MY.MSJC.EDU**

*My.msjc.edu* is the website where you can view your grades, transcripts, and register for classes. Go to the MSJC website [www.msjc.edu](http://www.msjc.edu) and click on *my.msjc.edu*. 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 (mmddyy). 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

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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.
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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.

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 81. 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)
- 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)

**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.

- 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.

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 due to be sent to the university.

Certificates of Achievement

Mt. San Jacinto College shall confer a certificate of achievement upon a student who satisfactorily completes the following requirements:

- Course requirement: Refer to specific program planning guides in this catalog
- GPA requirement: Cumulative GPA of 2.0 or higher
- Resident requirement: Satisfactory completion of 12 units at MSJC

Certificate programs are designed to provide educational experiences that will give students occupational competence as well as credit toward the Associate of Arts or Associate of Science degrees. In some cases, completion of certificate programs may partially meet lower-division requirements in the state colleges and universities that offer upper-division majors in the same occupational fields.

Certificate requirements vary from program to program, and applications of certificate program courses to associate degrees or transfer requirements also vary.

For more information, see the specific program planning guides in this catalog and visit the counseling center for program planning prior to initial enrollment.
Employment Concentration Certificates

Mt. San Jacinto College offers quickly attainable specialization in a variety of subject areas and a locally approved certificate of completion in the form of Employment Concentration Certificates (ECC’s). Information about these specialized certificates can be found in the Instructional Programs pages of this catalog in great detail.

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

California State University, San Marcos

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.

University of California, Los Angeles

Mt. San Jacinto College has entered into a contractual Honors agreement with the University of California, Los Angeles. This Honors Agreement (TAP) provides MSJC Honor’s students with a blueprint for priority consideration for admission to UCLA’s College of Letters and Science. While this is not a guarantee for admissions to UCLA, it significantly increases a student’s potential for acceptance into UCLA, a specific major and scholarship opportunities at UCLA. Students must successfully complete MSJC’s Honors Enrichment Program to be eligible for a UCLA TAP contract. Please see the Honor’s Enrichment Coordinator for more details.

University of California Transfer Admission Guarantee Program (2007–08)

Seven UC campuses offer guaranteed admission to California community college students who meet specific requirements. By participating in a Transfer Admission Guarantee (TAG) program, you can receive early review of your academic record, early admission notification, and specific guidance on major preparation and general education coursework. A list of eligibility criteria and special notes for each campus are provided below.

To pursue a TAG, you should:

Stop by the Career/Transfer Center or meet with a Mt. San Jacinto College counselor and request information on the University of California TAG agreement;

Meet all requirements and fill out the TAG document and review it with your community college counselor and/or UC campus TAG adviser before submitting it to your chosen campus;

Once your TAG is approved, fulfill all remaining coursework and GPA requirements designated in your TAG agreement; and apply for admission to UC during the appropriate filing period (see www.universityofcalifornia.edu/apply).
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 C and students transferring to CSU are not required to take Area 6. See the following pages for the acceptable MSJC courses on the 2007-2008 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.
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 in 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.

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.
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 University representatives 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.

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<td>CAN ENGL 4</td>
<td>ENGL 103</td>
<td>CAN PHYS 12</td>
<td>PHY 202</td>
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<tr>
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<td>ENGL 130</td>
<td>CAN PHYS SEQ A</td>
<td>PHY 101 + PHY 102</td>
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<td>CAN ENGL 8</td>
<td>ENGL 230</td>
<td>CAN PSY 2</td>
<td>PSY 101</td>
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<td>ENGL 231</td>
<td>CAN SOC 2</td>
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<td>ENGL 207</td>
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<td>ENGL 101 + ENGL 103</td>
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<td>SPAN 102</td>
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<td>CAN ENGL SEQ B</td>
<td>ENGL 230 + ENGL 231</td>
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<td>SPAN 201</td>
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<td>NUTR 101</td>
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<td>SPAN 202</td>
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<td>CAN FCS 14</td>
<td>CDE 110</td>
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<td>SPAN 101 + SPAN 102</td>
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<td>FREN 101</td>
<td>CAN SPAN SEQ B</td>
<td>SPAN 201 + SPAN 202</td>
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<td>FREN 102</td>
<td>CAN SPCH 4</td>
<td>COMM 100</td>
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<td>FREN 201</td>
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<td>COMM 103</td>
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<tr>
<td>CAN FREN 10</td>
<td>FREN 202</td>
<td>CAN STAT 2</td>
<td>MATH 140</td>
</tr>
</tbody>
</table>

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.
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.

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.

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.

Math and English courses numbered 70-79 are intended for students with learning disabilities. Students may count a maximum of six units from each program for graduation, but such courses do not replace other English or Math requirements.

Courses below 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).
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).

Students submitting a Challenge Form must be able to prove they currently have the required skills and knowledge to be enrolled in a higher-level course without completing the prerequisite, corequisite or having the appropriate placement scores. A student who challenges a prerequisite or corequisite may also be required to attach documentation to the Challenge Form.

A prerequisite/corequisite challenge is reviewed by the appropriate faculty members and may take up to 5 working days (holidays and weekends excluded) to process, so please plan ahead.

**Other Limitations on Enrollment**

“Limitations on enrollment” means a student can be blocked from enrolling in a course for reasons other than not satisfying the prerequisite. Auditions, tryouts, and other limitations may be placed on a course, and if not met (i.e., not selected after an audition), the student may be administratively dropped from the course.

**Recommended Course Preparation**

In order to enroll students in courses that best meet their needs and skills, the college has developed several levels of placement information.

**Prerequisite**

A 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 corequisite prior to enrollment in the course or MUST take the corequisite course in the same term.

**Recommended Preparation**

If recommended preparation is listed, it means that the faculty strongly recommends that the student meet the recommended preparation before enrolling. The skill or course listed in the note has been determined to be an important preparation to the course. While the student may well pass the course without the skill or course listed, a better grade, better understanding and better performance are likely if the note is followed.
Under some conditions, a student may be provisionally enrolled in a course while waiting to determine whether or not a pre-or corequisite has been met. If it is subsequently determined that the pre-or corequisite has not been met, 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.
### COURSE OPTIONS

#### A NATURAL & PHYSICAL SCIENCES

A minimum of 3 units required.


#### B SOCIAL & BEHAVIORAL SCIENCES

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

A minimum of 3 units required.


#### D LANGUAGE & RATIONALITY

A minimum of 6 units required, 3 units from D1 and 3 units from D2.

- **D1 English Composition**
  - English 089, 101*, 104*; Business Administration 104+
- **D2 Communication & Analytical Thinking**

#### E PHYSICAL EDUCATION & HEALTHFUL LIVING

A minimum of 3 units required.


#### F MULTICULTURAL GENDER STUDIES

A minimum of 3 units is required however, this course may be taken to fill other area requirements as designated, units count once.


#### 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”.

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**MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT**

**A.A./A.S. DEGREE - GENERAL EDUCATION REQUIREMENTS**

**2007 – 2008 Educational Plan OPTION A**

**Student Name**

**Social Security Number/ID Number**

**Date**
I. TOTAL UNIT REQUIREMENTS - 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.

<table>
<thead>
<tr>
<th>MAJOR COURSEWORK</th>
<th>ELECTIVE COURSEWORK</th>
<th>NON-DEGREE COURSEWORK</th>
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GENERAL EDUCATION UNITS:  MAJOR UNITS:  ELECTIVE UNITS:  TOTAL UNITS:  NOTES:

AA/AS:

CERTIFICATE:

Associate Degree Certification:  ___Yes  ___No

04/2007

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<table>
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<tr>
<th>COURSE OPTIONS</th>
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<tbody>
<tr>
<td><strong>A</strong> COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING - 9 units to include one course from each group: A1, A2, A3</td>
</tr>
<tr>
<td><strong>B</strong> PHYSICAL UNIVERSE AND LIFE FORMS - 9 semester units required with at least one course from each: Physical Universe, Life Forms (at least one course to contain a laboratory component) and Mathematics/Quantitative Reasoning. Lab courses are indicated by an asterisk (*) below.</td>
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<tr>
<td><strong>C</strong> ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE - 9 units with at least one course from the Arts and one course from the Humanities.</td>
</tr>
<tr>
<td><strong>D</strong> SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR - 9 units to include one course from at least 2 categories.</td>
</tr>
<tr>
<td><strong>E</strong> LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT - 3 units required</td>
</tr>
</tbody>
</table>

### Anticipated Major(s):
- **A** Communication 100, 103, 104, 106, 201
- **B** Physical Universe 201, 202; Philosophy 103, 103H, 112, 112H
- **C** Anthropology 102, 103H, 104, 105, 106, 107, 108, 111; Economics 201, 202
- **D** History 110, 111
- **E** Dance 108+ (unit limitation, 1 unit max), 120 (unit limitation, 1 unit max), 124, 201, 202, 203, 205, 206, 207, 208, 209, 210, 211, 212, 213, 215, 218

### Anticipated Transfer Institution(s):
- **A** Communication 100, 103, 104, 106, 201
- **B** Physical Universe 201, 202; Philosophy 103, 103H, 112, 112H
- **C** Anthropology 102, 103H, 104, 105, 106, 107, 108, 111; Economics 201, 202
- **D** History 110, 111
- **E** Dance 108+ (unit limitation, 1 unit max), 120 (unit limitation, 1 unit max), 124, 201, 202, 203, 205, 206, 207, 208, 209, 210, 211, 212, 213, 215, 218

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**Mt. San Jacinto College District**

**General Education Requirements for California State Universities and Colleges**

**Transfer Pattern & Educational Plan 2007-2008**

**OPTION B** (see catalog or reverse for details)

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**Mt. San Jacinto College 2007-2008 Catalog**
APPLICATION FOR CERTIFICATION
Certification of lower division CSU General Education Breadth requirements must be requested by students at the time final transcripts are due at the university.

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 coursework 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 submit a petition to 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 who plan 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 by going to www.csumentor.edu for application and deadline dates.

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 with an overall G.P.A. of 2.0 and a minimum of 12 semester units completed at Mt. San Jacinto College for residency. Students are required to complete the MSJC local area graduation requirements which include a U.S. History or Political Science course, a Healthful Living course and a Multicultural-Gender Studies course. The approved general education courses are listed in the catalog and the remaining units should be selected from the intended major preparation or elective coursework.

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<thead>
<tr>
<th>MAJOR COURSEWORK</th>
<th>ELECTIVE COURSEWORK</th>
<th>NON-DEGREE COURSEWORK</th>
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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.assc.org for the current CSU General Education list for MSJC 04/2007.
### Course Options

**Area 1: English Communication**

<table>
<thead>
<tr>
<th>Course Options</th>
<th>( \text{Area 1} )</th>
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<tbody>
<tr>
<td><strong>GROUP A: ENGLISH COMPOSITION (1 course, 3 semester units)</strong></td>
<td>English 101, 101H</td>
</tr>
<tr>
<td><strong>GROUP B: CRITICAL THINKING - ENGLISH COMPOSITION (1 course, 3 semester units)</strong></td>
<td>English 103, 103H, Philosophy 112, 112H</td>
</tr>
<tr>
<td><strong>GROUP C: ORAL COMMUNICATION (CSU requirement only)</strong></td>
<td>Communication 100, 101, 201</td>
</tr>
<tr>
<td><strong>MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, 3 semester units)</strong></td>
<td>Mathematics 102, 105, 105H, 110, 135, 140, 140H, 211, 212, 212H, 213, 213H, 215, 218</td>
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</table>

**Area 2: Arts and Humanities**

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<thead>
<tr>
<th>Course Options</th>
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<tr>
<td><strong>ARTS AND HUMANITIES</strong></td>
<td>Course(s) from other college(s) or AP</td>
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<tr>
<td><strong>HUMANITIES</strong></td>
<td>Course(s) from other college(s) or AP</td>
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<tr>
<td><strong>SOCIAL BEHAVIORAL SCIENCES</strong></td>
<td>Course(s) from other college(s) or AP</td>
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**Area 3: Physical and Biological Sciences**

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<th>Course Options</th>
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<tbody>
<tr>
<td><strong>PHYSICAL AND BIOLOGICAL SCIENCES - At least 2 courses (1 Physical Science, 1 Biological Science)</strong></td>
<td>Course(s) from other college(s) or AP</td>
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**Area 4: Language Other Than English**

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<tr>
<th>Course Options</th>
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<tbody>
<tr>
<td><strong>LANGUAGE OTHER THAN ENGLISH - (UC requirement only)</strong></td>
<td>Course(s) from other college(s) or AP</td>
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</table>

**Area 5: U.S., History, Constitution, and American Ideals**

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<tr>
<th>Course Options</th>
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<tr>
<td><strong>(5 indicates courses with proficiency equivalent to 2 years' high school study in the same language. High school coursework equivalent to 2 years with a grade of &quot;C&quot; or better in the last semester of the 2nd year. EXCEPTION: If a grade lower than a &quot;C&quot; is earned in the second year second semester, a &quot;C&quot; grade or higher in a higher level course will satisfy the requirement. (Other options apply please see a counselor for more information.)</strong></td>
<td>Course(s) from other college(s) or AP</td>
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**Area 6: LOTE**

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<tr>
<th>Course Options</th>
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<tr>
<td><strong>Area 6 LOTE</strong></td>
<td>Course(s) from other college(s) or AP</td>
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**NOTE: Courses used to meet this requirement may not be used to satisfy other requirements for IGETC.**
<table>
<thead>
<tr>
<th>UC ELEGIBILITY</th>
<th>Students <strong>NOT</strong> eligible for the UC at the time of High School graduation must complete 60 transferable semester units with a minimum G.P.A. of 2.4:</th>
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<tr>
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<td>• Students must also complete two transferable college courses in English Composition (English 101 or 101H + English 103 or 103H or Philosophy 112 or 112H).</td>
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<td>• One transferable college course (3 semester units) in mathematical concepts and quantitative reasoning.</td>
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<td></td>
<td>• Four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: Arts and humanities, social and behavioral sciences, natural 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).</td>
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The Interssegmental 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 another 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 attended. Certification of lower division Interssegmental General Education Transfer Curriculum requirements must be requested by students at the time final transcripts are due at the university. It is the student's responsibility to request "certification" during the last term 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 courses: illness, unavailable or cancelled courses, military service, family or employment problems, experiences 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 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 IGETC certification. Petitions will be evaluated to determine if these courses are equivalent courses approved for MSJC's IGETC pattern.

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

**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 does not have an acceptable AP exam or out-of-state equivalent. Please see catalog chart for approved courses.

**DOUBLE COUNTING:** Double counting within IGETC is not allowed. Although a course may be listed in more than one subject area, a single course may be used just once. Only C grades or better will be accepted, and credit/no credit courses are acceptable only if the college catalog defines credit as equivalent of a letter grade of C or better. UC will allow requirements completed as preparation for the major to be used in the IGETC wherever they appear.

**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.

**GENERAL EDUCATION OPTION C- see catalog for current A.A./A.S. 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 60 transferable semester units with an overall G.P.A. of 2.4 and a minimum of 12 semester units completed at Mt. San Jacinto College for residency. All courses used to satisfy Area 1 – 6 requirements must be completed with at least a "C" grade. Students are required to complete the MSJC local area graduation requirements which include a U.S. History or Political Science course, a Healthful Living course and a Multicultural-Gender Studies course. The approved general education courses are listed in the catalog and remaining units should be selected from the intended major preparation or elective coursework.

<table>
<thead>
<tr>
<th>COMPLETED</th>
<th>MAJOR COURSEWORK</th>
<th>ELECTIVE COURSEWORK</th>
<th>NON-DEGREE COURSEWORK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Mt. San Jacinto College 2007-2008 Catalog
Instructional Programs

Administration of Justice

Degree(s)
A.S. in Administration of Justice *(42-ASA)*
(with General Education Requirements Option A)

Certificate(s)
Certificate in Administration of Justice *(442-CTA)*

Employment Concentration Certificate(s)
Corrections *(9999 ESC-AJCOR)*

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Richard LeGarra (951) 487-3505
rlegarra@msjc.edu

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

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.

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

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)

<table>
<thead>
<tr>
<th>Required Courses (15 units)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-101     Criminal Law</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>AJ-102     Introduction to Law Enforcement</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>AJ-106     Juvenile Procedures I</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>AJ-111     Administration of Justice</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>AJ-118     Police Community Relations</td>
<td>3 units</td>
<td></td>
</tr>
</tbody>
</table>

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

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.

<table>
<thead>
<tr>
<th>Required Courses (15 units)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CORR-101</td>
<td>Introduction to Correctional Science</td>
<td>3 units</td>
</tr>
<tr>
<td>CORR-102</td>
<td>Control and Supervision in Corrections</td>
<td>3 units</td>
</tr>
<tr>
<td>CORR-103</td>
<td>Correctional Interviewing and Counseling</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-101</td>
<td>Criminal Law</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-105</td>
<td>Public Safety Communications</td>
<td>3 units</td>
</tr>
</tbody>
</table>
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.

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).

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 ENGL-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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS-101</td>
<td>Introduction and Overview of Alcohol and Drug Studies</td>
<td>3</td>
</tr>
<tr>
<td>ADS-102</td>
<td>Pharmacology and Biomedical Aspects of Alcohol and Other Drugs</td>
<td>3</td>
</tr>
<tr>
<td>ADS-103</td>
<td>Law &amp; Ethics, Community Prevention Education, Outreach and Referral</td>
<td>3</td>
</tr>
<tr>
<td>ADS-104</td>
<td>Case Management: Assessment, Orientation, Treatment, Planning and Relapse Prevention</td>
<td>3</td>
</tr>
<tr>
<td>ADS-110/PSYC-110</td>
<td>Introduction to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>ADS-115/PSYC-115</td>
<td>Individual, Family and Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>ADS-120</td>
<td>Personal &amp; Professional Growth for Alcohol and Drug Counselors</td>
<td>3</td>
</tr>
<tr>
<td>ADS-149</td>
<td>Occupational Internship: Alcohol and Drug Studies</td>
<td>3</td>
</tr>
<tr>
<td>ADS-150</td>
<td>Practicum Seminar</td>
<td>3</td>
</tr>
<tr>
<td>HS-121</td>
<td>Fundamentals of Healthful Living</td>
<td>3</td>
</tr>
<tr>
<td>PSYC-101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC-102</td>
<td>Personal Growth</td>
<td>3</td>
</tr>
<tr>
<td>SOCI-106</td>
<td>Intercultural Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Employment Concentrations**

### Dual Diagnosis (13-16 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS-116</td>
<td>Introduction to Dual Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>ADS-118</td>
<td>Dual Diagnosis - Counseling &amp; Case Management</td>
<td>3</td>
</tr>
<tr>
<td>ADS-149</td>
<td>Occupational Internship</td>
<td>1-4</td>
</tr>
<tr>
<td>PSYC-101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC-108</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>
**Allied Health**

**Degree(s)**
A.S. in Medical Assisting 446.AS.NURS.MEDA

*(with General Education Requirements Option A)*

**Certificate(s)**
Certificate in Medical Assisting 446.CT.NURS.MEDA

**Employment Concentration Certificate(s)**
Certified Nursing Assistant/Home Health Aide (CNA/HHA) 99999.ECC.NURS.CNA.HHA
Emergency Medical Technician (EMT) 99999.ECC.EMT
Emergency Medical Technician (EMT) Advanced 99999.ECC.EMTII

**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

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**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 AH-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
BADM-104/ENGL-104 Business Communications 3 units
NURS-100 Introduction to Anatomy & Physiology for Allied Health 3 units

(Suggested 2nd Semester)
AH-073 Medical Assistant: Clinical Procedures 4 units
AH-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)
ACCT-075 Bookkeeping 3 units
AH-082 Telemetry Technician I & II 3.5 units
AH-120B Advanced Emerging Medical Technician 5 units
AH-122 Medical Ethics 3 units
AH-124 Pathophysiology 3 units
AH-126 Techniques in Patient Care 3 units
AH-127 Infant to Adult Basic and Advanced Life Support 3 units
HS-121 Fundamentals of Healthful Living 3 units
NUTR-101 Nutrition and Foods 3 units
OTEC-178 Office Procedures and Systems 3 units
PE-115 First Aid 3 units

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<table>
<thead>
<tr>
<th>Employment Concentrations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certified Nursing Assistant/Home Health Aide (7.5 units)</strong></td>
</tr>
<tr>
<td>NURS-085 Certified Nursing Assistant and Home Health Aide 7.5 units</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician (EMT) (12 units)</strong></td>
</tr>
<tr>
<td>AH-120 Emergency Medical Technician I Basic 5 units</td>
</tr>
<tr>
<td>AH-121 Emergency Medical Technician I Refresher 2 units</td>
</tr>
<tr>
<td>AH-125 EMT 1 Challenge Exam 5 units</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician (EMT) Advanced (8 units)</strong></td>
</tr>
<tr>
<td>AH-120B Advanced Emergency Medical Technician 5 units</td>
</tr>
<tr>
<td>AH-127 Infant to Adult Basic and Advanced Life Support 3 units</td>
</tr>
</tbody>
</table>
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.
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.

- Museum Curator
- Public Opinion Surveyor
- Social Services
- Urban Planning
- Storyteller
- Contract Archaeologist
- Health Researcher
- Marketing Analyst
- Industrial Consultant
- Expedition Guide
- Population Analyst
- Film Ethnographer
- Ethnic Relations Specialist
- Social Services Consultant
- Transcultural Nursing Specialist
- Cultural Resource Management
- Environmental Impact Analyst
- Museum and National Park Exhibit Design
- Foreign Service, Diplomatic Corps
- Public Information Officer
- Park Ranger
- Travel Industry
- Global Health Care
- Epidemiology
- Forensic Anthropology
- All human service careers
<table>
<thead>
<tr>
<th><strong>TRANSFER PREPARATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DEGREE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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 science by completing any 18 units of science classes (including at least 2 science lab classes) from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.</td>
</tr>
</tbody>
</table>
Art

Degree(s)

A.A. in Art 4403 AA.ART
(with General Education Requirements Option A)
A.A. in Visual Communication (Graphic Design) 16742 AA.ART.VISCOM
(with Transfer Emphasis using General Education Requirements Option B or C)

Certificate(s)
None

Employment Concentration Certificate(s)
Graphic Design 99999 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.

**DEGREES**

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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-101</td>
<td>Art History: Prehistoric through Medieval Art</td>
<td>3</td>
</tr>
<tr>
<td>ART-102</td>
<td>Art History: Renaissance to 20th Century Art</td>
<td>3</td>
</tr>
<tr>
<td>ART-108</td>
<td>Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART-120</td>
<td>2D Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**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 (6 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-102</td>
<td>Art History: Renaissance to 20th Century Art</td>
<td>3</td>
</tr>
<tr>
<td>ART-108</td>
<td>Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART-120</td>
<td>2D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-123</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART-125</td>
<td>Typography I</td>
<td>3</td>
</tr>
<tr>
<td>ART-130A</td>
<td>Digital Art - Imaging</td>
<td>2</td>
</tr>
<tr>
<td>ART-130B/MUL-140</td>
<td>Digital Art - Illustration</td>
<td>2</td>
</tr>
</tbody>
</table>

**Art Electives (6 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-101</td>
<td>Art History: Prehistoric through Medieval Art</td>
<td>3</td>
</tr>
<tr>
<td>ART-105</td>
<td>History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-109</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART-122</td>
<td>3D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-125</td>
<td>Typography I</td>
<td>3</td>
</tr>
</tbody>
</table>

**GRAPHIC DESIGN (17 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>ART-123</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART-125</td>
<td>Typography I</td>
<td>3</td>
</tr>
<tr>
<td>ART-130A</td>
<td>Digital Art - Imaging</td>
<td>2</td>
</tr>
<tr>
<td>ART-130B/MUL-140</td>
<td>Digital Art - Illustration</td>
<td>2</td>
</tr>
<tr>
<td>ART-223</td>
<td>Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>ART-299P</td>
<td>Special Projects - Portfolio Preparation</td>
<td>1</td>
</tr>
</tbody>
</table>
A s t r o n o m y

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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 PROGRAM DESCRIPTION

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

TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to review the MSJC catalog with a counselor to determine which MSJC courses are transferable.

DEGREE

An Associate degree is not available in this major. Students wishing an Associate degree may major in science by completing any 18 units of science classes from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.
Degree(s)
A.A. in Audio Technology 8682 AA.MUS.AT
(with General Education Requirements Option A)
A.A. in Advanced Audio Technology 6774 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 6774 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.
## Certificate 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
- **AUD-152/MUL-123** Video Production I 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
- **AUD-152/MUL-123** Video Production I 3 units
Automotive/Transportation Technology

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

Certificate(s)
Certificate in Automotive/Transportation Technology 4400 C.T.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.HES
- Automotive Service Advisor/Automotive Service Shop Management 99999 ECC.AUME.ASA
- Alternative Fuels, Bus Transit and Heavy Duty Transportation 99999 ECC.AUME.ALT.FUELS

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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
MSJJC 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.

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.
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-079 Honda Express Service 1.5 units
- AUME-110 Basic and Clean Air Car Course 4.5 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

General Technician (13-17 units)
- AUME-118 Automotive Air Conditioning and Heating 4 units
- AUME-124 Engine Theory and Repair 5 units
- AUME-175 Automatic Transmissions/Transaxles 4 units
- AUME-185 Manual Transmissions and Transaxles 4 units

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-135 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
**Biological Sciences**

**Degree(s)**
None

**Certificate(s)**
None

**Employment Concentration Certificate(s)**
None

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**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.

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**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 science by completing any 18 units of science classes from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.
Business Programs Overview

Degree(s)
Business Administration
A.S. in Business Administration 4388 AS.BADM
(with General Education Requirements Option A)
Office Administration
A.S. in Office Administration 6075 AS.BUS.OADM/6076 AS.BUS.OATP
(with General Education Requirements Option A)

Certificate(s)
Business Administration
Certificate in Business Administration 4388 CT.BADM/Tech
Certificate in Small Business Operations 4400 CT.BUS.14/O/TP
Office Administration
Certificate in Business, Clerical 4392 CT.BUS.CLER/Tech 6038 CT.BUS.CLER.TP
Certificate in Business, Office Administration Technician 6076 CT.BUS.OADM/6076 CT.BUS.OATP
Certificate in Microsoft Applications Specialist 0769 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.OT

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

**Degree(s)**
A.S. in Business Administration (with General Education Requirements Option A)

**Certificate(s)**
Certificate in Business Administration
Certificate in Small Business Operations

**Employment Concentration Certificate(s)**
Accounting and Tax Preparation Concentration
Management Communications Concentration
Resort Operations Concentration

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dcandelaria@msjc.edu
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dbolts@msjc.edu

**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.
The 18 units in the major plus all MSJC General Education Option A requirements for a total of 60 units is required to earn an Associate of Science degree in Business Administration.

Business Administration Major (18 units)

Required Courses (6 units)
- ACCT-124 Financial Accounting - Principles of Accounting I: 3 units
- ECON-201 Principles of Macroeconomics: 3 units

Additional Required Courses (9 units from this list)
- BADM-103 Introduction to Business: 3 units
- BADM-201 Legal Environment of Business: 3 units
- CSIS-101 Introduction to Computers and Data Processing: 3 units
- MGT-103 Introduction to Management: 3 units
- MGT-205 Principles of Marketing Management: 3 units

Electives (3 units from this list)
- ACCT-080 Deducting the Cost of Business Assets: 1 unit
- ACCT-081 General Concepts Concerning Corporate Taxation: 1 unit
- ACCT-082 General Concepts Concerning Partnership Taxation: 1 unit
- ACCT-125 Managerial Accounting - Principles of Accounting II: 3 units
- ACCT-127 Federal and California Income Tax Accounting: 4 units
- BADM-098A Developing Time Management Techniques: .5 unit
- BADM-098B Reducing Stress and Improving Performance: .5 unit
- BADM-098C Developing Leadership in Organizations: .5 unit
- BADM-098D Dynamics of Successful Teamwork: .5 unit
- BADM-098E Raising Performance Levels Through Motivation: .5 unit
- BADM-104/ENGL-104 Business Communications: 3 units
- BADM-150 Small Business Entrepreneurship: 3 units
- ECON-202 Principles of Microeconomics: 3 units

Certificate in Business Administration (24 units)

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

Required Courses (15 units)
- ACCT-124 Financial Accounting - Principles of Accounting I: 3 units
- BADM-103 Introduction to Business: 3 units
- BADM-201 Legal Environment of Business: 3 units
- MGT-103 Introduction to Management: 3 units
- MGT-205 Principles of Marketing Management: 3 units

Recommended Courses (Take 3 units from this list)
- CSIS-101 Introduction to Computers and Data Processing: 3 units
- ECON-201 Principles of Macroeconomics: 3 units

Elective Courses (Take 6 units from this list)
- ACCT-080 Deducting the Cost of Business Assets: 1 unit
- ACCT-081 General Concepts Concerning Corporate Taxation: 1 unit
- ACCT-082 General Concepts Concerning Partnership Taxation: 1 unit
- ACCT-125 Managerial Accounting - Principles of Accounting II: 3 units
- ACCT-127 Federal and California Income Tax Accounting: 4 units
- BADM-104/ENGL-104 Business Communications: 3 units
- BADM-105 Small Business Entrepreneurship: 3 units
- BADM-150 Principles of Salesmanship: 3 units
- BADM-170 Introduction to International Business: 3 units
- ECON-202 Principles of Microeconomics: 3 units
- MGT-132 Labor Management Relations: 3 units
- MGT-133 Productivity Management: 3 units
- MGT-134 Communications in the Organization: 3 units
- MGT-135 Human Relations at Work: 3 units
- MGT-138 Personnel Management: 3 units
Certificate in Small Business Operations
(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>
<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>
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</table>

**Elective Courses (9 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</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>

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</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>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>3</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>
</tr>
<tr>
<td>CAPP-123C</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Management Communications**

Concentration (9 units)

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

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

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

Certificate(s)
Certificate in Business, Clerical 4392 CT.BUS.CLER/Tech 6038 CT.BUS.CLER.TP
Certificate in Business, Office Administration Technician
8675 CT.BUS.OADM/Tech 8676 CT.BUS.OATP
Certificate in Microsoft Applications Specialist 1079 CT.BUS.MCA/Tech 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

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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTEC-178</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-121C</td>
<td>Using Microsoft Word 2003 – Level I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses (12 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-075</td>
<td>Bookkeeping</td>
<td>3</td>
</tr>
<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</td>
<td>1</td>
</tr>
<tr>
<td>ACCT-082</td>
<td>General Concepts Concerning</td>
<td>1</td>
</tr>
<tr>
<td>ACCT-124</td>
<td>Financial Accounting - Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT-125</td>
<td>Managerial Accounting, Principles Of Accounting</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-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>
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</tr>
<tr>
<td>BADM-098D</td>
<td>Dynamics of Successful Teamwork</td>
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<tr>
<td>BADM-098E</td>
<td>Raising Performance Levels Through Motivation</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-149</td>
<td>Occupational Internship: Business</td>
<td>1-4</td>
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<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>CAPP-120C</td>
<td>Using Microsoft Office 2003 – Level I</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-122C</td>
<td>Using Microsoft Excel 2003 – Level I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CAPP-125C Excel For Business and Accounting</td>
<td>3</td>
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<tr>
<td>or</td>
<td>CAPP-125C1 Excel 1-Basics for Business and Accounting</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>CAPP-125C2 Excel 2-For Business Users</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>CAPP-125C3 Excel 3-For Accounting Users</td>
<td>1</td>
</tr>
</tbody>
</table>

Certificate in Business, Clerical (25 units)

**Required Courses (16 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-120C</td>
<td>Using Microsoft Office 2003 – Level I</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-121C</td>
<td>Using Microsoft Word 2003 – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-122C</td>
<td>Using Microsoft Excel 2003 – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CAPP-125C Excel For Business and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CAPP-125C1 Excel 1-Basics for Business and Accounting</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>CAPP-125C2 Excel 2-For Business Users</td>
<td>1</td>
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<tr>
<td>or</td>
<td>CAPP-125C3 Excel 3-For Accounting Users</td>
<td>1</td>
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<tr>
<td>MATH-090</td>
<td>Elementary Algebra (or higher)</td>
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</table>

**Elective Courses (9 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-075</td>
<td>Bookkeeping</td>
<td>3</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 Through Motivation</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-149</td>
<td>Occupational Internship: Business</td>
<td>3-4</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>CAPP-120C</td>
<td>Using Microsoft Office 2003 – Level I</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-122C</td>
<td>Using Microsoft Excel 2003 – Level I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CAPP-125C Excel For Business and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CAPP-125C1 Excel 1-Basics for Business and Accounting</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>CAPP-125C2 Excel 2-For Business Users</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>CAPP-125C3 Excel 3-For Accounting Users</td>
<td>1</td>
</tr>
<tr>
<td>OTEC-178</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

**Certificates**

Certificates remain valid for two years after issuance. Students enrolled in any computer applications or accounting courses are encouraged to concurrently enroll in the relevant laboratory practicum course, CAPP-056 or ACCT-057, for one-half unit additional credit. An instructor is provided in the computer laboratory to assist students with assignments and tests. The practicum reviews and reinforces course theory, and provides additional practice for students desiring to increase their productivity using computer applications.
## Certificate in Business, Office Administration Technician (25 units)

### Required Courses (16 units)
- **ACCT-124** Financial Accounting - Principles of Accounting I 3 units
- **BADM-103** Introduction to Business 3 units
- **BADM-104/ENGL-104** Business Communications 3 units
- **CAPP-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-082** General Concepts Concerning Partnership Taxation 1 unit
- **ACCT-126** Beginning Computer Accounting 3 units
- **ACCT-127** Federal and California Income Tax Accounting 4 units
- **BADM-098A** Developing Time Management Techniques .5 unit
- **BADM-098B** Reducing Stress and Improving Performance .5 unit
- **BADM-098C** Developing Leadership in Organizations .5 unit
- **BADM-098D** Dynamics of Successful Teamwork .5 unit
- **BADM-098E** Raising Performance Levels Through Motivation .5 unit
- **BADM-098F** Developing Customer Relations and Rapport .5 unit
- **BADM-098G** Business Ethics .5 unit
- **CAPP-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
- **CSIS-103** Introduction to the Internet 3 units

## 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
- **OTECE-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
- **OTECE-144** Keyboarding & Document Formatting 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
- **OTECE-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.

## 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:
- **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**
- **OTECE-144** = **OTECE-144A**, **144B**, **144C**
Chemistry

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
David Bookin (951) 487-3740
dbookin@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
John Schuler (951) 639-5740
jschuler@msjc.edu

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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

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

Career Opportunities

Transfer Preparation
MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to review the MSJC catalog with a counselor to determine which MSJC courses are transferable.

Degree
An Associate degree is not available in this major. Students wishing an Associate degree may major in science by completing any 18 units of science classes from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.
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.ASST
Associate Teacher 99999 ECC.CDE.ASSOC
Communication 99999 ECC.CDE.COMM
Deaf Culture 99999 ECC.CDE.DC
Early Childhood Special Education 99999 ECC.CDE.ECSE
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.ITT
K-12 Special Education 99999 ECC.CDE.K12
Language and Literacy 99999 ECC.CDE.LAL
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 Educational Toy Producers
- Children’s Hospital Worker
- Child Psychologist
- Distributor of Educational Toys
- 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>
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<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>Appropriate 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>
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<tr>
<td>CDE-148**</td>
<td>Early Childhood Education Practicum II</td>
<td>3</td>
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</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).
## CONTINUING EDUCATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE-109/MUS-113</td>
<td>Children's Music</td>
<td>3 units</td>
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<tr>
<td>CDE-112A</td>
<td>Disaster Preparedness for Teachers of Young Children</td>
<td>1 unit</td>
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<tr>
<td>CDE-112B</td>
<td>Child Maltreatment</td>
<td>1 unit</td>
</tr>
<tr>
<td>CDE-112C</td>
<td>Becoming A Health Advocate in the Early Childhood Setting</td>
<td>1 unit</td>
</tr>
<tr>
<td>CDE-113</td>
<td>Art for the Young Child</td>
<td>2 units</td>
</tr>
<tr>
<td>CDE-114/DAN-114/MUS-110</td>
<td>Music/Movement Experiences for Teachers of Young Children</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-115</td>
<td>Science and Math in Early Childhood</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-119</td>
<td>Infant and Toddler Growth and Development</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-120</td>
<td>Infant and Toddler Education and Care</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-126</td>
<td>Administration and Supervision of Early Childhood Programs I</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-128</td>
<td>Administration and Supervision of Early Childhood Programs II</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-129</td>
<td>Family Child Care Home</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-129A</td>
<td>Home Child Care Operation</td>
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<tr>
<td>CDE-129B</td>
<td>Guidance in Home Child Care</td>
<td>1 unit</td>
</tr>
<tr>
<td>CDE-129C</td>
<td>Curriculum for Home Child Care</td>
<td>1 unit</td>
</tr>
<tr>
<td>CDE-131/ENGL-131</td>
<td>Children’s Literature</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-134</td>
<td>Adult Supervision</td>
<td>2 units</td>
</tr>
<tr>
<td>ED-135</td>
<td>Introduction to Education</td>
<td>3 units</td>
</tr>
<tr>
<td>ED-136</td>
<td>Child Growth and Development</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-137</td>
<td>Curriculum and Program Planning for School Age Child Care</td>
<td>3 units</td>
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<tr>
<td>ED-138</td>
<td>Practicum in Elementary and Secondary Settings</td>
<td>3 units</td>
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<tr>
<td>CDE-141</td>
<td>Exceptional Child – Adapting Early Childhood Curricula</td>
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<tr>
<td>ED-142</td>
<td>The Exceptional Child – Adapting Curricula in Elementary and Secondary Settings</td>
<td>3 units</td>
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<tr>
<td>ED-160</td>
<td>Technology in the Classroom</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-201A-N</td>
<td>Topics in Early Childhood: Learning Environments and Activities</td>
<td>0.5 unit</td>
</tr>
<tr>
<td>CDE-202A-G</td>
<td>Topics in Early Childhood: Program and Curricular Options</td>
<td>0.5 unit</td>
</tr>
<tr>
<td>CDE-203A-G</td>
<td>Topics in Early Childhood: Program Management</td>
<td>0.5 unit</td>
</tr>
<tr>
<td>CDE-204A-G</td>
<td>Topics in Early Childhood: Personal and Professional Development</td>
<td>0.5 unit</td>
</tr>
<tr>
<td>CDE-205A-F</td>
<td>Topics in Early Childhood: Guidance Observation and/or Assessment</td>
<td>0.5 unit</td>
</tr>
<tr>
<td>CDE-209</td>
<td>Special Projects: Early Childhood Studies</td>
<td>1-3 units</td>
</tr>
</tbody>
</table>

## EMPLOYMENT CONCENTRATIONS

** Indicates that prior TB and criminal record clearance must be shown. (It is recommended that students begin this clearance process while enrolled in CDE-101).**

### Administration (6 units)
- CDE-126 Administration and Supervision of Early Childhood Programs I 3 units
- CDE-128 Administration and Supervision of Early Childhood Programs II 3 units

### Art (5-6 units)
- CDE-113 Art for the Young Child 2 units
- ART-100 Art Appreciation 3 units
- ART-120 2D Design 3 units

### Assistant Teacher (6 units)
- CDE-101 Principles of Early Childhood Education 3 units
- CDE-110 Child Development 3 units

### Associate Teacher (12 units)
- CDE-101 Principles of Early Childhood Education 3 units
- CDE-110 Child Development 3 units
- CDE-125 Child, Family, and Community 3 units
- CDE-103* Appropriate Curriculum for Young Children 3 units

### Communication (6 units)
- CDE-147** Early Childhood Education Practicum I 3 units
- COMM-103 Interpersonal Communication 3 units
- or COMM-108 Intercultural Communication 3 units

### Deaf Culture (6-7 units)
- CDE-140 Children and Youth with Exceptional Needs 3 units
- ASL-100 American Sign Language I 4 units
- or ASL-110 Awareness of Deaf Culture 3 units

### Early Childhood Special Education (6 units)
- CDE-140 Children and Youth with Exceptional Needs 3 units
- CDE-141 Exceptional Child – Adapting Early Childhood Curricula 3 units

### Elementary Education (6 units)
- ED-135 Introduction to Education 3 units
- ED-136 Child Growth and Development During the School Years 3 units

### First Aid (6 units)
- CDE-111 Child Health, Safety and Nutrition 3 units
- PE-115 First Aid 3 units

## CHILD DEVELOPMENT PERMIT

Upon completion of requirements for the certificate program, including the 16 units of general education, the student has fulfilled the course requirements for the teacher level of the Child Development Permit and some of the work experience requirements. See the State of California guidelines for more information on the experience qualifications and talk to your CDE instructors regarding new permit requirements.

Mt. San Jacinto College 2007-2008 Catalog 133
### Instructional Programs

#### Health & Safety (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>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>
</tbody>
</table>

#### Healthy Living (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>HS-121</td>
<td>Fundamentals of Healthful Living</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Infant/Toddler (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

#### K-12 Special Education (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>ED-142</td>
<td>The Exceptional Child - Adapting Curricula in Elementary and Secondary Settings</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Language and Literacy (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE-102</td>
<td>Language and Literacy Experiences for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CDE-131/ENGL-131</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Music and Movement (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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-114/DAN-114/MUS-110</td>
<td>Music/Movement Experiences for Teachers of Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Nutrition (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>NUTR-100</td>
<td>Family Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR-101</td>
<td>Nutrition and Foods</td>
<td>3</td>
</tr>
</tbody>
</table>

#### School-Age Child Care (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-136</td>
<td>Child Growth and Development During the School Years</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>
</tbody>
</table>

#### School-Age Permit (12 units)

Students must complete 12 of the following

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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 During the School Years</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>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>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE-115</td>
<td>Science and Math in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ENVS-101</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Substance Abuse Awareness (6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>HS-123</td>
<td>Drugs: Use and Abuse</td>
<td>3</td>
</tr>
</tbody>
</table>
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
- Teacher (in publicly-funded ECE programs)
- Master Teacher (in both publicly and privately-funded ECE programs)

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)
- Head Start Teacher (in a Head Start Program)
- Site Supervisor OR Program Director (both in publicly-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

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

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, 137; Choose from: ED 135, 136, 138, 142, 160

With A.S. Degree:
- All required CDE courses (27 units) & General Ed. requirements (see counselor)

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

Paraeducator (working in an elementary school setting)

Substitute Teacher (in public elementary setting)

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
Communication

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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1-800-452-3335
David Moss (951) 639-5626
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Suzanne Uhl (951) 639-5625
subl@msjc.edu

Program Description

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*CSIS*NET*ORA

Degree(s)
A.S. in Computer Information Systems 4395 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 4395 CT.CIS.NET.98
Certificate in Networking 4395 CT.CIS.NET.98
Certificate in Programming 4395 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.MOAD
Microsoft Office Applications Developer 99999 ECC.CIS.MOAD
Internet Authoring 99999 ECC.CIS.IA
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.IP
Oracle Developer 99999 ECC.CIS.OD
Database Programmer 99999 ECC.CIS.DProg
Database Programming 99999 ECC.CIS.DProg
Python Programming 99999 ECC.CIS.PP

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.

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

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greams@msjc.edu
Glenn Stevenson (951) 639-5532
gstevenson@msjc.edu

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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 and Data Communications 3 units

Upon successful completion of any of the Employment Concentrations listed in this section, the student may request a Mt. San Jacinto College Certificate of Completion.
**General Track**

**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

**Instructional Programs**

**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](http://www.2test.com)

- CSIS-103 Introduction to the Internet 3 units
- CSIS-115A HTML Programming – Level 1 3 units
- CSIS-202 Networks and Data Communications 3 units

**Internet Authoring (15 units)**

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

**Required:**

- CSIS-103 Introduction to the Internet 3 units

**Choose One:**

- CSIS-115A HTML Programming – Level 1 3 units
- CSIS-117B Internet Authoring with FrontPage 2002 – Level 1 3 units

**Choose One:**

- CSIS-114A SQL Programming – Level 1 3 units
- CSIS-115B XML Design – Level 1 3 units
- CSIS-132 Creating Visual Basic Database Applications 3 units

**Choose Two:**

- CSIS-113B Java Programming – Level 1 3 units
- CSIS-116 Creating Active Server Pages w/VBScript 3 units
- CSIS-116A Web Scripting with PERL and JavaScript 3 units
- CSIS-116B Developing ASP.NET Web Applications 3 units
- CSIS-116C Internet Authoring with JavaScript 3 units
- CSIS-116D PHP Web Development 3 units
- MUL-218 Designing and Managing Dynamic Websites 3 units
NETWorking

Certified Internet Webmaster (CIW)  
(12 units)
- CSIS-202 Network and Data Communications 3 units
- NET-160 Web Server Administration 3 units
- NET-161 Implementing Advanced Web Site Designs 3 units
- NET-162 Designing a Web Infrastructure for E-commerce 3 units

LAN/WAN Administration CCNA (Cisco Certified Network Administrator)  
(12 units)
- CSIS-202 Network and Data Communications 3 units
- NET-100 Local Area Network Design and Switch Management 3 units
- NET-101 Layer 3 Routing and Router Management 3 units
- NET-102 Wide Area Network Design and Protocol Configuration 3 units

Linux System Administration (9 units)
- CSIS-153 Using UNIX 3 units
- CSIS-223A Linux System Administration – Level 1 3 units
- CSIS-233A Linux System Administration – Level 2 3 units

Microsoft Certified Systems Administrator (MCSA) (12 units)
- CSIS-202 Network and Data Communications 3 units
- NET-120 Installing, Configuring, and Administering a Windows Client Operating System 3 units
- NET-121 Managing and Maintaining a Windows Server Environment 3 units
- NET-122 Implementing, Managing, and Maintaining a Windows Network Infrastructure 3 units

Security Certified Network Professional (SCNP) (12 units)
- CSIS-202 Networks and Data Communications 3 units
- NET-140 Network Security Fundamentals 3 units
- NET-141 Hardening the Infrastructure 3 units
- NET-142 Network Defense and Countermeasures 3 units

Programming

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

Database Programmer (12 units)
- CSIS-114A SQL Programming – Level 1 3 units
- CSIS-124A SQL Programming – Level 2 3 units
- CSIS-114C Database Programming – Level 1 3 units
- CSIS-124C Database 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 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

Python Programming (6 units)
- CSIS-116E Python Programming – Level 1 3 units
- CSIS-126E Python Programming – Level 2 3 units

SQL Programming (6 units)
- CSIS-114A SQL Programming – Level 1 3 units
- CSIS-124A SQL Programming – Level 2 3 units

Visual Basic Programming (9 units)
- CSIS-112A Visual Basic Programming – Level 1 3 units
- CSIS-122A Visual Basic Programming – Level 2 3 units
- CSIS-132 Creating Visual Basic Database Applications 3 units
Instructional Programs

Dance

Degree(s)
A.A. in Dance 868 AA.DAN
(with General Education Requirements Option A)

Certificate(s)
Certificate in Musical Theater 868 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, rhythmic 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.

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**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 from Areas A and/or B combined)

**Area A - Required Courses (10 units recommended)**
- 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

**Area B - Required Courses**
(1 or more units recommended)
- 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

**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/COMM-105 Voice and Diction 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
Diagnostic Medical Sonography

Degree(s)
A.S. in Diagnostic Medical Sonography (with General Education Requirements Option A)

Certificate(s)
Certificate in Diagnostic Medical Sonography

Employment Concentration Certificate(s)
None

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

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

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 four semesters including one summer 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 may provide services in a variety of medial settings where the physician is responsible for the use and interpretation of appropriate procedures. Sonographers 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:
High school Diploma, G.E.D. or California Proficiency Exam

Prerequisites (18-20 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY-100</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>MATH-090</td>
<td>Elementary Algebra</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>(or higher)</td>
<td></td>
</tr>
<tr>
<td>ANAT-101</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4-5</td>
</tr>
<tr>
<td>ANAT-102</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4-5</td>
</tr>
<tr>
<td>COMM-103</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</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 (13-16 units)
See a College Catalog and a Counselor

Certificate

DMS Program Courses (60 units)

<table>
<thead>
<tr>
<th>Semester 1</th>
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</thead>
<tbody>
<tr>
<td>AH-124 Pathophysiology</td>
<td>3 units</td>
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</tr>
<tr>
<td>AH-126 Techniques in Patient Care</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>AH-095 Medical Terminology</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>DMS-118 Ultrasound Physics and Instrumentation I</td>
<td>2 units</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
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<tbody>
<tr>
<td>AH-122 Medical Ethics</td>
<td>3 units</td>
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<tr>
<td>DMS-110 Sectional Imaging</td>
<td>2 units</td>
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</tr>
<tr>
<td>DMS-120 Abdomen Scanning</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>DMS-122 Ultrasound Pathology I</td>
<td>1.5 units</td>
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<tr>
<td>DMS-128 Ultrasound Physics and Instrumentation II</td>
<td>2 units</td>
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<table>
<thead>
<tr>
<th>Summer</th>
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<tbody>
<tr>
<td>DMS-100 Fundamentals of Diagnostic</td>
<td>2 units</td>
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<tr>
<td>DMS-114 Clinical Experience I</td>
<td>5 units</td>
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<th>Semester 3</th>
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<tbody>
<tr>
<td>DMS-124 Clinical Experience II</td>
<td>10 units</td>
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</tr>
<tr>
<td>DMS-130 Obstetric/Gynecology Scanning</td>
<td>3 units</td>
<td></td>
</tr>
<tr>
<td>DMS-132 Ultrasound Pathology II</td>
<td>1.5 units</td>
<td></td>
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<tr>
<td>DMS-138 Ultrasound Physics and Instrumentation III</td>
<td>2 units</td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
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<tbody>
<tr>
<td>DMS-134 Ultrasound Seminar</td>
<td>2 units</td>
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<tr>
<td>DMS-136 Clinical Experience IV</td>
<td>10 units</td>
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</tr>
<tr>
<td>DMS-148 Ultrasound Physics and Instrumentation IV</td>
<td>2 units</td>
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</tr>
</tbody>
</table>
Earth Science

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Roy Mason (951) 639-5730
rmason@msjc.edu
Patrick Smith (951) 639-5745
psmith@msjc.edu

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 science by completing any 18 units of science classes from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.
**Economics**

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

**Menifee Valley Campus**
(951) 672-MSJC (6752)
1-800-452-3335
Parwinder Kaur (951) 639-5935
pkaur@msjc.edu

**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**


**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.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 S

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>
<th>Title</th>
<th>Units</th>
</tr>
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<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>
<td>3</td>
</tr>
<tr>
<td>ENGR-154</td>
<td>Computer-Aided Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>ENGR-155</td>
<td>Computer-Aided Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>MATH-096</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
</tbody>
</table>
### Employment Concentrations

#### Manufacturing Quality Assurance
(12 units)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR-106</td>
<td>M.S.S.C. High Performance Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>ENGR-107</td>
<td>Total Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>ENGR-108</td>
<td>Manufacturing Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ENGR-109</td>
<td>Manufacturing Inspection Techniques and Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Surveying (14 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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</td>
<td>Introduction to GIS</td>
<td>3</td>
</tr>
</tbody>
</table>
**English**

**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.
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.

**English As A Second Language (ESL) Curriculum Flowchart**

- **ENGL-050 English as a Second Language Level I** (determined by CELSA placement score)
- **ENGL-051 English as a Second Language Level II** (determined by CELSA placement score, or successful completion of ENGL-050)
- **ENGL-052 English as a Second Language Level III** (determined by CELSA placement score, or successful completion of ENGL-051)
- **ENGL-053 English as a Second Language Level IV** (determined by CELSA placement score, or successful completion of ENGL-052)
- **ENGL-054 English as a Second Language Level V** (determined by CELSA placement score, or successful completion of ENGL-053)
- **ENGL-098 English Fundamentals** (determined by CELSA placement score, or successful completion of ENGL-062)
- **ENGL-056 English as a Second Language: Listening and Conversation** (may be taken at any point in the sequence)

**Common Careers for English Majors:**
- Advertising Researcher
- Civil Servant
- Technical Writer
- Contract Specialist
- Journalist
- Business Administrator
- Diplomat
- Information Specialist
- Interpreter
- Librarian
- Methods Analyst
- Public Relations
- Editor/Evaluator
- Insurance Examiner
- Lawyer
- Writer
- Lexicographer
- Manager
- Program Developer
- Publisher
- Teacher
- Writing Consultant

**English Curriculum Flowchart**

- **ENGL-061 Basic Grammar & Usage** (determined by Accuplacer placement score)
- **ENGL-062 Basic Writing Skills** (determined by Accuplacer placement score or successful completion of ENGL-061)
- **ENGL-098 English Fundamentals** (determined by Accuplacer placement score or successful completion of ENGL-062)
- **ENGL-101 Freshman Composition** (determined by Accuplacer placement score or successful completion of ENGL-098)
- **ENGL-103 Critical Thinking & Writing** (determined by Accuplacer placement score or successful completion of ENGL-101)
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.

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.
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.

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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVS-101</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-150</td>
<td>General Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIOL-151</td>
<td>General Biology II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM-101</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM-102</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH-211</td>
<td>Calculus I and Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MATH-212</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>GEOL-100</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>PS-101</td>
<td>Introduction to American Government and Politics</td>
<td>3</td>
</tr>
</tbody>
</table>
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
- PHY-201 Mechanics and Wave Motion 4 units
- PHY-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 Macroeconomics 3 units
- or
- ECON-202 Principles of Microeconomics 3 units
- PHY-201 Mechanics and Wave Motion 4 units
- PHY-202/202H Electricity and Magnetism 4 units
- MATH-215 Differential Equations 4 units
- MATH-140 Introduction to Statistics 4 units
- PHIL-103* Logic
- or
- PHIL-105* Introduction to Ethics 3 units

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
**IGETC Recommended Course Area 4

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:

**DEGREE**

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-100 Physical Geology 4 units
- PS-101/101H Introduction to American Government and Politics 3 units

*IGETC Recommended Course Area 3
**IGETC Recommended Course Area 4
### 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 (GEOG). 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
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<td>ANTH-102/102H</td>
<td>Cultural Anthropology</td>
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</tr>
<tr>
<td>BIOL-115</td>
<td>Topics in Biology</td>
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</tr>
<tr>
<td>BIOL-116</td>
<td>Natural History and Biodiversity</td>
<td>4</td>
</tr>
<tr>
<td>BIOL-117</td>
<td>Conservation Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-125</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL-130</td>
<td>Marine Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL-135/135H</td>
<td>Introduction To Evolution</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-140</td>
<td>Ecology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL-142</td>
<td>The World of Insects</td>
<td>4</td>
</tr>
<tr>
<td>BIOL-143</td>
<td>Animal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-144</td>
<td>Plant Biology</td>
<td>4</td>
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<tr>
<td>BIOL-146</td>
<td>Biodiversity</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-148</td>
<td>Field Studies in</td>
<td>4</td>
</tr>
<tr>
<td>BIOL-201</td>
<td>Biostatistics</td>
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<tr>
<td>CHEM-112</td>
<td>Organic Chemistry I</td>
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*UCSB Articulated Major Elective

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CHEM-113</td>
<td>Organic Chemistry II</td>
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*UCR Articulated Natural Sciences Option Requirement

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<tbody>
<tr>
<td>ENGR-167</td>
<td>Global Positioning Systems</td>
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ENVS-102/102H Introduction To Environmental Science Laboratory 1 unit

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ENVS-190</td>
<td>Watershed Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>GEOG-101</td>
<td>Physical Geography</td>
<td>3</td>
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*UCSB Articulated Major Elective

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<tr>
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</tr>
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<tbody>
<tr>
<td>GEOG-102</td>
<td>Cultural Geography</td>
<td>3</td>
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*UCSB Articulated Major Elective

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<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GEOG-104</td>
<td>Physical Geography Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>GEOG-115</td>
<td>Introduction To Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GEOG-130</td>
<td>Geographic Information Systems for Science, Business, and Government</td>
<td>3</td>
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*UCSB Articulated Major Elective

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<tbody>
<tr>
<td>GEOL-110</td>
<td>Oceanography</td>
<td>4</td>
</tr>
<tr>
<td>HIST-105/105H</td>
<td>World Environmental History</td>
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*UCSB Articulated Core Requirement

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<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ECON-201</td>
<td>Principles of Macroeconomics</td>
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<tbody>
<tr>
<td>ECON-202</td>
<td>Principles of Microeconomics</td>
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*UCSB Articulated Core Requirement

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<tbody>
<tr>
<td>MATH-140</td>
<td>Introduction To Statistics</td>
<td>4</td>
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*UCSB Articulated Core Requirement

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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MATH-215</td>
<td>Differential Equations</td>
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*UCSB Articulated Core Requirement

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<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PS-102/102H</td>
<td>Comparative Politics and Government</td>
<td>3</td>
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*UCSB Articulated Major Elective

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL-103/103H</td>
<td>Logic</td>
<td>3</td>
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*UCSB Articulated Core Requirement

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<thead>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PHIL-104</td>
<td>World Religions</td>
<td>3</td>
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*UCSB Articulated Major Elective

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<th>Course Title</th>
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<tr>
<td>PHIL-105</td>
<td>Introduction to Ethics</td>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PHY-201</td>
<td>Mechanics and Wave Motion</td>
<td>4</td>
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*UCSB Articulated Core Requirement

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY-202/202H</td>
<td>Electricity and Magnetism</td>
<td>4</td>
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*UCSB Articulated Core Requirement

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>SOCI-101/101H</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

*UCSB Articulated Major Elective
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
HORT-101  Horticulture Science 3 units
HORT-102  Introduction To Turfgrass Management 3 units
HORT-103  Advanced Turfgrass Management 3 units
HORT-104  Soil Science and Management 3 units
HORT-105  Golf Course/Landscape Irrigation 3 units
HORT-106  Pesticide Law & Regulations-Turf & Landscape 3 units
HORT-107  Arboriculture 3 units
AUME-150  Introduction To Alternative Fuels 2.5 units
BIOI-115  Topics in Biology 4 units
CHEM-112  Organic Chemistry I 5 units
*UCSR Articulated Natural Sciences Option Requirement
CHEM-113  Organic Chemistry II 5 units
*UCSR 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
GEOI-101  Physical Geography 3 units
*UCSR Articulated Major Elective
GEOI-102  Cultural Geography 3 units
*UCSR Articulated Major Elective
GEOI-104  Physical Geography Laboratory 1 unit
GEOI-115  Introduction To Geographic Information Systems 3 units
GEOI-130  Geographic Information Systems for Science, Business, and Government 3 units
GEOI-100  Physical Geology 4 units
GEOI-103  Environmental Geology 3 units
*UCSR Articulated Major Elective

GEOL-105  Historical Geology 4 units
GEOL-107  Geological Field Studies 1 unit
GEOL-109  Geology of National Parks 3 units
GEOL 110  Oceanography 4 units
HIST-105/105H  World Environmental History 3 units
*UCSR Articulated Core Requirement
PS-102/102H  Comparative Politics and Government 3 units
*UCSR 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 5 units
*UCSR Articulated Core Requirement
ECON-202  Principles of Microeconomics 3 units
*UCSR Articulated Core Requirement
MATH-140  Introduction To Statistics 4 units
*UCSR Articulated Core Requirement
MATH-215  Differential Equations 4 units
*UCSR Articulated Core Requirement
PHIL-103/103H  Logic 3 units
*UCSR Articulated Core Requirement
PHIL-104  World Religions 3 units
*UCSR Articulated Major Elective
PHIL-105  Introduction to Ethics 3 units
*UCSR Articulated Core Requirement
PHY-201  Mechanics and Wave Motion 4 units
*UCSR Articulated Core Requirement
PHY-202/202H  Electricity and Magnetism 4 units
*UCSR Articulated Core Requirement
SOCI-101/101H  Principles of Sociology 3 units
*UCSR Articulated Major Elective

Mt. San Jacinto College 2007-2008 Catalog
Fire Technology

**Degree(s)**
A.S. in Fire Technology 4429 AS.FIRE
(with General Education Requirements Option A)

**Certificate(s)**
Certificate in Fire Technology 4429 CT.FIRE

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

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**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.

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**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.

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**CAREER OPPORTUNITIES**

City and County Fire Department Personnel * Forestry Fire Control

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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**

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.
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-103  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
Foreign Languages

**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  

**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.
**Geographic Information Systems**

**Degree(s)**
A.S. in Geographic Information Systems (with General Education Requirements Option A)

**Certificate(s)**
Certificate in Geographic Information Systems

**Employment Concentration Certificate(s)**
- Geographic Information Systems
- Visual Design
- Engineering
- Multimedia
- Programming

**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 Courses (12 units)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>GEOG-105</td>
<td>Introduction to Cartography</td>
<td>3</td>
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<tr>
<td>GEOG-115</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GEOG-120</td>
<td>Intermediate Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GEOG-125</td>
<td>Advanced Geographic Information Systems: Applications</td>
<td>3</td>
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</table>

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>GEOG-130</td>
<td>Geographic Information Systems: Science, Business and Government</td>
<td>3</td>
</tr>
<tr>
<td>GEOG-149</td>
<td>Occupational Internship</td>
<td>1-4</td>
</tr>
<tr>
<td>GEOG-298</td>
<td>Special Topics in GIS</td>
<td>0.5-6</td>
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<tr>
<td>GEOG-299</td>
<td>Special Projects: Geographic Information Systems</td>
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</table>

Visual Design (6 units)

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>ART-120</td>
<td>2D Design</td>
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<tr>
<td>ART-123</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ART-130A</td>
<td>Digital Art - Imaging</td>
<td>2</td>
</tr>
<tr>
<td>ART-130B/MUL-140</td>
<td>Digital Art - Illustration</td>
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Engineering (6 units)

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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENGR-154</td>
<td>Computer Aided Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>ENGR-164</td>
<td>Plane Surveying I</td>
<td>4</td>
</tr>
<tr>
<td>ENGR-166</td>
<td>Legal Aspects of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>ENGR-167</td>
<td>Global Positioning Systems</td>
<td>4</td>
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Multimedia (6 units)

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<tr>
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<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUL-110</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL-131</td>
<td>3D Animation I</td>
<td>3</td>
</tr>
<tr>
<td>ART-130B/MUL-140</td>
<td>Digital Art - Illustration</td>
<td>2</td>
</tr>
<tr>
<td>MUL-299</td>
<td>Special Topics: Multimedia</td>
<td>1-3</td>
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</table>

Programming (6 units)

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<th>Title</th>
<th>Units</th>
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<tr>
<td>CSIS-111B</td>
<td>Fundamentals of Computer Programming</td>
<td>3</td>
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<tr>
<td>CSIS-112A</td>
<td>Visual Basic Programming – Level 1</td>
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</tr>
<tr>
<td>CSIS-122A</td>
<td>Visual Basic Programming – Level 2</td>
<td>3</td>
</tr>
<tr>
<td>CSIS-214</td>
<td>Principles of Database Management Systems</td>
<td>3</td>
</tr>
</tbody>
</table>
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.
**Instructional Programs**

**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 science by completing any 18 units of science classes (including at least 2 science lab classes) from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.
G e r o n t o l o g y

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 (24 units)

Required Courses (18-19 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM-104</td>
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<tr>
<td>ENGL-098</td>
<td>4</td>
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<tr>
<td>GER-103</td>
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<tr>
<td>GER-130</td>
<td>3</td>
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<td>GER-149</td>
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Optional Courses (1 unit)

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<tr>
<td>ENGL-104</td>
<td>1</td>
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</table>
EMPLOYMENT CONCENTRATIONS

Activities Director (6 units)
- GER-146 Overview/Standards of Practice for the Social Services Designee 3 units
- ADS-115/PSYC-115 Individual, Family and Group Counseling 3 units
- GER-149 Occupational Internship: Gerontology 3 units

Senior Nutrition (6 units)
- HS-121 Fundamentals of Healthful Living 3 units
- NUTR-100 Family Nutrition 3 units
- or
- NUTR-101 Nutrition and Foods 3 units
- GER-149 Occupational Internship: Gerontology 3 units

Social Services Designee (6 units)
- GER-146 Overview/Standards of Practice for the Social Services Designee 3 units
- ADS-115/PSYC-115 Individual, Group and Family Counseling 3 units
- GER-149 Occupational Internship: Gerontology 3 units
Guidance

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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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.

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.
**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 science by completing any 18 units of science classes (including at least 2 science lab classes) from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.
History

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

Menifee and San Jacinto History departments offer a variety of surveys in global, western civilization and American history that introduce and explore historical concepts, themes and arguments to students who have little experience in college level history courses. The more advanced level of our program offers more specialized courses in such areas as East Asian history, American Women’s history, American Film history and World Environmental history. The faculty of these departments are dedicated to providing Mt. San Jacinto students with the best historical teaching, critical thinking and historical writing skills that will prepare them for a successful transfer to four-year colleges and universities.

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

<table>
<thead>
<tr>
<th>Degree(s)</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate(s)</td>
<td>None</td>
</tr>
<tr>
<td>Employment Concentration Certificate(s)</td>
<td>None</td>
</tr>
</tbody>
</table>

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

**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.

### Admission Requirements

**For new students without earned college units**
- Official transcripts demonstrating a 3.5 or better GPA or SAT 1890 (of 2400), or SAT 1260 (of 1600) or ACT 28 (of 36)
- A letter of recommendation from a teacher, counselor or principal familiar with your academic work or, for students returning to college after a period of time away from the classroom, a letter from an employer or community member who can attest to your work habits and motivation
- A personal letter responding to the questions in the application form

**For returning students**
- Unofficial transcripts demonstrating completion of at least 12 units of transfer-applicable coursework at MSJC with a 3.3 GPA
- A personal letter responding to the questions in the application form
- Name of two faculty who will comment on behalf of your application to the program

### Completion Requirements

- Completion of Honors Enrichment Seminar
- Completion of 4 courses in a minimum of 3 disciplines
- Maintenance of a 3.0 GPA in all honors course work
- Maintenance of the qualifying GPA

### 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).
Degree(s)
A.A. in Humanities (with General Education Requirements Option A)

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+, 224+


**Photography** – 118, 224+

**Philosophy** – 101, 103, 104, 105, 108, 109, 110, 111, 112

**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

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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1-800-452-3335
James Decker (951) 639-5491
jdecker@msjc.edu

Program Description

The Learning Skills program offers specialized instruction and services to students who are identified as having specific learning disabilities under the California Community College Learning Disability (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>0.5</td>
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<tr>
<td></td>
<td>(formerly ENGL-071)</td>
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<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>
<td></td>
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<tr>
<td>LNSK-074</td>
<td>Learning Skills: Language Arts Lab</td>
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<tr>
<td></td>
<td>(formerly ENGL-076)</td>
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<tr>
<td>LNSK-075</td>
<td>Learning Skills: Language Arts</td>
<td>2</td>
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<tr>
<td></td>
<td>(formerly ENGL-075)</td>
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<tr>
<td>LNSK-077</td>
<td>Learning Skills: Math</td>
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<tr>
<td></td>
<td>(formerly MATH-075)</td>
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</tr>
<tr>
<td>LNSK-079</td>
<td>Learning Skills: Adaptive Computer Technology</td>
<td>2</td>
</tr>
</tbody>
</table>
Legal Assistant

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cbays@msjc.edu

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 99999 ECC.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
OTECC-144 Keyboarding and Document Formatting 3 units
or
CAPP-121C Using Microsoft Word 2003 – Level 1 3 units
or
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

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### Employment Concentrations

#### Legal Office Support (12 units)

**Employment Concentrations**

<table>
<thead>
<tr>
<th>Required Courses (9 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG-100 Foundations of the Legal System</td>
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</tr>
<tr>
<td>LEG-106 Research and Writing I for the Legal Assistant</td>
<td>3 units</td>
</tr>
<tr>
<td>LEG-100 Foundations of the Legal System</td>
<td>3 units</td>
</tr>
<tr>
<td>LEG-106 Research and Writing I for the Legal Assistant</td>
<td>3 units</td>
</tr>
<tr>
<td>LEG-106 Research and Writing I for the Legal Assistant</td>
<td>3 units</td>
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<tr>
<td>and Keyboarding &amp; Document Formatting</td>
<td>3 units</td>
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<tr>
<td>or CAPP-121 Using Microsoft Word 2003 – Level 1</td>
<td>3 units</td>
</tr>
<tr>
<td>or CAPP-121 Using Microsoft Word 2003 – Level 1</td>
<td>3 units</td>
</tr>
<tr>
<td>Elective Courses (3 units)</td>
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</tr>
<tr>
<td>LEG-103/GER-103 Elder Law</td>
<td>3 units</td>
</tr>
<tr>
<td>LEG-130 Family Law I</td>
<td>3 units</td>
</tr>
<tr>
<td>LEG-140 Bankruptcy Law</td>
<td>3 units</td>
</tr>
<tr>
<td>LEG-150 Probate Law and Procedures</td>
<td>3 units</td>
</tr>
<tr>
<td>LEG-150 Probate Law and Procedures</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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### Instructional Programs

- **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)

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### Legal Office Support (2 units)

- **Legal Office Support (2 units)**
- **OTEC-144**: Keyboarding & Document Formatting (3 units)
- **CAPP-121C**: Using Microsoft Word 2003 – Level 1 (3 units)
**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

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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. Thus, this program is designed to provide a basic overview of the area.
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)

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>BADM-103</td>
<td>Introduction to Business</td>
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<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-103</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT-137</td>
<td>Human Relations at Work</td>
<td>3</td>
</tr>
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</table>

Recommended Elective Courses
(3 units from this list)

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<tr>
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<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ACCT-124</td>
<td>Financial Accounting - Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CSIS-101</td>
<td>Introduction to Computers and Data Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

Other Elective Courses (6 units from this list)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-125</td>
<td>Managerial Accounting, Principles Of Accounting II</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>
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<tr>
<td>MGT-133</td>
<td>Productivity Management</td>
<td>3</td>
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<tr>
<td>MGT-134</td>
<td>Communication in the Organization</td>
<td>3</td>
</tr>
<tr>
<td>MGT-138</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT-205</td>
<td>Principles of Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT-299</td>
<td>Special Projects: Management</td>
<td>1-3</td>
</tr>
</tbody>
</table>
Mathematics

Degree(s)
A.S. in Mathematics/General* 
(with General Education 
Requirements Option A)

Certificate(s)
None

Employment Concentration
Certificate(s)
None

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(951) 487-MSJC (6752) 
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Theresa Hert (951) 487-3751 
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Carlos Lopez (951) 487-3754 
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Steve Narin (951) 487-3755 
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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.

Auditor * Investment Analyst * Appraiser * 
Loan Officer * Assessor * Marketing/Advertising 
* Biology/Agriculture * Mathematician * Budget 
Analyst * Opinion Polling * Business/Economics 
* Physical Science/Engineering * Chemistry 
* Public Health * 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 science by completing any 18 units of science classes (including at least 2 science lab classes) from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.
Degree(s)
A.S. in Multimedia
(with General Education Requirements Option A)

Certificate(s)
Certificate in Multimedia

Employment Concentration Certificate(s)
Animation
Imaging
Production Management
Videography
Web Design

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.

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

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.
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, MUL-081, MUL-090.

Certificate in Multimedia (24 units)

Required Courses (12 units)
- ART-120 2D Design 3 units
- MUL-110 Introduction to Multimedia 3 units
- MUL-112 Interactive Media Design I 3 units
- MUL-114 Production Management 3 units

Elective Courses (12 units)
- MUL-121 Bitmapped Imaging 3 units
- AUD-152/MUL-123 Digital Video Production I 3 units
- MUL-124/PHOT-125 Digital Photography Production I 3 units
- MUL-125 Scripting for Multimedia 3 units
- MUL-127 Production Development 3 units
- MUL-129 Writing for Interactive Media Design 3 units
- MUL-131 3D Animation I 3 units
- MUL-137 3D Animation II 3 units
- MUL-139 3D Topic-Character 3 units
- ART-130B/MUL-140 Digital Art - Illustration 2 units
- MUL-141 Digital Photography Production III 3 units
- MUL-145 3D Topic-Rendering 3 units
- MUL-218 Dynamic Web Page Design 3 units
- MUL-224/PHOT-224 Digital Photography Production II 3 units
- MUL-225/PHOT-225 Digital Photography Production III 3 units
- MUL-299 Special Projects: Multimedia 3 units
- MUS-145/AUD-145 MIDI Recording & Computer Recording 3 units
- THA-135 Introduction to Film 3 units
- CSIS-115A HTML Programming – Level I 3 units
- ART-108 Beginning Drawing 3 units
- ART-130A Digital Art - Imaging 2 units

EMPLOYMENT CONCENTRATIONS

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

Animation Concentration (12 units)

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

Required Courses (6 units)
- MUL-131 3D Animation I 3 units
- MUL-137 3D Animation II 3 units

Elective Courses (6 units)
- MUL-139 3D Topic-Character 3 units
- MUL-141 3D Topic-Effects 3 units
- MUL-143 3D Topic-Rendering 3 units
- MUL-245 3D Topic-Modeling 3 units

Imaging Concentration (13-14 units)

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

Required Courses (14 units)
- ART-120 2D Design 3 units
- ART-130B/MUL-140 Digital Art - Illustration 2 units
- MUL-110 Introduction to Multimedia 3 units
- MUL-121 Bitmapped Imaging 3 units
- MUS-145/AUD-145 MIDI Recording & Computer Recording 3 units
- THA-135 Introduction to Film 3 units
- CSIS-115A HTML Programming – Level I 3 units
- ART-108 Beginning Drawing 3 units
- ART-130A Digital Art - Imaging 2 units
Production Management (15 units)

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

Required Courses (9 units)

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

Elective Courses (6 units)

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

Entertainment

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

Promotion

- ART-123 Graphic Design I 3 units
- MUL-112 Interactive Media Design I 3 units
- PHOT-118/ART-128 Beginning Photography 3 units
- MUL-124/PHOT-125 Digital Photography Production I 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 (15 units)

- ART-120 2D Design 3 units
- MUL-110 Introduction to Multimedia 3 units
- AUD-152/MUL-123 Digital Video Production I 3 units
- MUL-124/PHOT-125 Digital Photography Production I 3 units
- MUL-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 MUL-158 may be taken together. This is a three-semester program.
Music

Program Overview

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 8682 AA.MUS.AT
(with General Education Requirements Option A)
A.A. in Advanced Audio Technology 10774 AA.MUS.ADV.AT
(with General Education Requirements Option A)

Music - Musical Theater
A.A. in Musical Theater 868 AA.MUS.THEAT
(with General Education Requirements Option A)

Certificate(s)

Music - Audio Technology (please see “Audio Technology”)
Certificate in Audio Technology 8686 CT.MUS.AT
Certificate in Advanced Audio Technology 10774 AA.MUS.ADV.AT

Music - Musical Theater
Certificate in Musical Theater 8684 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.
Each student will complete a minimum of 18 units from the following three competency core areas: 10 units from the Music Theory Core (2 theory classes and 2 musicianship classes); 3 units in History/Literature Core (minimum of one course), and 5 units in the Performance Core (at least 2 semesters of ensemble performance and 2 units of classroom performance instruction). Note that at some transfer institutions, Theory and Musicianship are combined into one course.

### A.A. in Music (any 18 units)

**Music Theory Core: (minimum 10 units)**

**A - Music Theory (minimum 6 units)**
- MUS-101 Music Fundamentals
- MUS-103 Music Theory I: Diatonic Harmony 3 units
- MUS-104 Music Theory II: 18th and 19th Century Harmony 3 units
- MUS-253 Music Theory III: Analysis and Chromatic Harmony 3 units

**B - Musicianship (minimum 4 units)**
- MUS-175 Musicianship I 2 units
- MUS-176 Musicianship II 2 units

**Music History & Literature Core: (minimum 3 units)**
- MUS-100/100H Introduction and Appreciation of Music 3 units
- MUS-102 History and Appreciation of Music 3 units
- MUS-107 Introduction and Appreciation of American Music 3 units
- MUS-108 History of Jazz and Blues 3 units
- MUS-109 World Music 3 units

**Performance Core (minimum 5 units)**

**A - Individual Performance (minimum 2 units)**
- MUS-111/112 Beginning Piano/Intermediate Piano 1-4 units
- MUS-114 Jazz Improvisation 1-4 units
- MUS-115 Beginning Voice Class: Breath/Tone 2 units
- MUS-116 Beginning Voice Class: Diction & Expression 2 units
- MUS-150 Intermediate Voice Class 1-4 units
- MUS-118 Applied Music I: Instrumental 1-4 units
- MUS-125/127 Guitar I/Guitar II 1-4 units

**B - Ensemble Performance (minimum 2 units)**
- MUS-205 College Singers 1-4 units
- MUS-206 Chamber Choir 1-4 units
- MUS-210 Jazz Ensemble I 1-4 units
- MUS-211 Jazz Ensemble II 1-4 units
- MUS-201 Orchestra 1-4 units
- MUS-203 Concert Band 1-4 units
Music
Musical Theater Program

Degree(s)
A.A. in Musical Theater *868 AA.MUS.THEA
(with General Education Requirements Option A)

Certificate(s)
Certificate in Musical Theater *868 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.
### Certificate in Musical Theater (18 units)

**Required Courses**
(11 units minimum from Areas A and/or B combined)

**Area A - Required Courses (10 units recommended)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-209</td>
<td>Musical Production</td>
<td>1-4</td>
</tr>
<tr>
<td>MUS-207</td>
<td>Techniques of Musical Theater</td>
<td>3</td>
</tr>
<tr>
<td>THA-109</td>
<td>Beginning Movement for Actors</td>
<td>3</td>
</tr>
<tr>
<td>THA-110</td>
<td>Fundamentals of Acting</td>
<td>3</td>
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</table>

**Area B - Required Courses**
(1 or more units recommended)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-121</td>
<td>Beginning Ballet</td>
<td>1</td>
</tr>
<tr>
<td>DAN-122</td>
<td>Beginning Modern Dance</td>
<td>1</td>
</tr>
<tr>
<td>DAN-123</td>
<td>Beginning Jazz Dance</td>
<td>1</td>
</tr>
<tr>
<td>DAN-124</td>
<td>Beginning Tap Dance</td>
<td>1</td>
</tr>
<tr>
<td>DAN-126</td>
<td>Intermediate Modern Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-127</td>
<td>Intermediate Jazz Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-128</td>
<td>Intermediate Ballet</td>
<td>2</td>
</tr>
</tbody>
</table>

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

**Area A:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-115</td>
<td>Beginning Voice Class – Breath/Tone</td>
<td>2</td>
</tr>
<tr>
<td>MUS-116</td>
<td>Beginning Voice Class – Diction and Expression</td>
<td>2</td>
</tr>
<tr>
<td>MUS-118</td>
<td>Applied Music I: Instrumental</td>
<td>1</td>
</tr>
<tr>
<td>MUS-150</td>
<td>Intermediate Voice Class</td>
<td>1</td>
</tr>
<tr>
<td>MUS-151</td>
<td>Applied Music: Voice</td>
<td>1</td>
</tr>
<tr>
<td>MUS-203</td>
<td>Concert Band</td>
<td>1</td>
</tr>
<tr>
<td>MUS-204</td>
<td>Musical Theater Workshop</td>
<td>1-3</td>
</tr>
<tr>
<td>MUS-205</td>
<td>College Singers</td>
<td>1</td>
</tr>
<tr>
<td>MUS-207</td>
<td>Techniques of Musical Theater</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area B:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THA-105</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td>THA-111</td>
<td>Intermediate Acting</td>
<td>3</td>
</tr>
<tr>
<td>THA-200</td>
<td>Actor's Workshop</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area C:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>DAN-129</td>
<td>Intermediate Tap Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-133</td>
<td>American, Popular Dance on Stage, Screen and Television</td>
<td>3</td>
</tr>
<tr>
<td>DAN-204</td>
<td>Musical Theater Dance Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>
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 to 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 (72 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 units

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 (NURS-228 and NURS-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
(2 units, or equivalent in each;)
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

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 (NURS-228 and NURS-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
or equivalent (not required, highly recommended);
LVN, validly licensed in California or proof of LVN program graduate waiting to write the state NCLEX-VN exam

Note: Special Projects (299's) can be arranged for individuals who have exceeded the 7 year recency requirements for ANAT-101, ANAT-102, and BIOL-125.

Nursing Courses

3rd Semester:
NURS-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
Nursing
Vocational Nursing

Degree(s)
None

Certificate(s)
Certificate in Vocational Nursing
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.

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 (56.5 units)
(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 3 units
For Allied Health
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 – 56.5
Part time
(Four semesters of study) (61 units)

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 7.5 units
           (or LVN in the State of California)
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 - 61
Instructional Programs

Philosophy

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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Thomas W. Donovan, III (951) 639-5675
tdonovan@msjc.edu

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.

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

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.
Photography

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

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 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 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.

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.

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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>
</tr>
<tr>
<td>MUL-225/PHOT-225</td>
<td>Digital Photography Production III</td>
<td>3</td>
</tr>
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</table>

Electives (3 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-130B/MUL-140</td>
<td>Digital Art - Illustration</td>
<td>2</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>
<tr>
<td>PHOT-090/MUL-090</td>
<td>Digital Imaging Studio Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MUL-112</td>
<td>Interactive Media Design I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-114</td>
<td>Management Production</td>
<td>3</td>
</tr>
<tr>
<td>MUL-121</td>
<td>Bitmapped Imaging</td>
<td>3</td>
</tr>
<tr>
<td>AUD-152/MUL-123</td>
<td>Digital Video Production I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-149</td>
<td>Occupational Internship: Multimedia</td>
<td>1-3</td>
</tr>
<tr>
<td>MUL-131</td>
<td>3D Animation I</td>
<td>3</td>
</tr>
<tr>
<td>PHOT-118/ART-128</td>
<td>Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT-130</td>
<td>History of Still Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT-299</td>
<td>Special Projects Digital Photography</td>
<td>1-3</td>
</tr>
</tbody>
</table>
Employmen Concentrations

Digital Imaging Entrepreneur (17 units)

Required (12 units)
- MUL-124/PHOT-125 Digital Photography Production I 3 units
- MUL-224/PHOT-224 Digital Photography Production II 3 units
- MUL-110 Introduction to Multimedia 3 units
- ART-120 2D Design 3 units

Electives (5 units)
- MUL-090/PHOT-090 Digital Studio Laboratory 1 unit
- MUL-121 Bitmapped Imaging 3 units
- MUL-112 Interactive Media Design I 3 units
- MUL-131 3D Animation I 3 units
- AUD-152/MUL-123 Digital Video Production I 3 units
- PHOT-118/ART-128 Beginning Photography 3 units

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
- AUD-152/MUL-123 Digital Video Production I 3 units
- PHOT-118/ART-128 Beginning Photography 3 units

Photography for Digital Video (12 units)

Required (9 units)
- MUL-110 Introduction to Multimedia 3 units
- AUD-152/MUL-123 Digital Video Production I 3 units
- MUL-124/PHOT-125 Digital Photography Production I 3 units
- MUL-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
- AUD-152/MUL-123 Digital Video Production I 3 units
- PHOT-118/ART-128 Beginning Photography 3 units

Photography for Graphic Design (11 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 (2 units)
- MUL-121 Bitmapped Imaging 3 units
- MUL-112 Interactive Media Design I 3 units
- MUL-131 3D Animation I 3 units
- AUD-152/MUL-123 Digital Video Production I 3 units
- PHOT-118/ART-128 Beginning Photography 3 units

Web-Based Digital Imaging (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
- AUD-152/MUL-123 Digital Video Production I 3 units
- PHOT-118/ART-128 Beginning Photography 3 units
Physical Education

Degree(s)
A.A. in Physical Education (with General Education Requirements Option A)

Certificate(s)
None

Employment Concentration Certificate(s)
None

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.

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

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 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.

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Gina Oliver (951) 639-5590
goliver@msjc.edu
### Fitness Courses

(fulfills general education requirements)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE-112</td>
<td>Body Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>PE-112H</td>
<td>Honors Body Conditioning</td>
<td>1</td>
</tr>
<tr>
<td>PE-113</td>
<td>Introduction to Jogging</td>
<td>1</td>
</tr>
<tr>
<td>PE-114</td>
<td>Weight Training</td>
<td>1</td>
</tr>
<tr>
<td>PE-119</td>
<td>Exercise Walking</td>
<td>1</td>
</tr>
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</table>

### Activity Courses

(fulfills general education requirements)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PE-132</td>
<td>Individual and Group Sports: Tennis</td>
<td>1</td>
</tr>
<tr>
<td>PE-133</td>
<td>Individual and Group Sports: Basketball</td>
<td>1</td>
</tr>
<tr>
<td>PE-134</td>
<td>Individual and Group Sports: Volleyball</td>
<td>1</td>
</tr>
<tr>
<td>PE-135</td>
<td>Intramural Volleyball</td>
<td>1</td>
</tr>
<tr>
<td>PE-136</td>
<td>Individual and Group Sports: Golf</td>
<td>1</td>
</tr>
<tr>
<td>PE-137</td>
<td>Individual and Group Sports: Soccer</td>
<td>1</td>
</tr>
</tbody>
</table>

### Theory Courses

(may fulfill core PE requirements PE Major at transfer institution)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE-100</td>
<td>Introduction to Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PE-105</td>
<td>Officiating: Football</td>
<td>3</td>
</tr>
<tr>
<td>PE-106</td>
<td>Officiate Basketball/Baseball</td>
<td>3</td>
</tr>
<tr>
<td>PE-110</td>
<td>Prevention and Care of Injuries</td>
<td>2</td>
</tr>
<tr>
<td>PE-115</td>
<td>First Aid and CPR</td>
<td>3</td>
</tr>
<tr>
<td>PE-121</td>
<td>Techniques of Coaching</td>
<td>3</td>
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</tbody>
</table>

### Intercollegiate Sports Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PE-090</td>
<td>Pep Squad</td>
<td>2</td>
</tr>
<tr>
<td>PE-138</td>
<td>Intercollegiate Sports: Soccer (men)</td>
<td>2</td>
</tr>
<tr>
<td>PE-139</td>
<td>Intercollegiate Sports: Soccer (women)</td>
<td>2</td>
</tr>
<tr>
<td>PE-140</td>
<td>Intercollegiate Sports: Football (men)</td>
<td>2</td>
</tr>
<tr>
<td>PE-141</td>
<td>Intercollegiate Sports: Basketball (men)</td>
<td>3</td>
</tr>
<tr>
<td>PE-142</td>
<td>Intercollegiate Sports: Volleyball (women)</td>
<td>2</td>
</tr>
<tr>
<td>PE-143</td>
<td>Intercollegiate Sports: Basketball (women)</td>
<td>3</td>
</tr>
<tr>
<td>PE-144</td>
<td>Intercollegiate Sports: Baseball (men)</td>
<td>3</td>
</tr>
<tr>
<td>PE-145</td>
<td>Intercollegiate Sports: Tennis (men)</td>
<td>3</td>
</tr>
<tr>
<td>PE-146</td>
<td>Intercollegiate Sports: Tennis (women)</td>
<td>3</td>
</tr>
<tr>
<td>PE-147</td>
<td>Intercollegiate Sports: Golf</td>
<td>2</td>
</tr>
<tr>
<td>PE-148</td>
<td>Intercollegiate Sports: Softball (women)</td>
<td>3</td>
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</table>

### Advanced Sport Technique Courses

<table>
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<tr>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PE-102</td>
<td>Introduction To Athletic Techniques: Football</td>
<td>2</td>
</tr>
<tr>
<td>PE-103</td>
<td>Introduction To Athletic Techniques: Baseball</td>
<td>2</td>
</tr>
<tr>
<td>PE-104</td>
<td>Introduction To Athletic Techniques: Basketball</td>
<td>2</td>
</tr>
<tr>
<td>PE-107</td>
<td>Techniques of Tennis</td>
<td>2</td>
</tr>
<tr>
<td>PE-108</td>
<td>Athletic Techniques: Soccer</td>
<td>2</td>
</tr>
<tr>
<td>PE-109</td>
<td>Techniques of Volleyball</td>
<td>2</td>
</tr>
<tr>
<td>PE-111</td>
<td>Introduction and Techniques of Golf</td>
<td>2</td>
</tr>
<tr>
<td>PE-116</td>
<td>Introduction To Athletic Techniques: Softball</td>
<td>2</td>
</tr>
<tr>
<td>PE-122</td>
<td>Introduction to Football</td>
<td>2</td>
</tr>
<tr>
<td>PE-123</td>
<td>Football II</td>
<td>2</td>
</tr>
<tr>
<td>PE-124</td>
<td>Football III</td>
<td>2</td>
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</table>

### Sport Strength and Conditioning Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PE-150</td>
<td>Intercollegiate Sports: Conditioning and Strength Training</td>
<td>2</td>
</tr>
<tr>
<td>PE-160</td>
<td>Introduction to Physical Training I</td>
<td>3</td>
</tr>
<tr>
<td>PE-161</td>
<td>Physical Training II</td>
<td>3</td>
</tr>
<tr>
<td>PE-162</td>
<td>Physical Training III</td>
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### Golf Academy: Career Specific Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PE-180</td>
<td>Methods of Teaching Golf</td>
<td>2</td>
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<tr>
<td>PE-181</td>
<td>Methods of Teaching Golf</td>
<td>2</td>
</tr>
<tr>
<td>PE-182</td>
<td>Short Game &amp; Putting</td>
<td>2</td>
</tr>
<tr>
<td>PE-183</td>
<td>Golf Academy Practicum</td>
<td>1</td>
</tr>
</tbody>
</table>

### Individual Contract Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PE-299</td>
<td>Special Projects: Physical Education</td>
<td>1-3</td>
</tr>
</tbody>
</table>
Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

**Program Description**

Physics is concerned with the properties of matter and the laws that govern the behavior of all things. Physicists are fascinated by the beauty and harmony of the physical universe and derive great satisfaction from learning and understanding its laws. Physics is the most fundamental science and underlies our understanding of nearly all areas of science and technology.

**Distinctive Features**

These courses provide students with a firm foundation in the physical sciences and preparation for transfer majors in physical science and engineering.

**Transfer Preparation**

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to review the MSJC catalog with a counselor to determine which MSJC courses are transferable.

**Degree**

An Associate degree is not available in this major. Students wishing an Associate degree may major in science by completing any 18 units of science classes from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.
**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 PS-101 is a survey course on American government and politics that fulfills the political institutions requirement for transfer students. PS-102 is a survey course that comparatively examines the government and politics of a diversity of nations around the world. PS-102 fulfills the multi-cultural requirement for graduation. PS-103 examines the social and political relationship between and among various ethnic minorities in America. It also fulfills the multi-cultural requirement for graduation. PS-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 PS-101 and wish to further enhance their knowledge of American politics.
### 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

### 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.
**Psychology**

**Degree(s)**
None

**Certificate(s)**
None

**Employment Concentration Certificate(s)**
None

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**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 PSYC-101 is a popular survey course that meets the social science requirement for transfer students. PSYC-102 allows the student to work on meeting personal needs in today’s society. PSYC-103 serves students in psychology, child development and nursing. PSYC-107 focuses on the physiological aspects of psychology.

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**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

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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.
Public Administration

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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

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

Program Description

The courses in Public Administration prepare students for a career in varied public agencies. The Public Administration courses provide 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.
Reading

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.
Real Estate

Degree(s)
A.S. in Real Estate 439 AS.RE
(with General Education Requirements Option A)

Certificate(s)
Certificate in Real Estate 439 CR.RE

Employment Concentration Certificate(s)
Real Estate Appraisal 99999 ECC.REAPPR

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

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

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, Basic Appraisal Principles and Procedures, 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 Basic Appraisal Principles and Procedures 3.5 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

### Employment Concentrations

**Real Estate Appraisal (12 units)**
- RE-144 Basic Appraisal Principles and Procedures 3.5 units
- RE-155 Residential Real Estate Appraisal 3.5 units
- RE-156 Residential Appraisal Report Writing 1 unit
- RE-157 Uniform Standards of Professional Appraisal Practice (USPAP) 1 unit

Completion of these courses meets the Appraiser Qualifications Board (AQB) 2008 basic education requirements for the OREA Trainee (AT) or Residential (AL) license.
Instructional Programs

Science

Degree(s)
A.S. in Science (with General Education Requirements Option A)

Certificate(s)
None

Employment Concentration Certificate(s)
None

Program Description

The Associate of Science degree in 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, at least 2 science lab classes, and at least 18 units in the following areas:

| ANAT-101* | Anatomy and Physiology I | 5 units | ES-101 | Topic in Earth Science | 3 units |
| ANAT-102* | Anatomy and Physiology II | 5 units | GEOG-101 | Physical Geography | 3 units |
| ANTH-101 | Physical Anthropology | 3 units | GEOG-104* | Physical Geography Laboratory | 1 unit |
| ANTH-201 | Introduction to Forensic Anthropology | 3 units | GEOG-105* | Introduction to Cartography | 3 units |
| ASTR-101* | Introduction to Astronomy | 4 units | GEOL-100* | Physical Geology | 4 units |
| BIOL-100* | Human Biology | 4 units | GEOL-103 | Environmental Geology | 3 units |
| BIOL-115* | Topics in Biology | 4 units | GEOL-105* | Historical Geology | 4 units |
| BIOL-116* | Natural History and Biodiversity | 4 units | GEOL-107 | Geologic Field Studies | 1 unit |
| BIOL-117 | Conservation Biology | 3 units | GEOL-110* | Oceanography | 4 units |
| BIOL-125* | Microbiology | 5 units | GEOL-109 | Geology of National Parks | 3 units |
| BIOL-130* | Marine Biology | 4 units | GEOL-112 | California Geology | 3 units |
| BIOL-134 | Human Heredity and Evolution | 3 units | GIS-105* | Introduction to Cartography | 3 units |
| BIOL-135 | Introduction to Evolution | 3 units | NUTR-101 | Nutrition and Foods | 3 units |
| BIOL-140* | Ecology | 4 units | PHY-100 | Conceptual Physics | 3 units |
| BIOL-142* | The World of Insects | 4 units | PHY-101* | Basic Physics: Energy and Motion | 4 units |
| BIOL-143 | Animal Behavior | 3 units | PHY-102* | Basic Electricity and Modern Physics | 4 units |
| BIOL-144* | Plant Biology | 4 units | PHY-201* | Mechanics and Wave Motion | 4 units |
| BIOL-146 | Biodiversity | 3 units | PHY-202* | Electricity and Magnetism | 4 units |
| BIOL-148* | Field Studies of Tropical Ecology of Costa Rica | 4 units | * Indicates science lab classes.

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

Degree(s)
A.A. in Social/Behavioral Sciences
(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.
Sociology

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
Human Services

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

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>SOCI-095</td>
<td>Survey of Human Services</td>
<td>1</td>
</tr>
<tr>
<td>SOCI-103</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SOCI-106</td>
<td>Intercultural Relations</td>
<td>3</td>
</tr>
<tr>
<td>SOCI-140</td>
<td>Introduction to Applied Human Services</td>
<td>3</td>
</tr>
<tr>
<td>SOCI-141</td>
<td>Case Services and Advocacy in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>SOCI-150</td>
<td>Introductory Field Work in Human Services</td>
<td>3</td>
</tr>
</tbody>
</table>
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.
Theater Arts

Degree(s)
A.A. in Theater Arts
(with General Education Requirements Option A)
A.S. in Technical Theater (with General Education Requirements Option A)

Certificate(s)
Certificate in Musical Theater
Certificate in Technical Theater

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 (19 units)

Required Courses (12 units)
THA-101 Introduction to Theater 3 units
THA-102/HIST-154 Theater History 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/COMM-105 Voice and Diction 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-132 Acting for the Classical Theater 3 units
THA-155 Musical Theater History 3 units
THA-200 Actor’s Workshop 3 units
THA-205 Summer Repertory Theater 3 units
THA-210 Fundamentals of Directing 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.
In addition to the 8 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 from Areas A and/or B combined)

**Area A - Required Courses (10 units recommended)**

- 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

**Area B - Required Courses**

(1 or more units recommended)

- 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

**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/COMM-105 Voice and Diction 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
Turf and Landscape Management

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.EDOPS
Irrigation Technician 99999 ECC.HORT.IT
Golf and Grounds 99999 ECC.HORT.G&G
Landscaping Operation 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.
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.

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 8-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>HORT-101</td>
<td>Horticulture Science</td>
<td>3</td>
</tr>
<tr>
<td>HORT-102</td>
<td>Introduction to Turfgrass Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT-104</td>
<td>Soil Science and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Golf and Grounds Concentration (9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT-103</td>
<td>Advanced Turfgrass Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT-105</td>
<td>Golf Course/Landscape Irrigation</td>
<td>3</td>
</tr>
<tr>
<td>HORT-106</td>
<td>Pesticide Law and Regulations</td>
<td>3</td>
</tr>
<tr>
<td>HORT-107</td>
<td>Arboriculture</td>
<td>3</td>
</tr>
</tbody>
</table>

Irrigation Technician Concentration (6 units)

Choose 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT-103</td>
<td>Advanced Turfgrass Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT-105</td>
<td>Golf Course/Landscape Irrigation</td>
<td>3</td>
</tr>
<tr>
<td>COMM-103</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Landscaping Operation Concentration (6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT-109</td>
<td>Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>HORT-110</td>
<td>Laws and Regulations: An Integrated Pest Management Approach</td>
<td>3</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT-106</td>
<td>Pesticide Laws and Regulations</td>
<td>3</td>
</tr>
</tbody>
</table>

Resort Operations Concentration (10 units)

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

Additional Electives (Can be taken to fulfill 18 units for certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-075</td>
<td>Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>HORT-105</td>
<td>Golf Course/Landscape Irrigation</td>
<td>3</td>
</tr>
<tr>
<td>HORT-149</td>
<td>Occupational Internship: Golf Course/Turf Management</td>
<td>1-4</td>
</tr>
<tr>
<td>COMM-103</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>CSIS-101</td>
<td>Introduction to Computers and Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>MGT-103</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
</tbody>
</table>
Water Technology

**Degree(s)**
A.S. in Water Technology 4270 AS.WT
*(with General Education Requirements Option A)*

**Certificate(s)**
Certificate in Water Technology 4270 CT.WT

**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.

**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.

**Certificates**

**Certificate in Water Technology (18 units)**

<table>
<thead>
<tr>
<th>Required Core Courses (3 units)</th>
<th>Elective Courses (any 15 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATR-100  1 unit</td>
<td>WATR-103  3 units</td>
</tr>
<tr>
<td>WATR-102  2 units</td>
<td>WATR-105  3 units</td>
</tr>
<tr>
<td></td>
<td>WATR-107  3 units</td>
</tr>
<tr>
<td></td>
<td>WATR-109  3 units</td>
</tr>
<tr>
<td></td>
<td>WATR-120  3 units</td>
</tr>
<tr>
<td></td>
<td>WATR-122  3 units</td>
</tr>
<tr>
<td></td>
<td>WATR-125  3 units</td>
</tr>
<tr>
<td></td>
<td>WATR-130  3 units</td>
</tr>
<tr>
<td></td>
<td>WATR-140  3 units</td>
</tr>
</tbody>
</table>

Mt. San Jacinto College 2007-2008 Catalog
## 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 Instruction</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.</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 Corrections Certificate. <strong>Prerequisite:</strong> None.</td>
</tr>
<tr>
<td>AJ-102</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
<td>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.</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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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 they relate to the patrol officer. <strong>Prerequisite:</strong> AJ-102 (with a grade of C or better). Transfers to CSU only.</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. Transfers to CSU only.</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. Transfers to CSU only.</td>
</tr>
<tr>
<td>AJ-108</td>
<td>Criminal Investigation</td>
<td>3</td>
<td>Basic criminal investigation techniques including discussions of 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. Transfers to CSU only.</td>
</tr>
<tr>
<td>AJ-111</td>
<td>Administration of Justice</td>
<td>3</td>
<td>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; clemency; and sentencing. <strong>Prerequisite:</strong> None.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-114</td>
<td>3</td>
<td>Laws of Arrest, Search and Seizure</td>
</tr>
<tr>
<td>AJ-125</td>
<td>3</td>
<td>Vice Control</td>
</tr>
<tr>
<td>AJ-127</td>
<td>3</td>
<td>Defensive Tactics for Public Safety Personnel</td>
</tr>
<tr>
<td>AJ-128</td>
<td>3</td>
<td>Traffic Control, Enforcement and Investigation</td>
</tr>
<tr>
<td>AJ-130</td>
<td>3</td>
<td>Firearms</td>
</tr>
<tr>
<td>AJ-140</td>
<td>4</td>
<td>Principles of Biology in Forensics</td>
</tr>
<tr>
<td>AJ-141</td>
<td>4</td>
<td>Principles of Chemistry in Forensics</td>
</tr>
<tr>
<td>AJ-142</td>
<td>4</td>
<td>Principles of Toxicology in Forensics</td>
</tr>
</tbody>
</table>

**AJ-114 Laws of Arrest, Search and Seizure**

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 (with a grade of C or better). Transfers to CSU only

**AJ-125 Vice Control**

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 both UC/CSU

**AJ-127 Defensive Tactics for Public Safety Personnel**

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**

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**

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**

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**

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

**AJ-142 Principles of Toxicology in Forensics**

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

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## Course Descriptions

### Corrections

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORR-101</td>
<td>3</td>
<td>Introduction to Correctional Science</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CORR-102</td>
<td>3</td>
<td>Control and Supervision in Corrections</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CORR-103</td>
<td>3</td>
<td>Correctional Interviewing and Counseling</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CORR-104</td>
<td>3</td>
<td>Legal Aspects of Corrections</td>
<td>LEC 48-54</td>
</tr>
</tbody>
</table>

### Alcohol/Drug Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS-090</td>
<td>1</td>
<td>Survey of Alcohol/Drug Studies Program</td>
<td>LEC 16-18</td>
</tr>
<tr>
<td>ADS-101</td>
<td>3</td>
<td>Introduction and Overview of Alcohol and Drug Studies</td>
<td>LEC 48-54</td>
</tr>
</tbody>
</table>
## Course Descriptions

### ADS-102 3 units
Pharmacology and Biomedical Aspects of Alcohol and Other Drugs  
LEC 48-54

This course examines effects of alcohol and other mind-altering drugs on the body, highlighting the resulting impairment to the body’s organs. Students will learn the pharmacology of addiction and how it affects behavior, and diagnostic procedures used to measure these effects. In addition, this course provides information on the effects on human sexual functions, pharmacological and physiological treatment and recovery programs available. This course is designed for the student continuing studies in the ADS program as well as some students pursuing health related fields. Prerequisite/Corequisite: ADS-101 (with a grade of C or better). Transfers to CSU only

### ADS-103 3 units
Law and Ethics, Community Prevention, Education, Outreach and Referral  
LEC 48-54

This course covers the legal aspects of counseling as well as patient rights including the laws of confidentiality and exceptions to confidentiality. The concepts of prevention and community education/outreach will be covered along with screening and interview techniques, crisis intervention and crisis counseling techniques. This course is designed for students continuing in the ADS program. Prerequisite/Corequisite: ADS-101 (with a grade of C or better). Transfers to CSU only

### ADS-104 3 units
Case Management: Assessment, Orientation, Treatment, Planning and Relapse Prevention  
LEC 48-54

This course intended for the ADS program participant presents information related to initial admission requirements for alcohol and drug assistance programs, assessment requirements for orientation to the programs, disciplinary rules, costs of programs and methods of payment and client’s rights; treatment goals, methods of charting, and treatment and recovery plans; roles of aftercare in the treatment process, importance of client follow-up, relapse dynamics, various modalities of treatment, program planning, client education, community resources, referrals, and intervention techniques. Prerequisite/Corequisite: ADS-101 (with a grade of C or better). Transfers to CSU only

### ADS-110 3 units
Introduction to Counseling  
LEC 48-54

An introduction to counseling, this course provides the student with a solid overview of counseling theories, including psychoanalytic, behavioral, cognitive, and person-centered therapies. Each approach is examined from both the group and individual counseling perspective. Techniques and methods of counseling will be demonstrated and practiced through role-playing and small group discussions to provide a good foundation for counseling. *Cross-listed as PSYC-110. Prerequisite: PSYC-101 (with a grade of C or better). Transfers to CSU only

### ADS-115 3 units
Individual, Family and Group Counseling  
LEC 48-54

This course provides an in-depth study of theories and practices of individual, group, and family counseling, emphasizing learning and practical skills of counseling. Theories and models for family therapy, theories of stages of group development, techniques for family therapy, and the roles of the facilitator/counselor will be discussed. The student will learn how counselors help clients mobilize his/her problems and/or modify attitudes and values that block the recovery process. *Cross-listed as PSYC-115. Prerequisites: ADS-110/PSYC-110 and PSYC-108 (with a grade of C or better). Transfers to CSU only

### ADS-116 3 units
Introduction to Dual Diagnosis  
LEC 48-54

This course is designed to instruct students when working with dually diagnosed clients in the assessment, referral and professional collaboration process. This includes the major concepts of chronic mental illness, DSM criteria, integrated treatment and relapse prevention. May be taken 3 times for credit. Prerequisite: ADS-110/PSYC-110 and PSYC-108 (with a grade of C or better). Transfers to CSU only

### ADS-118 3 units
Dual Diagnosis: Counseling & Case Management  
LEC 48-54

This course is designed to instruct students working in the dual diagnosis field in the art of counseling and case management of clients with coexisting psychiatric and addictive disorders (Substance Abuse). The issues of psychotropic medications, medication side effects, decompensation, and effective case management as a member of an interdisciplinary team are covered. Special focus will be given to integrating the addiction model and mental health model of treatment. May be taken 3 times for credit. Prerequisite: ADS-116 (with a grade of C or better). Transfers to CSU only

### ADS-120 3 units
Personal and Professional Growth for Alcohol and Drug Counselors  
LEC 48-54

This course studies the importance of personal and professional growth for the future Alcohol/Drug counselor. Certification requirements, professional associations, continuing education needs and requirements, as well as programs that aid the recovering counselor and counselor burnout are also examined. Basic academic skills necessary for the effective counselor will be covered such as reading and writing skills, oral communication skills, investigative skills, and case writing skills with practical exercise given. Personal skills include assertiveness, problem solving, and decision-making. Personal assessment will include looking at personal values and attitudes on special issues and the motives and values for selecting counseling as a profession. Prerequisite: ADS-101 and ADS-102 and ADS-103 and ADS-104 (with a grade of C or better). Transfers to CSU only
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Program</th>
<th>Prerequisite/Not transferable</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS-149</td>
<td>1-4 units</td>
<td>Occupational Internship</td>
<td>Occupational Internship</td>
<td>Prerequisite: The student must have completed all but one of the ADS courses in the ADS Program. May be taken 4 times for credit.</td>
</tr>
<tr>
<td>ADS-150</td>
<td>3 units</td>
<td>Practicum Seminar</td>
<td>Occupational Internship</td>
<td>Prerequisite: Previous Alcohol/Drug Studies classes; a contract must be completed with the instructor prior to enrollment.</td>
</tr>
<tr>
<td>ADS-299</td>
<td>1-3 units</td>
<td>Special Projects: Alcohol/Drug Studies</td>
<td>Special Projects: Alcohol/Drug Studies</td>
<td>Prerequisite: Previous Alcohol/Drug Studies classes; a contract must be completed with the instructor prior to enrollment.</td>
</tr>
<tr>
<td>AH-072</td>
<td>3 units</td>
<td>Medical Office Assistant: Administrative</td>
<td>Medical Office Assistant: Administrative</td>
<td>Prerequisite/Corequisite: MATH-051 (with a grade of C or better).</td>
</tr>
<tr>
<td>AH-073</td>
<td>4 units</td>
<td>Medical Assistant: Clinical Procedures</td>
<td>Medical Assistant: Clinical Procedures</td>
<td>Prerequisite: None.</td>
</tr>
<tr>
<td>AH-076</td>
<td>3 units</td>
<td>First Responder Medical</td>
<td>First Responder Medical</td>
<td>Prerequisite: Healthcare Provider CPR card required on the first day of class.</td>
</tr>
<tr>
<td>AH-077</td>
<td>3.5 units</td>
<td>First Responder to EMT - 1 Upgrade</td>
<td>First Responder to EMT - 1 Upgrade</td>
<td>Prerequisite: AH-076 or current First Responder certification (required by Riverside County EMSA) and two years of using First Responder skills.</td>
</tr>
<tr>
<td>AH-082</td>
<td>3.5 units</td>
<td>Telemetry Technician</td>
<td>Telemetry Technician</td>
<td>Prerequisite: None.</td>
</tr>
<tr>
<td>AH-095</td>
<td>3 units</td>
<td>Medical Terminology</td>
<td>Medical Terminology</td>
<td>Prerequisite: None.</td>
</tr>
</tbody>
</table>

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### Allied Health

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Program</th>
<th>Prerequisite/Not transferable</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH-070</td>
<td>1 unit</td>
<td>Survey of Health Occupations</td>
<td>Survey of Health Occupations</td>
<td>None.</td>
</tr>
</tbody>
</table>

This course is recommended for persons interested in allied health related careers. Students are introduced to health care careers, career planning, and the admissions process for VN and RN programs. Offered as credit/no-credit only. 

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**AH-120**  
*Emergency Medical Technician I*  
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 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-121**  
*Emergency Medical Technician I Basic (Refresher)*  
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. Offered as credit/no-credit only. **Prerequisite:** Health Care Provider CPR card and previous Emergency Medical Technician - I certification not expired for more than 24 months. Transfers to CSU only.

**AH-122**  
*Medical Ethics*  
LEC 48-54  

The allied health care student will learn about laws related to patient rights, intentional torts, negligence, and malpractice litigation. The course will alert the students of their rights, duties, and legal responsibilities within the context of their function as a member of the allied health care team. **Prerequisite:** None. Transfers to CSU only.

**AH-123**  
*Teaching Emergency Medical Technician Skills for Emergency Care*  
LEC 16-18  

This is an introductory course to prepare individuals to work as teaching assistants or trainers in emergency medical areas. Course includes techniques of teaching, skills performance and grading criteria, procedures for equipment cleaning and maintenance and hands on practice using these techniques and evaluation methods. **Prerequisite:** EMT-I, Paramedic, or RN. Transfers to CSU only.

**AH-124**  
*Pathophysiology*  
LEC 48-54  

This course provides a survey of general principles of the disease process of organs and systems of the human anatomy. It includes chronic and acute diseases; respiratory, bone, and gastrointestinal tract diseases; diseases of the genitourinary systems and reproductive organs; and infectious diseases and neoplasms. **Prerequisite:** None. Transfers to CSU only.

**AH-125**  
*EMT-1 Basic Challenge Exam*  
LEC 80-90  

This course is designed for individuals who wish to earn an EMT-1A certificate. **Prerequisite:** An individual may obtain an EMT-1 Course Completion Certificate by successfully passing pre-established standards, developed by and/or approved by the EMT-1 Approving Authority (Riverside County Department of Health) pursuant to section 100066 of the Riverside County Department of Health Regulations. Individuals eligible to take the exam (Physicians, Physician Assistants, Nurse Practitioners, RNs, Paramedics) shall be permitted to take the EMT-1 challenge examination only one time. The course challenge exam shall consist of a competency-based written and skills examination. An individual who fails to achieve a passing score on the EMT-1 challenge examination must then successfully complete an EMT-1 Basic Course to receive an EMT-1 course completion record. Transfers to CSU only.

**AH-126**  
*Techniques in Patient Care*  
LEC 32-36/LAB 48-54  

This course is designed to teach the student basic patient care techniques including the responsibilities and relationships of various allied health departments in a health care setting. Aseptic and surgical techniques will be discussed along with universal precautions. Emergency conditions and procedures are included. **Prerequisite:** None. **Other Enrollment Criteria:** CPR Healthcare Provider Card. Transfers to CSU only.

**AH-127**  
*Infant to Adult Basic and Advanced Life Support*  
LEC 32-36/LAB 48-54  

This course is designed for medical professionals who will be working in the acute care setting or are preparing to work in the acute care setting. The following are examples of the individuals that would benefit from taking this class: individual in the nursing profession, Pre-hospital Care, Physicians Assistants, Nurse Practitioners and physicians. Advanced topics in resuscitation are taught. The student will resuscitate an infant, child, and adult in a mock resuscitation setting. May be taken an unlimited number of times. **Prerequisite:** CPR Healthcare Provider Card. Transfers to CSU only.

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**Course Descriptions**

Mt. San Jacinto College 2007-2008 Catalog
Course Descriptions

AH-149  1-4 units
Occupational Internship:
Medical Assisting Clinical  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 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

AH-154  3 units
Medical Office Operations  LEC 32-36/LAB 48-54

This course contains advanced terminology: legal and medical implications of preparing and securing medical documents; transcription materials and exercises adapted from actual medical documents. This course introduces basic, universal concepts of medical insurance and billing procedures. Prerequisite: None. Transfers to CSU only

American Sign Language

ASL-100  4 units
American Sign Language I  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. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2--

ASL-101  4 units
American Sign Language II  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 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2--

ASL-102  3 units
Fingerspelling  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 (with a grade of C or better). Recommended Preparation: ASL-101. Transfers to CSU only

ASL-103  4 units
American Sign Language III  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 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2--

ASL-104  4 units
American Sign Language IV  LEC 64-72

This course 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 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2--

ASL-110  3 units
Awareness of Deaf Culture  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. AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2, D7--

Anatomy & Physiology

ANAT-100  3 units
Introduction to Anatomy and Physiology  LEC 48-54

This course provides a basic overview of the structure and function of the body for allied health students or those who desire a basic understanding of the human body. The content includes the anatomy and physiology as systems approach and includes selected homeostatic mechanisms and pathologies where appropriate. *Cross-listed as NURS-100. Prerequisite: None. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): B2--

ANAT-101  5 units
Human Anatomy & Physiology I  LEC 48-54/LAB 96-108

Anatomy and Physiology 101 is the first class in a two part series and covers the chemical, cellular, tissue levels of organization. A systematic study of the anatomy and physiology including the study of the integument, reproductive system, skeletal system, muscular system, digestive and metabolic systems. The 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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): B2--
**Course Descriptions**

**Anthropology**

**ANTH-101**

3 units

Physical Anthropology  
LEC 48-54

This is an introductory course from a scientific perspective about human evolution and human biological diversity. This 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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B

**ANTH-101H**

3 units

Honors Physical Anthropology  
LEC 48-54

This is an introductory course from a scientific perspective about human evolution and human biological diversity. This 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 into the Honors Enrichment Program. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B

**ANTH-102**

3 units

Cultural Anthropology  
LEC 48-54

This introductory course explores the nature of culture and how culture guides human behavior. Cultural anthropologists study cultural phenomena such as language, subsistence, economics, social and political organization, marriage, kinship, religion, the arts, and culture change. This course 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. AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1--

**ANTH-102H**

3 units

Honors Cultural Anthropology  
LEC 48-54

This introductory course explores the nature of culture and how culture guides human behavior. Cultural anthropologists study cultural phenomena such as language, subsistence, economics, social and political organization, marriage, kinship, religion, the arts, and culture change. This course 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. AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1--

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**ANAT-101H**

5 units

Honors Human Anatomy & Physiology I  
LEC 48-54/LAB 96-108

Anatomy and Physiology 101 is the first class in a two part series and covers the chemical, cellular, tissue levels of organization. A systematic study of the anatomy and physiology including the study of the integument, reproductive system, skeletal system, muscular system, digestive and metabolic systems. The course is intended for students interested in careers in medical, paramedical, kinesiology and related fields. **Prerequisite:** Acceptance into the Honors Enrichment Program. **Recommended Preparation:** High school or college Biology or Chemistry. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B2, B3--

**ANAT-102**

5 units

Human Anatomy & Physiology II  
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. The course is intended for students interested in careers in medical, paramedical, kinesiology and related fields. **Prerequisite:** ANAT-101 (with a grade of C or better). AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2--

**ANAT-102H**

5 units

Honors Human Anatomy & Physiology II  
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. The course is intended for students interested in careers in medical, paramedical, kinesiology and related fields. **Prerequisite:** Acceptance in the Honors Enrichment Program; ANAT-101H (with a grade of C or better). AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3--

**ANAT-299**

1-3 units

Special Projects: Anatomy & Physiology  
IS 16-54

This is an arranged class to study a selected topic or experimental design by contract with the instructor for students with previous course work in the specific program area. Arrangements may be made with the instructor to supervise the special project. These projects are available for variable units and involve research and special study in areas of interest within a given subject field. The actual nature of the project MUST be determined in consultation with the supervising instructor. 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
Course Descriptions

**ANTH-103A**  
**North American Indians**  
(formerly Native North Americans)  
LEC 48-54

This course is an overview of the American Indian societies of North America from prehistoric times to the present. Ethnohistory, archaeology, language studies and cultural anthropology are used to understand diverse adaptations to the complex North American landscape, as well as the changes that occurred when Europeans invaded the continent. The course is 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.  
AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1--

**ANTH-103B**  
**Northwest Coast Indian Cultures**  
LEC 48-54

This is an anthropological study of the Native American societies of the Northwest Coast of North America. Ethnohistory, archaeology, linguistics, and cultural anthropology combine to produce a comprehensive picture of these societies. 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 region. **Prerequisite:** None.  
AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1--

**ANTH-103C**  
**Cultures of the Pacific Islands**  
LEC 48-54

This course uses ethnohistory, archaeology, linguistics and cultural anthropology to understand the cultures and societies of the Pacific Islands from their beginnings to the present. 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.  
AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4A

**ANTH-103D**  
**Latin American Cultures**  
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.  
AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1--

**ANTH-103E**  
**Cultures of Africa**  
LEC 48-54

This course uses ethnohistory, archaeology, linguistics and cultural anthropology to understand the cultures and societies of Africa from their prehistoric times to the present. 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.  
AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1--

**ANTH-104**  
**World Prehistory**  
LEC 48-54

This course provides an introduction to the archaeological record documenting the development of civilizations, beginning with fully modern human beings. It is designed for behavioral science majors planning to transfer and/or others interested in the subject. **Prerequisite:** None.  
AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1--

**ANTH-104H**  
**Honors World Prehistory**  
LEC 48-54

This course provides an introduction to the archaeological record documenting the development of civilizations, beginning with fully modern human beings. It is designed for behavioral science majors planning to transfer and/or others interested in the subject. **Prerequisite:** Acceptance in the Honors Enrichment Program.  
AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1--

**ANTH-110**  
**Anthropology Laboratory**  
LAB 48-54

This laboratory course provides students with an opportunity for hands-on learning in any or all anthropological sub-disciplines. Students will carry out laboratory and/or field exercises, which demonstrate the utility of anthropological methods and techniques for data gathering and problem solving. This course is designed for all who are curious about anthropology. It is useful for social science majors. It is also useful for career teachers who would like to learn to utilize anthropological strategies in their own classrooms. May be taken 4 times for credit. **Prerequisite:** None.  
Not transferable

**ANTH-115**  
**Introduction to Archaeology**  
LEC 48-54

This course is an introduction to the field of archaeology, a sub-discipline of anthropology, in which artifacts and archaeological sites are examined in order to understand how culture has changed over time. This course is suitable for anthropology majors, history majors and for all students curious about the archaeological record of the human past. **Prerequisite:** None.  
AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1--

**ANTH-116**  
**Introduction to Archaeology Lab**  
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 (with a grade of C or better).  
AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1--
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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Enrollment Method</th>
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<tr>
<td>ANTH-121</td>
<td>3</td>
<td>California Indians</td>
<td>LEC 48-54</td>
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<tr>
<td>ANTH-145</td>
<td>3</td>
<td>Introduction to Language and Linguistics</td>
<td>LEC 48-54</td>
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<tr>
<td>ANTH-145H</td>
<td>3</td>
<td>Honors Introduction to Language and Linguistics</td>
<td>(formerly ENGL-245H) LEC 48-54</td>
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<tr>
<td>ANTH-149</td>
<td>1-4</td>
<td>Occupational Internship: Anthropology</td>
<td>OI 16-72</td>
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<tr>
<td>ANTH-201</td>
<td>3</td>
<td>Introduction to Forensic Anthropology</td>
<td>LEC 48-54</td>
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<tr>
<td>ANTH-205</td>
<td>3</td>
<td>Archaelogical Excavation</td>
<td>LEC 16-18/LAB 96-108</td>
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<tr>
<td>ANTH-210</td>
<td>3</td>
<td>Archaeology Laboratory</td>
<td>LEC 16-18/LAB 96-108</td>
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<tr>
<td>ANTH-215</td>
<td>3</td>
<td>Archaeological Survey</td>
<td>LEC 16-18/LAB 96-108</td>
</tr>
<tr>
<td>ANTH-299</td>
<td>1-3</td>
<td>Special Projects: Anthropology</td>
<td>IS 16-54</td>
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</tbody>
</table>

**Course Descriptions**

**ANTH-121 California Indians**

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. AA/AS General Education: B2 or F transfers to both UC/CSU–IGETC Area(s): 4A, 4F–CSU Area(s): D1, D3–*

**ANTH-145 Introduction to Language and Linguistics**

Introduction to the study of language to include semantics, sociolinguistics, psycholinguistics, phonology, morphology, and pragmatics. Students learn how language influences their thinking and affects their lives. *Cross-listed as ENGL-145. Prerequisite: None. Recommended Preparation: ENGL-101. AA/AS General Education: C transfers to both UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–*

**ANTH-145H Honors Introduction to Language and Linguistics**

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. *Cross-listed as ENGL-145H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101. AA/AS General Education: C transfers to both UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–*

**ANTH-149 Occupational Internship: Anthropology**

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. 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*

**ANTH-201 Introduction to Forensic Anthropology**

Forensic Anthropology is the application of standard, scientific, anthropological techniques to identify human remains and to assist in the detection of a crime. This course provides a basic overview of the field of forensic anthropology; human osteology; the techniques used to make estimations of age, sex, ancestry and stature; recovery techniques and the analytic techniques and procedures used in the medico-legal framework. *Prerequisite: None. Recommended Preparation: ANTH-101. AA/AS General Education: A transfers to CSU only*

**ANTH-205 Archaelogical Excavation**

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. *Prerequisite/Corequisite: ANTH-115 (with a grade of C or better). Recommended Preparation: MATH-090 and ENGL-098. Transfers to CSU only*

**ANTH-210 Archaeology Laboratory**

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. *Prerequisite/Corequisite: ANTH-115 (with a grade of C or better). Recommended Preparation: MATH-090 and ENGL-098. Transfers to CSU only*

**ANTH-215 Archaeological Survey**

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. *Prerequisite/Corequisite: ANTH-115 (with a grade of C or better). Recommended Preparation: MATH-090 and ENGL-098. Transfers to CSU only*

**ANTH-299 Special Projects: Anthropology**

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 Anthropology classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only*
### Course Descriptions

#### Art

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>ART-100</td>
<td>3</td>
<td>Art Appreciation</td>
<td>LEC 48-54</td>
<td>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 wishing to fulfill the MSJC Humanities General Education Requirement as well as 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. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
</tr>
<tr>
<td>ART-101</td>
<td>3</td>
<td>Art History: Prehistoric Through Medieval Art</td>
<td>LEC 48-54</td>
<td>This course is a survey class that provides a base of art historical knowledge covering the development of art from the Paleolithic era through the Middle Ages. Students will study a variety of art forms in the context of cultural settings, iconography, purpose, and style. This course is designed for the Art major and those seeking to fulfill Humanities requirements. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
</tr>
<tr>
<td>ART-101H</td>
<td>3</td>
<td>Honors Art History: Prehistoric Through Medieval Art</td>
<td>LEC 48-54</td>
<td>This course is a survey class that provides a base of art historical knowledge covering the development of art from the Paleolithic era through the Middle Ages. Students will study a variety of art forms in the context of cultural settings, iconography, purpose, and style. This course is designed for the Art major and those seeking to fulfill Humanities requirements. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
</tr>
<tr>
<td>ART-102</td>
<td>3</td>
<td>Art History: Renaissance to 20th Century Art</td>
<td>LEC 48-54</td>
<td>This is a survey class that provides a base of art historical knowledge covering the development of Western art from the 15th century. Students will study a variety of art forms and artists in the context of cultural and historic setting, stylistic developments, function/meaning, and iconography. This course is designed for the Art major and those seeking to fulfill Humanities requirements. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
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<tr>
<td>ART-102H</td>
<td>3</td>
<td>Honors Art History: Renaissance to 20th Century Art</td>
<td>LEC 48-54</td>
<td>This is a survey class that provides a base of art historical knowledge covering the development of Western art from the 15th century. Students will study a variety of art forms and artists in the context of cultural and historic setting, stylistic developments, function/meaning, and iconography. This course is designed for the Art major and those seeking to fulfill Humanities requirements. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
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<tr>
<td>ART-103</td>
<td>3</td>
<td>Introduction to Modernism</td>
<td>LEC 48-54</td>
<td>This course surveys Modernist art, architecture and design. Students will study a variety of forms and artists in the context of cultural and historic settings, events, and styles, with an emphasis on Modernist culture and products in the United States and Europe. This course is intended for students wishing to fulfill the MSJC Humanities General Education Requirement as well as for students pursuing degrees or certificates in Art, Multimedia or Visual Communication. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
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<tr>
<td>ART-105</td>
<td>3</td>
<td>History of Graphic Design</td>
<td>LEC 48-54</td>
<td>This course examines the evolution of graphic communication from prehistory through postmodern design, age of information, and the digital revolution, investigating the great minds in design, breakthrough technologies and important design movements in their historical context. This course is designed for the student in Visual Communication as preparation for the major. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to CSU only</td>
</tr>
</tbody>
</table>
| ART-105H    | 3     | Honors History of Graphic Design | LEC 48-54 | This course examines the evolution of graphic communication from prehistory through postmodern design, age of information, and the digital revolution, investigating the great minds in design, breakthrough technologies and important design movements in their historical context. This course is designed for the student in Visual Communication as preparation for the major. **Prerequisite:** Acceptance in the Honors Enrichment Program. AA/AS General Education: C--
### Course Descriptions

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<tr>
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<th>Units</th>
<th>Course Title</th>
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<td>ART-109</td>
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<td>Intermediate Drawing</td>
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<td>ART-112</td>
<td>3</td>
<td>Life Drawing</td>
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<tr>
<td>ART-115</td>
<td>2</td>
<td>Painting I</td>
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<td>ART-116</td>
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<td>ART-118</td>
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<tr>
<td>ART-119</td>
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<td>Mural Painting (formerly Introduction to Mural Painting)</td>
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<td>ART-120</td>
<td>3</td>
<td>2D Design</td>
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</tr>
<tr>
<td>ART-121</td>
<td>3</td>
<td>Design and Color</td>
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<tr>
<td>ART-122</td>
<td>3</td>
<td>3D Design</td>
<td>LEC 32-36/LAB 48-54</td>
</tr>
<tr>
<td>ART-123</td>
<td>3</td>
<td>Graphic Design I</td>
<td>LEC 32-36/LAB 48-54</td>
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**MT. SAN JACINTO COLLEGE 2007-2008 CATALOG**

**ART-108 Beginning Drawing**  
LEC 32-36/LAB 48-54  
This course is an introduction to the fundamentals of drawing in a variety of media. Coursework includes an exploration of art 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. **AAAS General Education:** C--Transfers to both UC/CSU--CSU Area(s): C1--

**ART-109 Intermediate Drawing**  
LEC 32-36/LAB 48-54  
This course is a continued study and refinement of skills and concepts acquired in Beginning Drawing. In addition to areas covered in Beginning Drawing coursework includes an exploration of portraiture, color, and expressive possibilities of drawing. May be taken 4 times for credit. **Prerequisite:** ART-108 (with a grade of C or better). **AAAS General Education:** C--Transfers to both UC/CSU--CSU Area(s): C1--

**ART-112 Life Drawing**  
LEC 32-36/LAB 48-54  
This course develops skills needed to successfully draw the human form. Areas covered include anatomy, perception of form, contour drawing, and modeling. Nude models are used. May be taken 4 times for credit. **Prerequisite:** ART-108 (with a grade of C or better). **AAAS General Education:** C--Transfers to both UC/CSU--CSU Area(s): C1--

**ART-115 Painting I**  
LEC 16-18/LAB 48-54  
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 and ART-120 (with a grade of C or better) or portfolio. **AAAS General Education:** C--Transfers to both UC/CSU--CSU Area(s): C1--

**ART-116 Painting II**  
LEC 16-18/LAB 48-54  
A continued study and refinement of skills and concepts acquired in Painting I. In addition to areas covered in Painting I coursework includes an exploration of subjective color and the expressive possibilities of painting. May be taken 4 times for credit. **Prerequisite:** ART-115 (with a grade of C or better) or portfolio. **AAAS General Education:** C--Transfers to both UC/CSU--CSU Area(s): C1--

**ART-118 Watercolor/Mixed Media**  
LEC 16-18/LAB 48-54  
This course is designed to introduce and refine skills, techniques, and aesthetics using watercolor alone and with a variety of other media. Coursework includes an exploration of traditional and experimental techniques with an emphasis on design and composition. May be taken 4 times for credit. **Prerequisite:** ART-108 (with a grade of C or better) or portfolio. **AAAS General Education:** C--Transfers to both UC/CSU--CSU Area(s): C1--

**ART-119 Mural Painting (formerly Introduction to Mural Painting)**  
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 (with a grade of C or better) or portfolio. **AAAS General Education:** C--Transfers to both UC/CSU--CSU Area(s): C1--

**ART-120 2D Design**  
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. **AAAS General Education:** C--Transfers to both UC/CSU--CSU Area(s): C1--

**ART-121 Design and Color**  
LEC 32-36/LAB 48-54  
This course is a continued study of the principles of 2D design. The practice of the organization of visual elements is taught in accordance with the principles of design. Emphasis is placed on color theory and more advanced methods of communicating ideas through design. This class is designed for students pursuing an AA in Art and those seeking to fulfill the Humanities requirement. **Prerequisite:** ART-120 (with a grade of C or better). **AAAS General Education:** C--Transfers to both UC/CSU--CSU Area(s): C1--

**ART-122 3D Design**  
LEC 32-36/LAB 48-54  
This course investigates the factors determining the designs of both utilitarian and non-utilitarian objects. Students learn to solve design problems using a variety of three-dimensional materials, and a variety of approaches to three-dimensional structure. Through a study of mass, volume, space and shape, students gain experience solving three-dimensional design problems. This is a foundation course for students planning to major in art, and a useful course for all students interested in building visually coherent three-dimensional objects. May be taken 4 times for credit. **Prerequisite:** None. **Recommended Preparation:** ART-120. **AAAS General Education:** C--Transfers to both UC/CSU--CSU Area(s): C1--

**ART-123 Graphic Design I**  
LEC 32-36/LAB 48-54  
Development of conceptual thinking and visual representation skills through thumbnail sketches to full size layouts of graphic concepts. Emphasis on various approaches to problem solving in advertising and design. Markers and colored pencils will be used for photorealistic and convincing visual representation. This course is required of all visual communication and graphic design majors. May be taken 4 times for credit. **Prerequisites:** Both ART-130A and ART-130B or MUL-110 (with a grade of C or better). **Recommended Preparation:** ART-120 and ART-108. **AAAS General Education:** C--Transfers to CSU only.
Course Descriptions

ART-130B  2 units
Digital Art - Illustration (formerly ART-130 Digital Illustration)
LEC 16-18/LAB 48-54

Introduction to digital art processes of creating raw illustrations images using vector graphics. Students will create layout and design projects using current technologies designed for output to print. Emphasis will be placed on the development of aesthetic judgment, style and expressive content in the process of visual communication. May be used as an elective in the Multimedia certificate or in either the Art or Multimedia degree programs. *Cross-listed as MUL-140. May be taken 4 times for credit. Prerequisite: ART-130 or MUL-110 (with a grade of C or better) or demonstrated ability. AA/AS General Education: C--Transfers to both UC/CSU only

ART-125  3 units
Typography I
LEC 32-36/LAB 48-54

This course covers the history and development of basic letterforms. In studio work, lettering is explored as a design form through calligraphy, logotype development, mechanical typography, and page layout techniques. Class projects are oriented towards 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. Prerequisite: None. Recommended Preparation: ART-120. Transfers to CSU only

ART-141  3 units
Illustration
LEC 32-36/LAB 48-54

This course will investigate illustration as a specific form of visual communication and its relationship to written information. Imagery generation and refinement in both black and white and color will be explored as well as the historical development of illustration in advertising, informational applications and propagandizing. The course will focus on traditional studio methods, involving drawing and painting, as well as the materials and techniques most compatible with publishing. May be taken 4 times for credit. Prerequisite: ART-108 (with a grade of C or better). AA/AS General Education: C--Transfers to CSU only

ART-130A  2 units
Digital Art - Imaging (formerly ART-130 Digital Art I)
LEC 16-18/LAB 48-54

Introduction to digital art processes of capturing and manipulating images. Exploration print based and interactive media is explored through multiple software tools. Concept emphasis will be placed on the development of aesthetic judgment, style and expressive content. Recommended for majors in art, multimedia, and practicing professionals. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: ART-120 and MUL-110. AA/AS General Education: C--Transfers to both UC/CSU only

ART-130B  2 units
Digital Art - Imaging (formerly ART-130 Digital Illustration)
LEC 16-18/LAB 48-54

Introduction to digital art processes of creating raw illustrations images using vector graphics. Students will create layout and design projects using current technologies designed for output to print. Emphasis will be placed on the development of aesthetic judgment, style and expressive content in the process of visual communication. May be used as an elective in the Multimedia certificate or in either the Art or Multimedia degree programs. *Cross-listed as MUL-140. May be taken 4 times for credit. Prerequisite: ART-130 or MUL-110 (with a grade of C or better) or demonstrated ability. AA/AS General Education: C--Transfers to both UC/CSU only

ART-125  3 units
Typography I
LEC 32-36/LAB 48-54

This course covers the history and development of basic letterforms. In studio work, lettering is explored as a design form through calligraphy, logotype development, mechanical typography, and page layout techniques. Class projects are oriented towards 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. Prerequisite: None. Recommended Preparation: ART-120. Transfers to CSU only

ART-141  3 units
Illustration
LEC 32-36/LAB 48-54

This course will investigate illustration as a specific form of visual communication and its relationship to written information. Imagery generation and refinement in both black and white and color will be explored as well as the historical development of illustration in advertising, informational applications and propagandizing. The course will focus on traditional studio methods, involving drawing and painting, as well as the materials and techniques most compatible with publishing. May be taken 4 times for credit. Prerequisite: ART-108 (with a grade of C or better). AA/AS General Education: C--Transfers to CSU only

ART-130A  2 units
Digital Art - Imaging (formerly ART-130 Digital Art I)
LEC 16-18/LAB 48-54

Introduction to digital art processes of capturing and manipulating images. Exploration print based and interactive media is explored through multiple software tools. Concept emphasis will be placed on the development of aesthetic judgment, style and expressive content. Recommended for majors in art, multimedia, and practicing professionals. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: ART-120 and MUL-110. AA/AS General Education: C--Transfers to both UC/CSU only

ART-124  3 units
Time Based Media
LEC 32-36/LAB 48-54

This course investigates multiple contexts of video from an artistic point of view. The student will gain a clear understanding of the relationship between the narrative and the visual structure of film/video. Lectures will show many developments and movements of the video medium as well as design elements used to control the narrative content. Students will also develop a work that is experimental in nature, focusing on the sequential process and editing decisions in Time Based Media. *Cross-listed as MUL-126. May be taken 4 times for credit. Prerequisite: None. AA/AS General Education: C--Transfers to both UC/CSU

ART-128  3 units
Beginning Photography
LEC 16-18/LAB 96-108

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. Prerequisite: None. AA/AS General Education: C--Transfers to both UC/CSU

ART-140 Digital Illustration

This course is an introduction to digital art processes of creating raw illustrations images using vector graphics. Students will create layout and design projects using current technologies designed for output to print. Emphasis will be placed on the development of aesthetic judgment, style and expressive content in the process of visual communication. May be used as an elective in the Multimedia certificate or in either the Art or Multimedia degree programs. *Cross-listed as MUL-140. May be taken 4 times for credit. Prerequisite: ART-130 or MUL-110 (with a grade of C or better) or demonstrated ability. AA/AS General Education: C--Transfers to both UC/CSU only

ART-151  3 units
Ceramic Arts
LEC 32-36/LAB 48-54

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. Prerequisite: None. AA/AS General Education: C--Transfers to both UC/CSU only

ART-160  2 units
Sculture
LEC 16-18/LAB 48-54

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. Prerequisite: None. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisites/Transfers</th>
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<tr>
<td>ART-170</td>
<td>2 units</td>
<td>Foundry-Ceramic Shell Casting</td>
<td>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, 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.</td>
</tr>
<tr>
<td>ART-171</td>
<td>2 units</td>
<td>Bronze Sand-Casting</td>
<td>LEC 16-18/LAB 48-54&lt;br&gt;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.</td>
</tr>
<tr>
<td>ART-223</td>
<td>3 units</td>
<td>Graphic Design II (formerly ART-136 Visual Communication I)</td>
<td>LEC 32-36/LAB 48-54&lt;br&gt;This is an intermediate level course that expands on the tools and procedures used by professional graphic designers. Using real-world oriented projects, students will execute production of concept development in small space two dimensional advertising. May be taken 4 times for credit.</td>
</tr>
<tr>
<td>ART-299A</td>
<td>1-3 units</td>
<td>Special Projects: Drawing</td>
<td>IS 16-54&lt;br&gt;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.</td>
</tr>
<tr>
<td>ART-299B</td>
<td>1-3 units</td>
<td>Special Projects: Painting</td>
<td>IS 16-54&lt;br&gt;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.</td>
</tr>
<tr>
<td>ART-299C</td>
<td>1-3 units</td>
<td>Special Projects: Ceramics</td>
<td>IS 16-54&lt;br&gt;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.</td>
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<tr>
<td>ART-299D</td>
<td>1-3 units</td>
<td>Special Projects: Sculpture</td>
<td>IS 16-54&lt;br&gt;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.</td>
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<tr>
<td>ART-299E</td>
<td>1-3 units</td>
<td>Special Projects: Foundry</td>
<td>IS 16-54&lt;br&gt;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.</td>
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<td>ART-299F</td>
<td>1-3 units</td>
<td>Special Projects: Design</td>
<td>IS 16-54&lt;br&gt;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.</td>
</tr>
<tr>
<td>ART-299G</td>
<td>1-3 units</td>
<td>Special Projects: Visual Concepts</td>
<td>IS 16-54&lt;br&gt;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.</td>
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<td>ART-299I</td>
<td>1-3 units</td>
<td>Special Projects: Art History</td>
<td>IS 16-54&lt;br&gt;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.</td>
</tr>
<tr>
<td>ART-299J</td>
<td>1-3 units</td>
<td>Special Projects: Graphic Design</td>
<td>IS 16-54&lt;br&gt;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.</td>
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Course Descriptions

**ART-299P**  
Special Projects: Portfolio  
1-3 units  
IS 16-54  

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. **Prerequisite:** Previous art classes. A contract must be completed with the instructor prior to enrollment. **Transfers to CSU only**

**AUD-141**  
Intermediate Studio Recording  
3 units  
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 MUS-AUD-140 (with a grade of C or better). **Prerequisite:** MUS/AUD-140 (with a grade of C or better). AA/AS General Education: C--Transfers to CSU only--CSU Area(s): C1--

**AUD-142**  
Advanced Studio Recording I  
3 units  
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 MUS-142. May be taken 2 times for credit. **Prerequisite:** MUS/AUD-141 (with a grade of C or better). AA/AS General Education: C--Transfers to CSU only

**AUD-143**  
Advanced Studio Recording II  
3 units  
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 MUS-143. May be taken 2 times for credit. **Prerequisite:** MUS/AUD-141 (with a grade of C or better). AA/AS General Education: C--Transfers to CSU only

**AUD-145**  
Midi & Computer Recording  
3 units  
LEC 48-54  

This course offers instruction in music software and basic audio concepts. The primary focus is on recording, mixing, and editing. Cross-listed as MUS-145. May be taken 2 times for credit. **Prerequisite:** None. AA/AS General Education: C--Transfers to CSU only

**AUD-146**  
Recording Music and Live Sound  
3 units  
LEC 48-54  

Recording Music and Live Sound offers instruction in mic ing 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-146. May be taken 3 times for credit. **Prerequisite:** MUS/AUD-140 (with a grade of C or better). AA/AS General Education: C--Transfers to CSU only

**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

**ASTR-101**  
Introduction to Astronomy  
4 units  
LEC 48-54/LAB 48-54  

Introduction to Astronomy is intended as either a first course terminal course for non-science majors satisfying general education science requirements. The course examines the history of astronomy, tools and methods used by astronomers, planetary and stellar evolution, cosmology and current topics, such as quasars, black holes, etc. Field trips may be required. **Prerequisite:** None. **Recommended Preparation:** Collegiate level reading and math skills. AA/AS General Education: A--Transfers to UC/CSU only--CSU Area(s): C1--taken 3 times for credit.

**ASTR-111**  
Planetary Astronomy  
3 units  
LEC 48-54  

This course is an introductory course to Planetary Sciences, and is an interdisciplinary scientific exploration of the solar system. Students will use the scientific method to examine properties and processes of solar system function and formation, including the current hypotheses regarding the creation and evolution of the Earth and planetary bodies -- moons, asteroids, comets, meteors and the Sun. Cross-listed as GEOL-111. **Prerequisite:** None. AA/AS General Education: A--Transfers to CSU only

**ASTR-299**  
Special Projects: Astronomy  
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 Astronomy classes; a contract must be completed with the instructor prior to enrollment. **Transfers to CSU only**
Course Descriptions

AUD-148 3 units
Radio Production  LEC 48-54
This course acquaints students with the major aspects of radio production. The course includes information regarding the studio and various types of hardware and software. *Cross-listed as MUS-148. Prerequisite: AUD-141 or MUS-141 (with a grade of C or better). Transfers to CSU only

AUD-152 3 units
Video Production I  LEC 48-54
This is a beginning course in video production, software and hardware. Students learn production techniques and video editing. Related topics include general film and video techniques. *Cross-listed as MUL-123. Prerequisite: None. Recommended Preparation: MUL-110. Transfers to CSU only

AUD-299 .5-4 units
Special Projects: Audio Technology  IS 8-72
May be taken 3 times for credit. Prerequisite: Previous Audiology classes; a contract must be completed with the instructor prior to enrollment.

Automotive/Transportation Technology

AUME-073 4 units
Tune-Up and Diagnosis  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-079 1.5 units
Honda Express Service  LEC 16-18/LAB 24-27
This course is specifically designed to meet American Honda PACT program requirements for Express Service Technicians. Students wishing to become a Honda Dealership Express Service technician must successfully complete this course. Prerequisite: None. Not transferable

AUME-080 2.5 units
Bus/Heavy Equipment Servicer (Fuels and Lubricants)  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. Not transferable

AUME-081 2.5 units
Bus/Heavy Equipment Servicer (Preventative Maintenance and Minor Repair)  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 4 units
Brake and Suspension Systems  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 3 units
RV Maintenance and Repair  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 4 units
Basic Auto Mechanics  LEC 48-54/LAB 48-54
This course covers the theory of operation of common road vehicles. The eight basic automotive systems are explored with minor maintenance tasks required. Emphasis is on an overview of automotive technology as a career choice. May be taken 2 times for credit. Prerequisite: None. Transfers to CSU only

AUME-110 4.5 units
Basic and Advanced Clean Air Car Course  LEC 48-54/LAB 72-81
This course prepares the student to perform Smog Testing on vehicles that are in the California State Smog Check Program. Successful completion qualifies students to take the State Smog Test Exam. Students learn the use of five gas analyzers with State Certified dynamometer, gauges, ignition analyzers and in-flight recorders/Scan tools to troubleshoot, diagnose and repair the Powertrain Control Module on both domestic and import vehicles. Prerequisite: Students entering the course must have one year experience/education in the automotive engine performance area prior to entering the course. The course instructor shall determine if the student has the required automotive knowledge to enter the course. Instructors shall give new students wishing to receive BAR credit for the course a 50 question pretest to determine if the student has the required automotive knowledge. Transfers to CSU only
Course Descriptions

**AUME-118** 4 units  
**Automotive Air Conditioning and Heating**  
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** 4 units  
**Automotive Brake Systems**  
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.

**AUME-120** 4 units  
**Suspension and Alignment Principles**  
LEC 40-45/LAB 72-81  
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.

**AUME-122** 4 units  
**Engine Performance I**  
LEC 40-45/LAB 72-81  
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.

**AUME-123** 4 units  
**Engine Performance II**  
LEC 40-45/LAB 72-81  
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.

**AUME-124** 5 units  
**Engine Theory and Repair**  
LEC 40-45/LAB 120-135  
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 4 times for credit. **Prerequisite:** None. Transfers to CSU only.

**AUME-126** 4 units  
**Automotive Electrical/Electronics I**  
LEC 48-54/LAB 48-54  
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.

**AUME-127** 4 units  
**Automotive Electrical/Electronics II**  
LEC 48-54/LAB 48-54  
This course covers the theory of electricity, use of meters and test equipment, use of wiring diagrams, diagnosis and repair/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.

**AUME-132** 2 units  
**Automotive Service Advisor**  
LEC 32-36  
Designed to explore and develop desirable characteristics and skills common to the successful automotive service advisor. **Prerequisite:** None. Transfers to CSU only.

Transfers to CSU only

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AUME-133  2 units
Auto Service Shop Management LEC 32-36

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**

AUME-135  3 units
Automotive Technician Certification Preparation LEC 48-54

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. **Prerequisite:** None. **Transfers to CSU only**

AUME-140  4 units
Computerized Engine Controls I LEC 48-54/LAB 48-54

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. **Prerequisite:** AUME-122 and AUME-123 (with a grade of C or better) or equivalent automotive employment experience or appropriate ASE certification. **Transfers to CSU only**

AUME-141  4 units
Computerized Engine Controls II LEC 48-54/LAB 48-54

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. **Prerequisite:** AUME-140 (with a grade of C or better) or equivalent automotive engine trade experience or appropriate ASE certification. **Transfers to CSU only**

AUME-142  4 units
Computerized Engine Controls III LEC 48-54/LAB 48-54

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. **Prerequisite:** AUME-140 and AUME-141 (with a grade of C or better) or equivalent automotive engine performance trade experience or appropriate ASE certification. **Transfers to CSU only**

AUME-149  1-4 units
Occupational Internship: Auto Mechanics 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 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. **Transfers to CSU only**

AUME-150  2.5 units
Introduction to Alternative Fuels LEC 32-36/LAB 24-27

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. **Prerequisite:** None. **Transfers to CSU only**

AUME-151  2.5 units
CNG Emissions/Tune-Up LEC 32-36/LAB 24-27

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. **Prerequisite:** None. **Transfers to CSU only**

AUME-152  2.5 units
CNG Fuel Storage and Delivery LEC 32-36/LAB 24-27

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. **Prerequisite:** None. **Transfers to CSU only**

AUME-153  2.5 units
Gaseous Fuels (CNG) 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**
Course Descriptions

**AUME-154** 3 units  
NGV Fuel Systems/Troubleshooting  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** 4 units  
Automatic Transmissions/Transaxles 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** 4 units  
Manual Transmissions and Transaxles  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** 1-6 units  
Special Projects: Auto Mechanics  IS 16-108

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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** 4 units  
Human Biology (formerly Introduction to Human Biology)  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. AA/AS General Education: A--Transfers to CSU only

**BIOL-115** 4 units  
Topics in Biology  LEC 48-54/LAB 48-54

Introductory course with a lab designed for non-science majors and those who need a biology foundation before entering the science major's curriculum. This course emphasizes scientific inquiry in investigation of biological principles presented in an evolutionary context and an ecological framework. Principles covered include molecular and cellular biology, 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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3--

**BIOL-115H** 4 units  
Honors Topics in Biology  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. A field trip may be required.  
Prerequisite: Acceptance in the Honors Enrichment Program. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3--

**BIOL-116** 4 units  
Natural History and Biodiversity  LEC 48-54/LAB 48-54

A study of the biodiversity and natural history of interior Southern California. The course emphasizes the relationship of local geology to the flora and fauna of the Chaparral, Montane, and Desert communities. Emphasis in this 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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3--

**BIOL-117** 3 units  
Conservation Biology  LEC 48-54

Conservation biology is the science of preserving biodiversity and sustaining the earth. This is an interdisciplinary, introductory course that examines the human impact on biodiversity and the earth. 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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2--
**Course Descriptions**

**BIOL-125**  
Microbiology  LEC 48-54/LAB 96-108

This course is an intensive study of microbiological principles designed for those majoring in the biological sciences or various health professions. The course will emphasize concepts related to microbial morphology, physiology, genetics, growth, control, role in disease and their application to mankind. **Prerequisite:** CHEM-100 or higher or BIOL-100 or BIOL-115 or BIOL-150 or BIOL-151 or ANAT-101 or ANAT-102 (with a grade of C or better). AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): B2--CSU Area(s): B2--

**BIOL-125H**  
Honors Microbiology  LEC 48-54/LAB 96-108

This course is an intensive study of microbiological principles designed for those majoring in the biological sciences or various health professions. The course will emphasize concepts related to microbial morphology, physiology, genetics, growth, control, role in disease and their application to mankind. **Prerequisite:** Acceptance in the Honors Enrichment Program; CHEM-100 or higher or BIOL-100 or BIOL-115 or BIOL-150 or BIOL-151 or ANAT-101 or ANAT-102 (with a grade of C or better). AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): B2--CSU Area(s): B2--

**BIOL-130**  
Marine Biology  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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): B2--CSU Area(s): B2--

**BIOL-134**  
Human Heredity and Evolution  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 ethical implications of human heredity and evolution. This course is a lower division elective in the sciences, intended for non-majors. **Prerequisite:** None. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): B2--CSU Area(s): B2--

**BIOL-135**  
Introduction to Evolution  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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): B2--CSU Area(s): B2--

**BIOL-135H**  
Honors Introduction to Evolution  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 the Honors Enrichment Program. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): B2--

**BIOL-180**  
Ecology  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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): B2--CSU Area(s): B2--

**BIOL-140**  
The World of Insects  LEC 48-54/LAB 48-54

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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): B2--CSU Area(s): B2--

**BIOL-142**  
Animal Behavior  LEC 48-54

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. AA/AS General Education: A--Transfers to both UC/CSU

**BIOL-144**  
Plant Biology  LEC 48-54/LAB 48-54

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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): B2--CSU Area(s): B2--
### Course Descriptions

**BIOL-146** 3 units
Biodiversity  
LEC 48-54

This course examines the biodiversity of life, past and present. An introduction to the three Domains of life and a review of extinct life-forms creates the basis for study of the current biotic communities on Earth. Basic principles of biodiversity are reviewed in this introductory course, with emphasis on current threats to biodiversity by human activity. The course is intended for non-majors and students majoring in Environmental Studies.  
**Prerequisite:** None. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2--

**BIOL-148** 4 units
Field Studies in Tropical Ecology of Costa Rica  
LEC 48-54/LAB 48-54

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. AA/AS General Education: A--Transfers to CSU only.

**BIOL-150** 5 units
General Biology I  
LEC 48-54/LAB 96-108

General Biology 150, the first of a two semester sequence, is an intensive study of modern biology designed to prepare science majors for upper-division courses in cell, molecular and organismal biology. The emphasis is on the structural and functional unity of life as seen from an evolutionary perspective. Topics include the biochemical, molecular, metabolic, and genetic aspects of cells, as well as phylogeny and systematics. The course includes laboratory and field exercises on the principles covered in the lecture portion of the class. A field trip may be required. **Prerequisites:** CHEM-101 and MATH-096 (with a grade of C or better). **Recommended Preparation:** High school or college Biology/Chemistry. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3--

**BIOL-151** 5 units
General Biology II  
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:** BIOL-150 (with a grade of C or better). AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3--

**BIOL-151H** 5 units
Honors General Biology II  
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). AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3--

**BIOL-201** 4 units
Biostatistics  
LEC 48-54/LAB 48-54

This course introduces students to quantitative methods of analysis in the life and environmental sciences. Emphasis is placed on the scientific method and experimental design, as well as analysis and interpretation of scientific data. Students also learn methods of conducting statistical analyses on data using statistical computer software. This course is intended for those majoring in life and environmental sciences. **Prerequisites:** MATH-096 (with a grade of ‘C’ or better) or a minimum score of 3 on the AP Calculus exam, and BIOL-5 or BIOL-50 & 5 or ENVS-0 & 02 or BIOL-40 or ENVS-0 with a minimum score of 3 on the AP Environmental Science exam. **Recommended Preparation:** High school or college Biology/Chemistry. Students 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-5 or BIOL-50 & 5 or ENVS-0 & 02 or BIOL-40 or ENVS-0 with a minimum score of 3 on the AP Environmental Science exam. Transfers to both UC/CSU--CSU Area(s): B4--

**BIOL-299** 1-5 units
Special Projects: Biology  
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

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<td>ACCT-080</td>
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<td>ACCT-081</td>
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<tr>
<td>ACCT-082</td>
<td>General Concepts Concerning Partnership Taxation</td>
<td>1</td>
<td>LEC</td>
<td>16-18</td>
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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 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 (with a grade of C or better). **Not transferable**

### ACCT-075C

**Bookkeeping, Part 3**

**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 third 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, 075C, in sequence, is the equivalent of ACCT-075, 3 units. **Prerequisite:** ACCT-075B (with a grade of C or better). **Not transferable**

### ACCT-080

**Deducing The Cost Of Business Assets**

**LEC 16-18**

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**

**LEC 16-18**

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 California. May be taken 4 times for credit. **Prerequisite:** None. **Not transferable**

### ACCT-082

**General Concepts Concerning Partnership Taxation**

**LEC 16-18**

This course explores theory and application of general concepts of partnership taxation. These include, but are not limited to, overview and tax effects of partnership formation, operations, transactions between partner and partnership, distributions, termination, 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 California. May be taken 4 times for credit. **Prerequisite:** None.
Course Descriptions

**ACCT-124** 3 units
Financial Accounting - Principles of Accounting I  LEC 48-54

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:** None. **Recommended Preparation:** CAPP-122C. Transfers to both UC/CSU

**ACCT-124A** 1 unit
Financial Accounting - Principles of Accounting I, Part 1  LEC 16-18

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** 1 unit
Financial Accounting - Principles of Accounting I, Part 2  LEC 16-18

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** 1 unit
Financial Accounting - Principles of Accounting I, Part 3  LEC 16-18

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** 3 units
Honors Financial Accounting - Principles of Accounting I  LEC 48-54

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

**ACCT-125** 3 units
Managerial Accounting - Principles of Accounting II  LEC 48-54

This elective course, intended for students with basic electronic spreadsheet skills, is an introduction to the structure of managerial accounting. Topics covered include cost analysis, cost behavior, budgeting, overhead, international accounting, cash flow analysis, differential analysis, and the use of electronic spreadsheets and other computer tools in solving accounting problems. **Prerequisite:** ACCT-124 (with a grade of C or better). Transfers to both UC/CSU

**ACCT-125H** 3 units
Honors Managerial Accounting - Principles of Accounting II  LEC 48-54

This elective course, intended for students with basic electronic spreadsheet skills, is an introduction to the structure of managerial accounting. Topics covered include cost analysis, cost behavior, budgeting, overhead, international accounting, cash flow analysis, differential analysis, and the use of electronic spreadsheets and other computer tools in solving accounting problems. **Prerequisite:** Acceptance in the Honors Enrichment Program; ACCT-124 (with a grade of C or better). Transfers to both UC/CSU

**ACCT-126** 3 units
Beginning Computer Accounting  LEC 48-54

This course is an overview of accounting principles and procedures, the accounting cycle, and ‘Hands-On’ use of personal computers in the application of financial accounting functions for small business with the use of the computer Peachtree Complete Program/software. Computer accounting applications include, but not limited to, general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory and job costs. **Prerequisite/Corequisite:** ACCT-124 (with a grade of C or better). Transfers to CSU only

**ACCT-127** 4 units
Federal and California Income Tax Accounting  LEC 64-72

This course introduces the theory and concepts of Federal and California income tax return preparation for individuals. It also covers underlying social and economic issues, as well as, tax planning issues for individuals. **Prerequisite:** ACCT-124 or ACCT-124A, ACCT-124B, and ACCT-124C (with a grade of C or better). Transfers to CSU only

**Business Administration**

**BADM-098A** .5 unit
Developing Effective Time Management Techniques  LEC 8-9

This course provides practical ways for individuals and members of organizations to identify objectives, prioritize actions, organize time efficiently, tackle issues as they arise, and adopt a do-it-now approach to maximizing productivity and achieving goals. **Prerequisite:** None. Not transferable
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM-098B</td>
<td>Reducing Stress and Improving Performance</td>
<td>.5</td>
<td>Not transferable</td>
</tr>
<tr>
<td></td>
<td>(LEC 8-9)</td>
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<tr>
<td></td>
<td>This course provides practical ways to reduce stress and improve performance by identifying the causes and symptoms of stress, monitoring one’s response to pressure, and implementing coping strategies. This course shows how to manage stress in one’s personal life as well as how to reorganize work practices and use techniques for dealing with problems and potential problems in the workplace. <strong>Prerequisite:</strong> None. Not transferable</td>
<td></td>
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<tr>
<td>BADM-098C</td>
<td>Developing Leadership in Organizations</td>
<td>.5</td>
<td>Not transferable</td>
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<td></td>
<td>(LEC 8-9)</td>
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<td></td>
<td>This course provides guidelines for developing and refining practical leadership skills that will enhance all business and personal relationships. This course examines the roles and responsibilities of the leader as a supervisor and guides development of abilities to work as a team within groups of people. <strong>Prerequisite:</strong> None. Not transferable</td>
<td></td>
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</tr>
<tr>
<td>BADM-098D</td>
<td>Dynamics of Successful Teamwork</td>
<td>.5</td>
<td>Not transferable</td>
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<tr>
<td></td>
<td>(LEC 8-9)</td>
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<td>This course provides guidelines for utilizing the team concept for meeting the challenges in an organization that require a wide variety of skills, judgments, and experiences. This course examines the role of the team leader, essential elements of a winning team, and how to develop the team concept. <strong>Prerequisite:</strong> None. Not transferable</td>
<td></td>
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</tr>
<tr>
<td>BADM-098E</td>
<td>Raising Performance Levels Through Motivation</td>
<td>.5</td>
<td>Not transferable</td>
</tr>
<tr>
<td></td>
<td>(LEC 8-9)</td>
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<td></td>
<td>This course provides guidelines for using the art of motivation to create and sustain a positive environment in the workplace. This course examines methods for getting the most from yourself and your staff, how to raise performance levels, and achieve high quality work from employees. <strong>Prerequisite:</strong> None. Not transferable</td>
<td></td>
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</tr>
<tr>
<td>BADM-098F</td>
<td>Developing Customer Relations and Rapport</td>
<td>.5</td>
<td>Not transferable</td>
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<tr>
<td></td>
<td>(LEC 8-9)</td>
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<td></td>
<td>This course provides guidelines for business students, business leaders, and anyone dealing with the public for enhancing their business and personal relationships. This course offers building blocks for developing a rapport with customers and clients, and resolving problems and conflicts. <strong>Prerequisite:</strong> None. Not transferable</td>
<td></td>
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</tr>
<tr>
<td>BADM-098G</td>
<td>Business Ethics</td>
<td>.5</td>
<td>Not transferable</td>
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<tr>
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<td>(LEC 8-9)</td>
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<td>This course provides guidelines for identifying, analyzing, and systematically solving ethical dilemmas in a business setting. Students will be introduced to a variety of business scenarios for which they will learn how to identify the ethical issue then systematically analyze the dilemma in order to reach an ethical solution. <strong>Prerequisite:</strong> None. Not transferable</td>
<td></td>
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</tr>
<tr>
<td>BADM-103</td>
<td>Introduction to Business</td>
<td>3</td>
<td>Transfers to both UC/CSU</td>
</tr>
<tr>
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<td>(LEC 48-54)</td>
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<td>Americans live in a global business environment as employers/employees or consumers. The course is an introduction to that world. Students completing the course should be capable of basic judgments on business formation, organization, research, current events impacting the relationships of ethics, social responsibility, economics, politics and business functions/systems and improving personal careers. The course is required for subject majors and certificate programs. <strong>Prerequisite:</strong> None. Transfers to both UC/CSU</td>
<td></td>
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</tr>
<tr>
<td>BADM-104</td>
<td>Business Communications</td>
<td>3</td>
<td>Transfers to both UC/CSU</td>
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<tr>
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<td>(LEC 48-54)</td>
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<td></td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> ENGL-098 and typing speed of 25 wpm or concurrent enrollment in OTEC-144 (or OTEC-144a, b, and c), and OTEC/ENGL-095. AA/AS General Education: D1 or D2--Transfers to CSU only</td>
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<tr>
<td>BADM-104A</td>
<td>Business Communications Part 1</td>
<td>1</td>
<td>Transfers to CSU only</td>
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<tr>
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<td>(LEC 16-18)</td>
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<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> ENGL-098 and typing speed of 25 wpm or concurrent enrollment in OTEC-144 and OTEC/ENGL-095. Transfers to CSU only</td>
<td></td>
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<tr>
<td>BADM-104B</td>
<td>Business Communications Part 2</td>
<td>1</td>
<td>Transfers to CSU only</td>
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<tr>
<td></td>
<td>(LEC 16-18)</td>
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<td></td>
<td>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 communication foundations and the writing process. 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 the equivalent of BADM-104, three units. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> ENGL-098 and typing speed of 25 wpm or concurrent enrollment in OTEC-144 and OTEC/ENGL-095. Transfers to CSU only</td>
<td></td>
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</tr>
</tbody>
</table>
Course Descriptions

**BADM-104C**
**Business Communications Part 3**
LEC 16-18

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 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. AA/AS General Education: D1 or D2—Transfers to CSU only

**BADM-104H**
**Honors Business Communications**
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. 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. AA/AS General Education: D1 or D2—Transfers to CSU only

**BADM-120**
**Sales and Marketing in Hospitality**
LEC 48-54

This course examines how effective marketing plans are conceived, designed and implemented. The course emphasizes sales and marketing as it applies to a variety of resort, restaurant, and related hospitality service industry products. The focus includes related sales and promotional strategies, merchandising, public relations and advertising. *Cross-listed as HORT-120.** **Prerequisite:** None. Transfers to CSU only

**BADM-121**
**Sanitation and Safety in Resort Management**
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 HORT-121.** **Prerequisite:** None. Transfers to CSU only

**BADM-122**
**Resort Food & Beverage Operation**
LEC 48-54

This course is the study of the techniques and methods of operating and controlling a food and beverage operation in a resort environment. It studies the management techniques necessary for the planning, monitoring and controlling of a food service operation and of the control systems available to assure a profitable operation. *Cross-listed as HORT-122.** **Prerequisite:** None. Transfers to CSU only

**BADM-123**
**Menu Planning in Resort Management**
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 HORT-123.** **Prerequisite:** None. Transfers to CSU only

**BADM-147**
**The Music & Audio Business**
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**
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 Student Handbook for specific information. Transfers to CSU only

**BADM-150**
**Small Business Entrepreneurship**
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**
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**
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 3 units
Legal Environment of Business  LEC 48-54
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. Transfers to both UC/CSU

BADM-299 1-3 units
Special Projects: Business  IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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-039 1 unit
Software Applications 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 on Excel, MOS Expert Exam on Access, and others. This course is designed for students who already have some experience in the exam content area, but are looking for a refresher course to better prepare for the certification exam. Prerequisite: None. Not transferable

CAPP-056 .5 unit
Computer Applications Workshop  LAB 24-27
This course reviews and reinforces theory and applications taught in Microsoft Office courses for Word, Excel, PowerPoint, Access, and Outlook. This course offers practice assignments and testing and is recommended for the student desiring to learn how to fully utilize functions and increase their productivity with Microsoft Office applications. May be taken 4 times for credit. Offered as credit/no-credit only. Prerequisite: None. Recommended Preparation: Prior completion or concurrent enrollment in one of the courses covering a software application within the Microsoft Office suite. Not transferable

CAPP-065 1 unit
Formatting Term Papers  LEC 16-18
This course will focus on how to use the formatting features of Microsoft Word for setting margins and tabs, line spacing, creating headers, footers, hanging indents, page numbers, widow/orphans, outlines, and references in MLA and APA styles. This class is for students who will be taking classes that require documented term papers and reports that may include footnotes, endnotes, works cited, bibliographies, or other references. Prerequisite: None. Recommended Preparation: OTEC-144A or equivalent experience. Keyboarding speed by touch at 25 wpm desirable. Not transferable

CAPP-080 1 unit
Introduction to Technology  LEC 16-18
This course is designed for the student seeking introductory-level hands-on experience with computing technologies and services at MSJC. Students will have the opportunity to work with software applications as well as web browsers. Prerequisite: None. Not transferable

CAPP-120C 3 units
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 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. Recommended Preparation: OTEC-144. Transfers to CSU only

CAPP-121C 3 units
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 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 1 unit
Using Microsoft Word 2003 - Level 1, Part 1
(formerly CAPP-121B1)  LEC 16-18
Students learn the fundamental word processing skills necessary to create a 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 1 unit
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

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### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP-121C3</td>
<td>1 unit</td>
<td>None</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> OTEG-144 or typing speed of 30 wpm and basic word processing skills. Transfers to CSU only.</td>
</tr>
<tr>
<td>CAPP-122C</td>
<td>3 units</td>
<td>None</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Previous Excel experience. Transfers to CSU only.</td>
</tr>
<tr>
<td>CAPP-122C1</td>
<td>1 unit</td>
<td>None</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Previous Excel experience. Transfers to CSU only.</td>
</tr>
<tr>
<td>CAPP-122C2</td>
<td>1 unit</td>
<td>None</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Previous Excel experience. Transfers to CSU only.</td>
</tr>
<tr>
<td>CAPP-122C3</td>
<td>1 unit</td>
<td>None</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Previous Excel experience. Transfers to CSU only.</td>
</tr>
<tr>
<td>CAPP-123C</td>
<td>3 units</td>
<td>None</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> None. Transfers to CSU only.</td>
</tr>
<tr>
<td>CAPP-123C1</td>
<td>1 unit</td>
<td>None</td>
<td>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 3 one-unit courses covering database and information management used in business. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Experience with Microsoft Access. Transfers to CSU only.</td>
</tr>
<tr>
<td>CAPP-123C2</td>
<td>1 unit</td>
<td>None</td>
<td>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 3 one-unit courses covering database and information management used in business. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Experience with Microsoft Access. Transfers to CSU only.</td>
</tr>
<tr>
<td>CAPP-123C3</td>
<td>1 unit</td>
<td>None</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Experience with Microsoft Access. Transfers to CSU only.</td>
</tr>
<tr>
<td>CAPP-124C</td>
<td>3 units</td>
<td>None</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only.</td>
</tr>
</tbody>
</table>
### Course Descriptions

#### CAPP-124C1 1 unit
*Using Microsoft Powerpoint 2003 - 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 1 unit
*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 1 unit
*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 3 units
*Excel for Business and Accounting*  
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 advanced spreadsheet features including formatting, formulas, functions, charts and tools. Designed for students who have completed ACCT-124 or ACCT-124 A, B & C or have equivalent experience in both accounting and Excel. Excel is the third of three 1-unit courses for which completion of all three is equivalent to the 3-unit course, CAPP-25C.  
**Prerequisite:** None.  
**Recommended Preparation:** ACCT-124 or ACCT-124 A, B, & C or equivalent accounting experience, or ACCT-125C1 and CAPP-125C2, or equivalent Excel experience. Transfers to CSU only

#### CAPP-126A 3 units
*Using Adobe Pagemaker 7.0 - 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 3 units
*Using InDesign 2.0*  
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 3 units
*Using Microsoft Publisher 2003*  
(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
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
</table>
| **CAPP-131A1** | 1 unit | Using Eudora 5.2  
This course teaches students how to install, configure, and use the Eudora e-mail application. **Prerequisite:** None. Transfers to CSU only |
| **CAPP-131C1** | 1 unit | Using Microsoft Outlook 2003  
(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-132** | 1 unit | Using Acrobat - Level 1  
LEC 16-18  
In this beginning course, students will learn the role of electronic documentation in the professional and personal sector. Students will use Adobe Acrobat Reader to view and navigate through PDF files. Acrobat Professional will be used to: view, navigate, create, manage, and share electronic documents. The course will emphasize current uses of electronic documents in professional and personal settings. **Prerequisite:** None. Not transferable |
| **CAPP-135C** | 3 units | Using Microsoft Project 2003 - 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** | 3 units | Using Microsoft Office 2003 - 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** | 3 units | Using Microsoft Word 2003 - 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 (with a grade of C or better). Transfers to CSU only |
| **CAPP-141C1** | 1 unit | Using Microsoft Word 2003 - 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** | 1 unit | Using Microsoft Word 2003 - 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** | 1 unit | Using Microsoft Word 2003 - 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** | 3 units | Using Microsoft Access 2003 - 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-152** | 1 unit | Using Acrobat - Level 2  
LEC 16-18  
This course is designed for the professional seeking to enhance electronic documents. In this advanced course, students will learn how to use Acrobat to create and manage business documents. Students will create fill-in forms, use advanced editing tool, document review tools, discuss security issues, and produce quality output. **Prerequisite:** CAPP-132. Not transferable |
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTEC-095</td>
<td>3</td>
<td>Business English</td>
</tr>
<tr>
<td>OTEC-131</td>
<td>1</td>
<td>Filing Techniques</td>
</tr>
<tr>
<td>OTEC-144A</td>
<td>1</td>
<td>Keyboarding and Document Formatting, Part 1</td>
</tr>
<tr>
<td>OTEC-144B</td>
<td>1</td>
<td>Keyboarding and Document Formatting, Part 2</td>
</tr>
<tr>
<td>OTEC-144C</td>
<td>1</td>
<td>Keyboarding and Document Formatting, Part 3</td>
</tr>
<tr>
<td>OTEC-145</td>
<td>3</td>
<td>Keyboarding and Document Formatting II</td>
</tr>
</tbody>
</table>

**Course Descriptions**

**OTEC-095 Business English**

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-131 Filing Techniques**

Using a hands-on approach, students will learn filing rules and techniques established by the Association of Records Managers and Administrators (ARMA) to create and maintain files. This course focuses on alphabetic, geographic, subject, and numeric filing. Students will also review the basics of records management and the role of filing in the office. **Prerequisite:** None, **Not transferable**

**OTEC-144 Keyboarding and Document Formatting**

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**

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**

Students review the basic techniques of the touch system in the mastery of the keyboard to develop speed and accuracy in keyboard 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**

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 Keyboarding and Document Formatting II**

Students will further develop their keyboarding speed and accuracy. They will learn skills necessary to create common business documents such as: mail merge letters, multi-page reports, forms, financial statements, business plans, meeting minutes, itineraries and newsletters. This is an advanced course in the Office Administration curriculum. It is also an elective course in the Office Administration and the Certificate in Business, Clerical. **Prerequisite:** OTEC-144 or OTEC-144A, OTEC-144B, and OTEC-144C (with a grade of C or better) or typing speed of 30 WPM. **Transfers to CSU only**
Course Descriptions

**CHEM-100 4 units**
Introduction to Chemistry  LEC 48-54/LAB 48-54
This is an introductory course in the basic concepts of chemistry. Topics covered are: metric system and numbers, chemical view of matter, periodic table and elements, atomic theory, chemical bonds, stoichiometry and chemical equations, solutions and organic chemistry. Prerequisite: MATH-090 (with a grade of C or better) or equivalent or two years of high school algebra.

AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3--

**CHEM-101 5 units**
General Chemistry I  LEC 48-54/LAB 96-108
A basic course in the principle of chemistry with special emphasis on atomic structure, stoichiometry, chemistry of aqueous solutions, balancing molecular and oxidation reduction reactions, energy relationships in chemical systems, properties of gases, periodic relationships among the elements, chemical bonding, the geometry of molecules, hybridization and molecular orbital theory. A considerable amount of out-of-class study is required. Prerequisite: Two years of high school Algebra or Math 096 or equivalent (with a grade of C or better).

AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3--

**Chemistry**

**CHEM-299 1-3 units**
Special Projects: Chemistry  IS 16-54
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 writing resumes, application letters, and successful interview techniques. Prerequisite: None. Recommended Preparation: 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. Transfers to CSU only

**CHEM-113 5 units**
Organic Chemistry II  LEC 48-54/LAB 96-108
This is the second of a two-semester sequence in organic chemistry. The topics covered include a systematic study of the nomenclature, properties, preparation, reactions and uses in synthesis of alcohols, ethers, aldehydes, ketones, carboxylic acids, acid derivatives and amides, and a study of biological molecules. Prerequisite: CHEM-112 (with a grade of C or better). AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3--

**Chemistry**

**CDE-101 3 units**
Principles of Early Childhood Education  LEC 48-54
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. Prerequisite: None. Other Enrollment Criteria: To gain employment in the field of early childhood education the state of California requires a negative TB and Criminal Record Clearance. It is recommended that students begin this process while enrolled in this class. Transfers to CSU only

**CDE-102 3 units**
Language and Literacy Experiences for Young Children  LEC 48-54
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. Prerequisite: None. Recommended Preparation: CDE-101 and CDE-110. Transfers to CSU only
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>LEC</th>
<th>Prerequisites/Enrollment Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE-103</td>
<td>3</td>
<td>Appropriate Curricula for Young Children</td>
<td>48-54</td>
<td>This course addresses creative teaching methods and curriculum development. Students learn to observe children's play and to use it as a foundation for planning, implementing and evaluating meaningful learning experiences. Emphasis is given to creating a responsive curriculum, aligned to state and professional guidelines, that provides integrated activities supporting developmental and individual needs.</td>
</tr>
<tr>
<td>CDE-109</td>
<td>3</td>
<td>Children's Music</td>
<td>48-54</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. <em>Cross-listed as MUS-13.</em></td>
</tr>
<tr>
<td>CDE-110</td>
<td>3</td>
<td>Child Development</td>
<td>48-54</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. Serves as a prerequisite for several CDE courses, applies to MSJC Certificate and A.S. degree requirements, and satisfies the Growth and Development requirement for the Child Development Permit.</td>
</tr>
<tr>
<td>CDE-111</td>
<td>3</td>
<td>Child Health, Safety and Nutrition</td>
<td>48-54</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-112A</td>
<td>1</td>
<td>Disaster Preparedness for Teachers of Young Children</td>
<td>16-18</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-112B</td>
<td>1</td>
<td>Child Maltreatment</td>
<td>16-18</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>
<tr>
<td>CDE-112C</td>
<td>1</td>
<td>Becoming a Health Advocate in the Early Childhood Setting</td>
<td>16-18</td>
<td>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.</td>
</tr>
<tr>
<td>CDE-113</td>
<td>2</td>
<td>Art for the Young Child</td>
<td>24-27</td>
<td>This course addresses the development of teachers' skills in creating a visual arts environment and art activities appropriate to young children. Critical experiences include: defining creativity and drawing connections between the creative process and appropriate classroom practice, understanding how art is used in the early childhood classroom, and implementing appropriate art activities with young children that are aligned with state curriculum guidelines and recommended methods of assessment.</td>
</tr>
</tbody>
</table>
Course Descriptions

CDE-114  
Music/Movement Experiences for Teachers Of Young Children  
LEC 48-54

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 DAN-114 and MUS-110. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: C--Transfers to CSU only

CDE-115  
Science and Math in Early Childhood  
LEC 48-54

This course will examine ways in which to create an effective science and math program for young children (0-8 years). Emphasis will be given to creating an integrated program based on the readiness and interests of children as well as one that is aligned with state and professional guidelines. Prerequisite: None. Recommended Preparation: CDE-101 or CDE-110. Transfers to CSU only

CDE-119  
Infant and Toddler Growth and Development  
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  
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  
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. AA/AS General Education: B2--Transfers to CSU only

CDE-125H  
Honors Child, Family and Community  
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. AA/AS General Education: B2--Transfers to CSU only

CDE-126  
Administration and Supervision of Early Childhood Education Programs I  
LEC 48-54

This course is designed to introduce students and administrators in early childhood education to the principles of organizing and administering programs. Emphasis is placed on developing a program philosophy, 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 (with a grade of C or better). Recommended Preparation: CDE-103, CDE-110, and CDE-111. Transfers to CSU only

CDE-127  
Advocacy and Networking in Early Childhood Education  
LEC 16-18

This course provides practical application of student understanding of advocacy and networking in the field of Early Childhood Education. Students learn to connect with local, state and national organizations to bring about changes that positively affect young children, their families, and the communities in which they live. Students will use this knowledge as they plan and implement a “Week of the Young Child Celebration” event. May be taken 4 times for credit. Prerequisite: None. Not transferable

CDE-128  
Administration and Supervision of Early Childhood Education Programs II  
LEC 48-54

This course provides in-depth study of the components of high quality early childhood programs and of the director’s role in developing and 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. Prerequisite: CDE-126 (with a grade of C or better). Transfers to CSU only
### Course Descriptions

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<thead>
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</tr>
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<tbody>
<tr>
<td>CDE-129</td>
<td>3 units</td>
<td>Family Child Care Home</td>
<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. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE-129A</td>
<td>1 unit</td>
<td>Home Child Care Operation</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. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE-129B</td>
<td>1 unit</td>
<td>Guidance in Home Child Care</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 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>CDE-129C</td>
<td>1 unit</td>
<td>Curriculum for Home Child Care</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 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>CDE-131</td>
<td>3 units</td>
<td>Children's Literature</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-131. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Eligibility for English 101. AA/AS General Education: C—Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CDE-131H</td>
<td>3 units</td>
<td>Honors Children's Literature</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. AA/AS General Education: C—Transfers to both UC/CSU/CSU Area(s): C2--</td>
</tr>
<tr>
<td>CDE-134</td>
<td>2 units</td>
<td>Adult Supervision</td>
<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. AA/AS General Education: B2—Transfers to CSU only</td>
</tr>
<tr>
<td>CDE-137</td>
<td>3 units</td>
<td>Curriculum and Program Planning for School-Age Child Care</td>
<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. Transfers to CSU only</td>
</tr>
<tr>
<td>CDE-140</td>
<td>3 units</td>
<td>Children and Youth With Exceptional Needs</td>
<td>This course provides an overview of the unique characteristics and needs of exceptional children and their families from birth through age twenty-one. This course includes the historical and legislative foundation for civil rights and education services for individuals with disabilities. Emphasis is given to professional roles and collaboration, locating community resources, and developing an awareness of cultural issues and considerations. This course is required for the completion of the Early Childhood Studies Certificate and A.S. Degree. It partially meets the specialization requirement for the Master Level of the Child Development Permit and can be used towards satisfying professional growth requirements. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> CDE-110. AA/AS General Education: B2—Transfers to CSU only</td>
</tr>
<tr>
<td>CDE-141</td>
<td>3 units</td>
<td>Exceptional Child - Adapting Early Childhood Curricula</td>
<td>This course is designed to prepare early childhood educators to work with young children (birth to age eight) with special needs. Topics include identification and assessment, early intervention services, school-age transition, environmental modifications, and curricular adaptations. Emphasis is given to developing effective collaboration between professionals and families. This course partially satisfies the specialization requirement for the Master Level of the Child Development Permit and can be used as an elective towards satisfying professional growth requirements. <strong>Prerequisite:</strong> CDE-110 (with a grade of C or better). <strong>Recommended Preparation:</strong> CDE-103 and CDE-140. AA/AS General Education: B2—Transfers to CSU only</td>
</tr>
</tbody>
</table>
Course Descriptions

CDE-146 3 units
A Relationship-Based Approach to Early Childhood Education

This course will examine recent research on child development and brain development while recognizing the impact of relationships in child care settings. Emphasis is on research and the impact trauma, stress and emotional neglect have on the developing child. Modeling and guidance of adult caregiving styles that promote emotional wellness of young children will be a focus. This course applies toward the specialization requirement at the Master Teacher level of the Child Development Permit. **Prerequisite:** None. **Recommended Preparation:** CDE-110. Not transferable.

CDE-147 3 units
Early Childhood Education Practicum I

This course provides a foundation for the development of a positive guidance program (including relationship building and communication skills based on principles of child development). In a laboratory setting students will gain experience observing children and documenting their developmental progress as well as experience in applying guidance techniques to meet the needs of the individual child and groups of children. **Prerequisite:** CDE-101 and CDE-110 (with a grade of C or better). **Other Enrollment Criteria:** Students must do their student teaching in a college-approved early childhood education setting for three hours each week. To enroll in this course, and to gain employment in the field of early childhood education, students must meet state requirements for TB and criminal record clearance. AA/AS General Education: B2--Transfers to CSU only.

CDE-148 3 units
Early Childhood Education Practicum II

This course provides a student teaching experience. Emphasizes positive child guidance, classroom management, developing organizational strategies, and environmental design. Students prepare for the workplace by developing curriculum and creating professional portfolios. Required for CDE Certificate and major for A.S. degree. Partially fulfills work experience or course work requirements for Child Development Permit. **Prerequisite:** CDE-147 and CDE-103 (with a grade of C or better). **Other Enrollment Criteria:** Students must do their student teaching in a college-approved early childhood education setting for four hours each week. To enroll in this course, and to gain employment in the field of early childhood education, students must meet state requirements for TB and criminal record clearance. Transfers to CSU only.

CDE-149 1-4 units
Occupational Internship: Child Development & Education

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.

CDE-201A-N .5 unit
Topics in Early Childhood: Learning Environments and Activities

This course is presented in a full day workshop format. Workshops focus on Learning Environments and Activities, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. Offered as credit/no-credit only. **Prerequisite:** None. Transfers to CSU only.

A. Creating Developmentally Appropriate Materials for the Early Childhood Classroom
B. Enriched Learning Environments
C. Music and/or Movement Experiences
D. Creative Art Experiences
E. Math and/or Science Experiences
F. Emergent Literacy
G. Outdoor Experiences
H. Large Group Experiences
I. Multiple Intelligences
J. Sensory Integration and Learning
K. Cultural Diversity Issues
L. Working With High Risk Children and Families
M. Helping Children Cope With Stress
N. Facilitating Computer Learning in the Early Childhood Classroom

CDE-202A-G .5 unit
Topics in Early Childhood: Program and Curricular Options

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. Offered as credit/no-credit only. **Prerequisite:** None. Transfers to CSU only.

A. High Scope Education
B. Montessori Education
C. Family Childcare
D. School-Age Childcare
E. Foster Parenting
F. State Program Standards
G. Reggio Emilia

Mt. San Jacinto College 2007-2008 Catalog
CDE-203A-G  .5 unit
Topics in Early Childhood: Program Management  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. Offered as credit/no-credit only. Prerequisite: None. Transfers to CSU only
A. Working with High Risk Children and Families
B. Working with Parents
C. Staff Relations
D. Personnel Management for Early childhood Education Administrators
E. Budgeting for Early childhood Education Administrators
F. Disaster Preparedness
G. Helping Children Cope with Stress

CDE-204A-G  .5 unit
Topics in Early Childhood: Personal and Professional Development  LEC 8-9
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. Offered as credit/no-credit only. Prerequisite: None. Transfers to CSU only
A. Orientation to the National Association for the Education of Young Children Accreditation
B. Time Management for Early Childhood Education Professionals
C. Careers in Early Childhood Education
D. Advocating for Children
E. Professional Growth Planning for the Child Development Permit
F. Stress Management for Professionals
G. Preventative Health Practices

CDE-299  .5-3 units
Special Projects: Child Development and Education  IS 8-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Offered as credit/no-credit only. Prerequisite: Previous Child Development and Education classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

Education/Teacher Preparation

ED-132 3 units
Adolescent Literature  LEC 48-54
This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading. *Cross-listed as ENGL-132. Prerequisite: None. Recommended Preparation: ENGL-0. AA/AS General Education: C--Transfers to CSU only--CSU Area(s): C2--

ED-132H 3 units
Honors Adolescent Literature  LEC 48-54
This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading. *Cross-listed as ENGL-132H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101. AA/AS General Education: C--Transfers to CSU only--CSU Area(s): C2--

ED-135 3 units
Introduction to Education  LEC 48-54
This course is for students considering a career in elementary and secondary education. It examines professions in education, and provides an overview of teacher and paraeducator roles and responsibilities in school age classrooms and related settings. 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. AA/AS General Education: B2--Transfers to both UC/CSU
**Course Descriptions**

**ED-136**
3 units
**Child Growth and Development**
**During the School Years**
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 (ages 5-12). Topics include developmental issues specific to the kindergarten through eighth grade child, the school age child as a learner, child guidance, diversity and anti-bias, working with parents and community outreach.

Prerequisite: None. AA/AS General Education: B2--Transfers to CSU only--CSU Area(s): D7--

**ED-138**
3 units
**Practicum in Elementary and Secondary Settings**
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 (with a grade of C or better). Recommended Preparation: CDE-110 or ED-136. AA/AS General Education: B2--Transfers to CSU only

**ED-142**
3 units
**The Exceptional Child - Adapting Curricula in Elementary and Secondary Settings**
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 (with a grade of C or better). AA/AS General Education: B2--Transfers to CSU only

**ED-160**
3 units
**Technology in the Classroom**
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. AA/AS General Education: B2--Transfers to CSU only

**COMM-100**
3 units
**Public Speaking**
LEC 48-54

This course is an introduction to fundamental theories and skills of public speaking. It emphasizes the preparation and delivery of formal presentations to an audience. Students will learn to choose and narrow topics, research and organize materials, and practice and present speeches that are adapted to various audiences, purposes, and occasions. Prerequisite: None. AA/AS General Education: D2--Transfers to both UC/CSU--IGETC Area(s): 1C--CSU Area(s): A1--

**COMM-100H**
3 units
**Honors Public Speaking**
LEC 48-54

This course is an introduction to fundamental theories and skills of public speaking. It emphasizes the preparation and delivery of formal presentations to an audience. Students will learn to choose and narrow topics, research and organize materials, and practice and present speeches that are adapted to various audiences, purposes, and occasions. Prerequisite: Acceptance into the Honors Enrichment Program. AA/AS General Education: D2--Transfers to both UC/CSU--IGETC Area(s): 1C--CSU Area(s): A1--

**COMM-103**
3 units
**Interpersonal Communication**
LEC 48-54

This course develops and applies theories of interpersonal communication. It is intended to increase a student’s understanding of and competence in one-to-one interactions. Topics include self-concept, perception, language, nonverbal communication, listening, conversation, self-disclosure, friendship, intimacy, conflict management, and intercultural communication. The student will practice communication skills that develop and maintain relationships occurring in work, social, and nonprofit settings. This course is designed to meet graduation and transfer requirements. Prerequisite: None. AA/AS General Education: D2--Transfers to CSU only--CSU Area(s): A1--

**COMM-104**
3 units
**Advocacy and Argument**
LEC 48-54

This course develops skills of critical inquiry and advocacy. Through the analysis and development of oral and written arguments, the student will gain experience in evaluating reasoning, identifying logical fallacies, testing evidence and sources of information, advancing a reasoned position, and refuting arguments. Prerequisite: Eligibility for ENGL-101. AA/AS General Education: D2--Transfers to both UC/CSU--IGETC Area(s): 1C--CSU Area(s): A1, A3--

**COMM-105**
3 units
**Voice and Diction**
LEC 48-54

This course covers voice and speech production for students of theater arts and communications and anyone who wishes to learn to use the voice effectively in a variety of performance situations. Special focus is placed on breath support, vocal relaxation, habitual use, optimum pitch, diction, phonetics and regional dialects. Students will work on developing skills in effective oral communication performance as well as character voice work. *Cross-listed as THA-105. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: C--Transfers to CSU only
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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>COMM-106</td>
<td>3</td>
<td>Small Group Communication</td>
<td>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. \textbf{Prerequisite:} None. AA/AS General Education: D2-- Transfers to CSU only--CSU Area(s): A1--</td>
</tr>
<tr>
<td>COMM-108</td>
<td>3</td>
<td>Intercultural Communication</td>
<td>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. \textbf{Prerequisite:} None. AA/AS General Education: B2 or F--Transfers to both UC/CSU--CSU Area(s): D7--</td>
</tr>
<tr>
<td>COMM-108H</td>
<td>3</td>
<td>Honors Intercultural Communication</td>
<td>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. \textbf{Prerequisite:} Acceptance in the Honors Enrichment Program. AA/AS General Education: B2 or F--Transfers to both UC/CSU--CSU Area(s): D7--</td>
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<tr>
<td>COMM-110</td>
<td>3</td>
<td>Communications Media Survey</td>
<td>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. \textbf{Prerequisite:} None. AA/AS General Education: B2--Transfers to both UC/CSU</td>
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<tr>
<td>COMM-113</td>
<td>3</td>
<td>Oral Interpretation of Literature</td>
<td>This course analyzes the art of communicating works of literary merit to an audience. The appropriate literary selection, the use of vocal skills and facial and body expression will be developed in order to present works of literature to a theatrical audience. Individual and group performances of poetry, prose, and drama are included. *Cross-listed as THA-113. \textbf{Prerequisite:} None. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td>COMM-201</td>
<td>3</td>
<td>Advanced Public Speaking</td>
<td>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. \textbf{Prerequisite:} COMM-100 (with a grade of C or better). AA/AS General Education: D2--Transfers to both UC/CSU--IGETC Area(s): 1C--CSU Area(s): A1--</td>
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<tr>
<td>COMM-299</td>
<td>1-3</td>
<td>Special Projects: Communication</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 3 times for credit. \textbf{Prerequisite:} Previous Communication classes; a contract with the instructor must be filled out prior to enrollment. Transfers to CSU only</td>
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</table>

### Computer Information Systems

**Computer Applications**

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<tr>
<th>Code</th>
<th>Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>CAPP-039</td>
<td>Software Applications Certification Test Review</td>
<td>The focus of this course is on reviewing microcomputer application concepts and taking practice exams in preparation for professional certification in microcomputer applications. Course content will vary, depending on the certification materials that are being reviewed, for example: MOS (Microsoft Office Specialist) Expert Exam on Excel, MOS Expert Exam on Access, and others. This course is designed for students who already have some experience in the exam content area, but are looking for a refresher course to better prepare for the certification exam. \textbf{Prerequisite:} None. Not transferable</td>
</tr>
<tr>
<td>CAPP-056</td>
<td>Computer Applications Workshop</td>
<td>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. Offered as credit/no-credit only. \textbf{Prerequisite:} None. \textbf{Recommended Preparation:} Prior completion or concurrent enrollment in one of the courses covering a software application within the Microsoft Office suite. Not transferable</td>
</tr>
</tbody>
</table>
Course Descriptions

CAPP-080 1 unit
Introduction to Technology  LEC 16-18
This course is designed for the student seeking introductory-level hands-on experience with computing technologies and services at MSJC. Students will have the opportunity to work with software applications as well as web browsers. Prerequisite: None. Not transferable

CAPP-120C 3 units
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 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. Not transferable

CAPP-121C 3 units
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 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 1 unit
Using Microsoft Word 2003 - Level 1, Part 1  
(formerly CAPP-121B1)  LEC 16-18
Students learn the fundamental word processing skills necessary to create documents, extract, 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 1 unit
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 1 unit
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 50 wpm and basic word processing. Transfers to CSU only

CAPP-122C 3 units
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 1 unit
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 1 unit
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

CAPP-122C3 1 unit
Using Microsoft Excel 2003 - 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
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<tr>
<th>Course Code</th>
<th>Units</th>
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<tbody>
<tr>
<td>CAPP-123C</td>
<td>3 units</td>
<td>Using Microsoft Access 2003 - Level 1 (formerly CAPP-123B) LEC 48-54</td>
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<tr>
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<td></td>
<td>Students will learn the functions and capabilities of Microsoft Access with</td>
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<td>an emphasis on the integration of Microsoft Office Access to solve course</td>
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<td>business problems. The course will begin to prepare the student to take</td>
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<td>the Microsoft Office Specialist (MOS) Expert-level exam. <strong>Prerequisite:</strong></td>
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<td>None. Transfers to CSU only</td>
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<tr>
<td>CAPP-123C1</td>
<td>1 unit</td>
<td>Using Microsoft Access 2003 - Level 1, Part 1 (formerly CAPP-123B1) LEC 16-18</td>
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<td></td>
<td>This course focuses on the introductory aspects of Microsoft Access, the</td>
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<td>information management portion of Microsoft Office. Students will design</td>
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<td>and create databases, tables and records, as well as work with queries.</td>
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<td>This is the first of three one-unit courses covering database and</td>
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<td></td>
<td>information management used in business. <strong>Prerequisite:</strong> None. Transfers</td>
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<td>to CSU only</td>
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<tr>
<td>CAPP-123C2</td>
<td>1 unit</td>
<td>Using Microsoft Access 2003 - Level 1, Part 2 (formerly CAPP-123B2) LEC 16-18</td>
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<td>This course focuses on the intermediate aspects of Microsoft Access, the</td>
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<td></td>
<td>information portion of Microsoft Office. Students will manipulate records,</td>
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<td>create, modify and use custom reports and forms as well as publishing data</td>
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<td>to the Web. This is the second of three one-unit courses covering database</td>
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<td>and information management used in business. <strong>Prerequisite:</strong> None.</td>
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<td>Recommended Preparation: Experience with Microsoft Access. Transfers to CSU</td>
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<tr>
<td>CAPP-123C3</td>
<td>1 unit</td>
<td>Using Microsoft Access 2003 - Level 1, Part 3 (formerly CAPP-123B3) LEC 16-18</td>
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<td>This course focuses on the advanced aspects of Microsoft Access, the</td>
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<td>information portion of Microsoft Office. Students will create different</td>
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<td>types of fields, macros, command buttons, combo boxes and switchboards.</td>
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<td>This is the third of three one-unit courses covering database and</td>
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<td>information management used in business. <strong>Prerequisite:</strong> None.</td>
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<td>Recommended Preparation: Experience with Microsoft Access. Transfers to CSU</td>
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<td>CAPP-124C</td>
<td>3 units</td>
<td>Using Microsoft Powerpoint 2003 - Level 1 (formerly CAPP-124B) LEC 48-54</td>
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<td>This course introduces students to presentation software concepts and</td>
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<td>applications. Students will use Microsoft PowerPoint to create and present</td>
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<td>information for a variety of contexts. This course is designed for the</td>
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<td>student who is pursuing MOS (Microsoft Office Specialist) certification as</td>
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<td>well as students who are interested in improving their interpersonal</td>
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<td></td>
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<td>communication skills. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>CAPP-124C1</td>
<td>1 unit</td>
<td>Using Microsoft Powerpoint 2003 - Level 1, Part 1 (formerly CAPP-124B1) LEC</td>
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<td>This course focuses on the introductory aspects of Microsoft Powerpoint,</td>
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<td>the presentation software of Microsoft Office. Students will design, create</td>
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<td>and edit electronic slide shows with animation, outlines and clip art.</td>
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<td>This is the first of three one-unit courses covering presentation software</td>
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<td>used in business. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>CAPP-124C2</td>
<td>1 unit</td>
<td>Using Microsoft Powerpoint 2003 - Level 1, Part 2 (formerly CAPP-124B2) LEC 16-18</td>
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<td>This course focuses on the intermediate aspects of Microsoft Powerpoint,</td>
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<td>the presentation software of Microsoft Office. Students will use embedded</td>
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<td>visuals and interactive OLE documents to enhance a slide show. This is the</td>
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<td>second of three one-unit courses covering presentation software used in</td>
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<td></td>
<td>business. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>CAPP-124C3</td>
<td>1 unit</td>
<td>Using Microsoft Powerpoint 2003 - Level 1, Part 3 (formerly CAPP-124B3) LEC 16-18</td>
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<td>This course focuses on the advanced aspects of Microsoft Powerpoint, the</td>
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<td>presentation software of Microsoft Office. Students will learn to create</td>
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<td>templates as well as how to apply complex sound and animation effects to a</td>
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<td>presentation. This is the third of three one-unit courses covering</td>
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<td></td>
<td></td>
<td>presentation software used in business. <strong>Prerequisite:</strong> None. Transfers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to CSU only</td>
</tr>
<tr>
<td>CAPP-125C</td>
<td>3 units</td>
<td>Excel for Business and Accounting LEC 48-54</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>CAPP-125C1</td>
<td>1 unit</td>
<td>Excel 1 - Basics for Business and Accounting LEC 16-18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>An introduction to Microsoft Excel. Course will focus on the basic features</td>
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<td></td>
<td></td>
<td>of Excel, as well as useful techniques for using the software for business</td>
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<td></td>
<td></td>
<td>applications. Students will work with spreadsheet formatting, formulas,</td>
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<td></td>
<td></td>
<td>functions, charts and charts. Designed for students with little or no</td>
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<tr>
<td></td>
<td></td>
<td>experience in Excel. This is the first of three 1-unit courses for which</td>
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<tr>
<td></td>
<td></td>
<td>completion of all three parts is equivalent to the 3-unit course, CAPP-125C.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
</tbody>
</table>

Mt. San Jacinto College 2007-2008 Catalog
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>LEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP-126A</td>
<td>3 units</td>
<td>Using Adobe Pagemaker 7.0 - Level 1</td>
<td></td>
</tr>
<tr>
<td>CAPP-126B</td>
<td>3 units</td>
<td>Using InDesign 2.0</td>
<td></td>
</tr>
<tr>
<td>CAPP-126C</td>
<td>3 units</td>
<td>Using Microsoft Publisher 2003</td>
<td></td>
</tr>
<tr>
<td>CAPP-126D</td>
<td>3 units</td>
<td>Using Microsoft Office 2003 - Level 2</td>
<td></td>
</tr>
<tr>
<td>CAPP-131A</td>
<td>1 unit</td>
<td>Using Eudora 5.2</td>
<td></td>
</tr>
<tr>
<td>CAPP-131B</td>
<td>1 unit</td>
<td>Using Microsoft Outlook 2003</td>
<td></td>
</tr>
<tr>
<td>CAPP-131C</td>
<td>1 unit</td>
<td>Using Acrobat - Level 1</td>
<td></td>
</tr>
<tr>
<td>CAPP-132</td>
<td>1 unit</td>
<td>Using Microsoft Project 2003 - Level 1</td>
<td></td>
</tr>
<tr>
<td>CAPP-135</td>
<td>3 units</td>
<td>Using Microsoft Office 2003 - Level 2</td>
<td></td>
</tr>
<tr>
<td>CAPP-140A</td>
<td>3 units</td>
<td>Using Microsoft Word 2003 - Level 2</td>
<td></td>
</tr>
<tr>
<td>CAPP-141A</td>
<td>3 units</td>
<td>Using Microsoft Publisher 2003</td>
<td></td>
</tr>
<tr>
<td>CAPP-141B</td>
<td>3 units</td>
<td>Using Microsoft Word 2003 - Level 2</td>
<td></td>
</tr>
</tbody>
</table>

**Excel 2 - for Business Users**

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-126C 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-126C.

**Prerequisite:** None. **Recommended Preparation:** CAPP-126B or CAPP-126C or equivalent experience. Transfers to CSU only.

**Excel 3 - for Accounting Users**

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-126C1, and CAPP-126C2, or have equivalent 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-126C.

**Prerequisite:** None. **Recommended Preparation:** ACCT-124 or ACCT-124 A, B, & C or equivalent accounting experience, CAPP-126C1 and CAPP-126C2, or equivalent Excel experience. Transfers to CSU only.

**Using Adobe Pagemaker 7.0 - Level 1**

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.

**Using InDesign 2.0**

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.

**Using Microsoft Publisher 2003**

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.

**Using Microsoft Office 2003 - Level 2**

This course introduces the student 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.

**Using Microsoft Word 2003 - Level 2**

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 (with a grade of C or better). Transfers to CSU only.
CAPP-141C1  1 unit
Using Microsoft Word 2003 - 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  1 unit
Using Microsoft Word 2003 - 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  1 unit
Using Microsoft Word 2003 - 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  3 units
Using Microsoft Access 2003 - 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 group applications. Prerequisite: None. Transfers to CSU only

CAPP-152  1 unit
Using Acrobat - Level 2  LEC 16-18
This course is designed for the professional seeking to enhance electronic documents. In this advanced course, students will learn how to use Acrobat to create and manage business documents. Students will create fill-in forms, use advanced editing tool, document review tools, discuss security issues, and produce quality output. Prerequisite: CAPP-132. Not transferable

CAPP-160C  3 units
Using Microsoft Office 2003 - 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  1 unit
IT Certification Test Review  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-039A  1 unit
Database Vendor Certification Test Review  LEC 16-18
The focus of this course is on reviewing database vendor technology concepts and taking practice exams in preparation for database vendor professional certification. This course is designed for students who already have some experience in the exam content area, but are looking for a refresher course to better prepare for the certification exam. May be taken 4 times for credit. Prerequisite: None.

CSIS-060  3 units
Using Windows XP  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
Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite/Recommended Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS-101</td>
<td>Introduction to Computers and Data Processing</td>
<td>3</td>
<td>AA/AS General Education: D2--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-103</td>
<td>Introduction to the Internet</td>
<td>3</td>
<td>AA/AS General Education: D2--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-111A</td>
<td>Basic Programming - Level 1</td>
<td>3</td>
<td>None. AA/AS General Education: D2--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-111B</td>
<td>Fundamentals of Computer Programming</td>
<td>3</td>
<td>None. AA/AS General Education: D2--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-112A</td>
<td>Visual Basic Programming - Level 1</td>
<td>3</td>
<td>None. AA/AS General Education: D2--Transfers to CSU only</td>
</tr>
<tr>
<td>CSIS-113A</td>
<td>C++ Programming - Level 1</td>
<td>3</td>
<td>None. AA/AS General Education: D2--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-113B</td>
<td>JAVA Programming - Level 1</td>
<td>3</td>
<td>None. AA/AS General Education: D2--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-113C</td>
<td>C# Programming</td>
<td>3</td>
<td>None. AA/AS General Education: D2--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-114A</td>
<td>SQL Programming - Level 1</td>
<td>3</td>
<td>None. AA/AS General Education: D2--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-114B</td>
<td>Database Programming - Level 1</td>
<td>3</td>
<td>None. AA/AS General Education: D2--Transfers to CSU only</td>
</tr>
</tbody>
</table>

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. **Recommended Preparation:** CAPP-080 or basic computer skills. Transfers to CSU only

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

Introduction to program concepts in which the student will analyze, formulate, code and debug a series of programs related to everyday life. **Prerequisite:** None. **Recommended Preparation:** None. **Transfers to UC/CSU**

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 individual programming languages will be used to reinforce the general concepts presented in this course. **Prerequisite:** None. AA/AS General Education: D2--Transfers to both UC/CSU

Introduction to event-driven programming in the Windows environment. Visual Basic will be utilized to develop programs that demonstrate graphical user interface design, database access, and OLE integration. **Prerequisite:** None. AA/AS General Education: D2--Transfers to CSU only

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. **Prerequisite:** None. AA/AS General Education: D2--Transfers to both UC/CSU

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. **Prerequisite:** None. AA/AS General Education: D2--Transfers to both UC/CSU

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. **Prerequisite:** None. AA/AS General Education: D2--Transfers to both UC/CSU

This course introduces the student to the SQL programming language and covers all of the features of the language that are needed to create and maintain single-table database systems. SQL features that will be covered include: language syntax, data query language (DQL) elements, data manipulation language (DML) elements, and basic data definition language (DDL) elements. No prior programming experience required. **Prerequisite:** None. AA/AS General Education: D2--Transfers to both UC/CSU

This course introduces students to database programming (stored routines, procedures and functions). Students will investigate and evaluate various program design methodologies and apply them to database programming problems. Programming features that will be covered include language syntax, data types, block, function, and procedure definitions, and control structures. **Prerequisite:** CSIS-114A (with a grade of C or better). AA/AS General Education: D2--Transfers to CSU only
Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS-115A</td>
<td>3 units</td>
<td>HTML Programming - Level 1</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-115B</td>
<td>3 units</td>
<td>XML Design - Level 1</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-116</td>
<td>3 units</td>
<td>Creating Active Server Pages with VBScript</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-116A</td>
<td>3 units</td>
<td>Web Scripting with PERL and JavaScript</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-116B</td>
<td>3 units</td>
<td>Developing ASP.NET Web Applications</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-116C</td>
<td>3 units</td>
<td>Internet Scripting With Javascript</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-116D</td>
<td>3 units</td>
<td>PHP Web Development</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-116E</td>
<td>3 units</td>
<td>Python Programming - Level 1</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-117C</td>
<td>3 units</td>
<td>Internet Authoring With Microsoft Frontpage 2003 - Level 1 (formerly CSIS-117B)</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-117D</td>
<td>3 units</td>
<td>Dynamic Web Development and Administration Using Microsoft Web Tools</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-118A</td>
<td>3 units</td>
<td>Embedded Systems Programming</td>
<td>LEC 48-54</td>
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</table>
Course Descriptions

**CSIS-122A**  
Visual Basic Programming - Level 2  
LEC 48-54  
Design, build, and implement business solutions using Microsoft Visual Basic. Advanced topics include component creation and Internet development. **Prerequisite:** CSIS-4A/CSIS-112A (with a grade of C or better). AA/AS General Education: D2--Transfers to both UC/CSU

**CSIS-123A**  
C++ Programming - Level 2  
LEC 48-54  
This course presents advanced programming concepts in the C++ programming language. Advanced aspects of program design methodologies will be studied, evaluated, and applied in the design of complex C++ programs. C++ features that will be covered include classes and data abstraction, operator overloading, inheritance, polymorphism, templates, exception handling, and file structures. This course is designed for students who wish to further develop their C++ programming skills. **Prerequisite:** CSIS-113A (with a grade of C or better). AA/AS General Education: D2--Transfers to both UC/CSU

**CSIS-123B**  
JAVA Programming - Level 2  
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 (with a grade of C or better). AA/AS General Education: D2--Transfers to both UC/CSU

**CSIS-124A**  
SQL Programming - Level 2  
LEC 48-54  
This course extends the student’s understanding of the SQL language to cover multi-table database, and advanced query options. The data definition language (DDL) elements will be fully covered, including options for implementing indexes. **Prerequisite:** CSIS-114A (with a grade of C or better). AA/AS General Education: D2--Transfers to both UC/CSU

**CSIS-124C**  
Database Programming - Level 2  
LEC 48-54  
This course continues the student’s investigation of database programming. Students will use more advanced capabilities of the language to solve complex database programming problems. Database programming features that will be covered include: cursors, transaction control, triggers, importing and exporting data, and using features and services available in packaged libraries. Triggers Transactions Locking Loading data Conventions and guidelines **Prerequisite:** CSIS-114C (with a grade of C or better). AA/AS General Education: D2--Transfers to CSU only

**CSIS-126E**  
Python Programming - Level 2  
LEC 48-54  
This course continues the student’s investigation of the Python programming language. Python features that will be covered include object-oriented design, advanced data collections, modules and packages, file handling, and features and services available in the Python standard library. **Prerequisite:** CSIS-116E (with a grade of C or better). AA/AS General Education: D2--Transfers to CSU only

**CSIS-132**  
Creating Visual Basic Database Applications  
LEC 48-54  
This course introduces students to database programming with Visual Basic. Topics include programming the DAO and ADO object model, creating a database class module, and ASP and VBScript programming. This course is an elective in the Visual Basic Employment Concentration and is designed to prepare students for entry-level employment as a Visual Basic Programmer. **Prerequisite:** CSIS-140/CSIS-112A (with a grade of C or better). Transfers to CSU only

**CSIS-149**  
Occupational Internship: Computers  
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 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  
LEC 48-54  
This course introduces the student to the command-line interface in popular operating systems (e.g. DOS, Windows, and Linux). Concepts to be covered include the shell interface, disk management, batch files, backup and recovery, and file and system security issues. 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  
LEC 48-54  
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
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>LEC</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS-154</td>
<td>3</td>
<td>Using and Configuring Windows</td>
<td></td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: D2—Transfers to CSU only</td>
<td></td>
<td></td>
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<tr>
<td>CSIS-181</td>
<td>4</td>
<td>Computer Hardware - Level 1</td>
<td>LEC 64-72</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSIS-190</td>
<td>3</td>
<td>Network Media</td>
<td>LEC 48-54</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSIS-191</td>
<td>4</td>
<td>Network Hardware - Level 1</td>
<td>LEC 64-72</td>
<td>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. <strong>Prerequisite:</strong> CSIS-181 (with a grade of C or better). AA/AS General Education: D2—Transfers to CSU only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSIS-201</td>
<td>3</td>
<td>System Analysis and Design</td>
<td>LEC 48-54</td>
<td>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. <strong>Prerequisite:</strong> CIS-110/CSIS-101 (with a grade of C or better). AA/AS General Education: D2—Transfers to both UC/CSU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSIS-202</td>
<td>3</td>
<td>Networks and Data Communications</td>
<td>LEC 48-54</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSIS-211</td>
<td>3</td>
<td>Introduction to Data Structures &amp; Algorithms</td>
<td>LEC 48-54</td>
<td>Topics include basic data structures such as arrays, lists, stacks, and queues; dictionaries including binary search trees and hashing; priority queues (heaps); introductory analysis of algorithms; sorting algorithms; and object-oriented programming including abstract data types, inheritance, and polymorphism. Also covers solving complex problems through structured software development. <strong>Prerequisite:</strong> CSIS-123A or CSIS-125B (with a grade of C or better). Transfers to CSU only</td>
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<tr>
<td>CSIS-214</td>
<td>3</td>
<td>Principles of Database Management Systems</td>
<td>LEC 48-54</td>
<td>This course introduces students to the theory and principles of relational database management systems. Students will apply these concepts in the design and development of a simple database application. Topics to be covered include data modeling, logical and physical database design, normalization and denormalization, and client-server and distributed database architectures. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>CSIS-223A</td>
<td>3</td>
<td>Linux System Administration - Level 1</td>
<td>LEC 48-54</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> CSIS-153. Transfers to CSU only</td>
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<tr>
<td>CSIS-233A</td>
<td>3</td>
<td>Linux System Administration - Level 2</td>
<td>LEC 48-54</td>
<td>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. <strong>Prerequisite:</strong> CSIS-223A (with a grade of C or better). Transfers to CSU only</td>
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</tr>
<tr>
<td>CSIS-241A</td>
<td>3</td>
<td>Database Server Administration - Level 1</td>
<td>LEC 48-54</td>
<td>This course introduces the student to the tools and methodologies of database administration. Students will install and configure a functioning multi-user database system. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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</tr>
</tbody>
</table>
Course Descriptions

**CSIS-261A**
**Database Server Administration - Level 2**
LEC 48-54

This course introduces the student to additional tools and methodologies of database administration. The emphasis in this course is on managing and administering the day-to-day operations of a multi-user database system. Topics that will be covered include: backup and recovery, user management, and performance tuning. **Prerequisite:** CSIS-241A (with a grade of C or better). Transfers to CSU only

**CSIS-298A**
**CIS Special Topics: Programming**
LEC 8-54

This course permits students to study relevant programming topics within the field of computer information systems. Topics and credit will vary. May be taken 4 times for credit. **Prerequisite:** None. Transfers to CSU only

**CSIS-298B**
**CIS Special Topics: Database Technologies**

This course introduces the student to new and emerging database tools and technologies. Students will have the opportunity to develop and build prototypes for the concepts, procedures, and methodologies covered in class. Topics and credit will vary. May be taken 4 times for credit. **Prerequisite:** CSIS-114A (with a grade of C or better). Transfers to CSU only

**CSIS-299**
**Special Projects: Computers**
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 computer courses; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

**Multimedia**

**MUL-218**
**Creating & Managing Dynamic Websites**
LEC 48-54

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

**Networking**

**NET-100**
**Local Area Network Design and Switch Management**
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 (with a grade of C or better). Transfers to CSU only

**NET-101**
**Layer 3 Routing and Router Management**
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 (with a grade of C or better). Transfers to CSU only

**NET-102**
**Wide Area Network Design and Protocol Configuration**
LEC 48-54

This course is designed to provide students in networking the fundamental concepts of wide area network design and configuration of related protocols on Cisco routers. 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 (with a grade of C or better). Transfers to CSU only

**NET-120**
**Installing, Configuring, and Administering a Windows Client Operating System**
LEC 48-54

This course is designed to validate the foundational skills that an operating systems professional needs in order to install, configure, and administer Microsoft client operating systems (Microsoft Windows XP and more recent versions). This course helps students prepare for the Microsoft Certified Systems Administrator Client Core examination (Client Workstation). May be taken 4 times for credit. **Prerequisite:** CSIS-202 (with a grade of C or better). Transfers to CSU only

**NET-121**
**Managing and Maintaining a Microsoft Windows Server Environment**
LEC 48-54

This course is designed to validate the foundational skills that an operating systems professional needs in order to install, configure, and administer Microsoft server operating systems (Microsoft Windows Server 2003 and more recent versions). This course helps students prepare for the Microsoft Certified Systems Administrator Client Core examination (Server). May be taken 4 times for credit. **Prerequisite:** CSIS-202 (with a grade of C or better). Transfers to CSU only

**NET-122**
**Implementing, Managing, and Maintaining a Windows Network Infrastructure**
LEC 48-54

This course is designed to validate the foundational skills that an operating systems professional needs in order to implement, manage, and maintain the network infrastructure that supports Microsoft server operating systems (Microsoft Windows Server 2003 and more recent versions). This course helps students prepare for the Microsoft Certified Systems Administrator Client Core examination (Network Infrastructure). May be taken 4 times for credit. **Prerequisite:** CSIS-202 (with a grade of C or better). Transfers to CSU only
## Course Descriptions

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET-140</td>
<td>Network Security Fundamentals</td>
<td>3</td>
<td>This course is designed to provide students in networking a general understanding of security concepts, communication security, infrastructure security, the basics of cryptography, and operational and organizational security. This course is designed to help students prepare for the Security+ exam from Comptia. May be taken 4 times for credit. <strong>Prerequisite:</strong> CSIS-202 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>NET-141</td>
<td>Hardening the Infrastructure</td>
<td>3</td>
<td>This course is designed to provide students with the foundational skills that a security professional requires. These skills include router security, operating system security, advanced knowledge of TCP/IP, and network security basics. This course helps students prepare for the Security Certified Network Professional examinations. May be taken 4 times for credit. <strong>Prerequisite:</strong> CSIS-202 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>NET-142</td>
<td>Network Defense and Countermeasures</td>
<td>3</td>
<td>This course is designed to validate the foundational skills that a security professional requires. These skills include intrusion detection systems design and implementation, network traffic signatures, security policies, risk analysis, firewall design and implementation. This course helps students prepare for the Security Certified Network Professional examinations. May be taken 4 times for credit. <strong>Prerequisite:</strong> CSIS-202 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>NET-160</td>
<td>Web Server Administration</td>
<td>3</td>
<td>This course is designed to provide students in networking with the ability to administer a web server in multiple platforms, including IIS and Apache. Students will learn essential concepts required to monitor, maintain and configure modern web server applications. This course is designed to help students prepare for the CIW Webmaster certification. May be taken 4 times for credit. <strong>Prerequisite:</strong> CSIS-202 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>NET-161</td>
<td>Implementing Advanced Web Site Designs</td>
<td>3</td>
<td>This course is designed to provide students in networking with the ability to implement advanced web site designs on web service platforms such as IIS and Apache. Students will learn essential concepts to install, configure, and implement advanced web applications in a web server environment. This course is designed to help students prepare for the CIW Webmaster certification. May be taken 4 times for credit. <strong>Prerequisite:</strong> CSIS-202 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>NET-162</td>
<td>Designing a Web Infrastructure for E-Commerce</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> CSIS-202 (with a grade of C or better). Transfers to CSU only</td>
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</tbody>
</table>

### Oracle

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<tr>
<th>Code</th>
<th>Title</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORA-039</td>
<td>Oracle Certification Test Review</td>
<td>1</td>
<td>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. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>ORA-171B</td>
<td>Oracle Forms Release 6 - Level 1</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> CSIS-124A. Transfers to CSU only</td>
</tr>
<tr>
<td>ORA-172B</td>
<td>Oracle Reports Release 6 - Level 1</td>
<td>3</td>
<td>This course introduces students to the Oracle Reports Builder Environment. Students will learn to design, create and run reports. This course is designed for the student who is interested in developing database applications using Oracle. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> CSIS-124A. Transfers to CSU only</td>
</tr>
<tr>
<td>ORA-181B</td>
<td>Oracle Forms Release 6 - Level 2</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> ORA-171B (with a grade of C or better). Transfers to CSU only</td>
</tr>
</tbody>
</table>
**Dance**

**DAN-100**  
History and Appreciation of Dance  
LEC 48-54  
3 units

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. Prerequisite: None. AA/AS General Education: B2 or C and E--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--*

**DAN-108**  
Improvisation for Dance and Theater  
LEC 48-54  
3 units

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 situations. *Cross-listed as THA-108. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): E1--*

**DAN-114**  
Music/Movement Experiences for Teachers Of Young Children  
LEC 48-54  
3 units

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. Prerequisite: None. AA/AS General Education: C--Transfers to CSU only

**DAN-120**  
Conditioning and Alignment for Dance  
LEC 24-27/LAB 24-27  
2 units

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. *Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU--CSU Area(s): E1--*

**DAN-121**  
Beginning Ballet  
LAB 48-54  
1 unit

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. *Prerequisite: None. AA/AS General Education: C or E--Transfers to both UC/CSU--CSU Area(s): C1--*

**DAN-122**  
Beginning Modern Dance  
LAB 48-54  
1 unit

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. *Prerequisite: None. AA/AS General Education: C or E--Transfers to both UC/CSU--CSU Area(s): C1--*

**DAN-123**  
Beginning Jazz Dance  
LAB 48-54  
1 unit

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. AA/AS General Education: C or E--Transfers to both UC/CSU--CSU Area(s): C1--*
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>DAN-124</td>
<td>1</td>
<td>Beginning Tap Dance</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C or E--Transfers to both UC/CSU--CSU Area(s): E1--</td>
</tr>
<tr>
<td>DAN-125</td>
<td>3</td>
<td>Introduction to Choreography</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C or E--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
</tr>
<tr>
<td>DAN-126</td>
<td>2</td>
<td>Intermediate Modern Dance</td>
<td>This course offers continuing study of modern dance techniques, which may include but are not limited to the stylistic and technical combinations 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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Modern dance experience. AA/AS General Education: C or E--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td>DAN-127</td>
<td>2</td>
<td>Intermediate Jazz Dance</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> DAN-125, equivalent experience, or instructor recommendation. AA/AS General Education: C or E--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td>DAN-128</td>
<td>2</td>
<td>Intermediate Ballet</td>
<td>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. <strong>Prerequisite:</strong> DAN-121 (with a grade of C or better) and substantial ballet technique experience, or instructor recommendation. AA/AS General Education: C or E--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td>DAN-129</td>
<td>2</td>
<td>Intermediate Tap Dance</td>
<td>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. <strong>Prerequisite:</strong> DAN-124 (with a grade of C or better), equivalent experience, or instructor recommendation. AA/AS General Education: C or E--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td>DAN-133</td>
<td>3</td>
<td>American Popular Dance on Stage, Screen, and Television</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
</tr>
<tr>
<td>DAN-140</td>
<td>3</td>
<td>Music for Dance</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
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</tbody>
</table>
Course Descriptions

DAN-201 1 unit
Dances of the World
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: None. AA/AS General Education: C or F--Transfers to both UC/CSU--CSU Area(s): C1--

DAN-204 3 units
Musical Theater Dance Techniques
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 performance. May be taken 4 times for credit. Prerequisite: By audition and/or interview. AA/AS General Education: C or E--Transfers to both UC/CSU

DAN-209 1-4 units
Musical Production
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. AA/AS General Education: C or E--Transfers to both UC/CSU

DAN-212 3 units
Dance Production (formerly Dance Repertory Workshop)
LEC 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. AA/AS General Education: C or E--Transfers to both UC/CSU--CSU Area(s): C1--

DAN-214 3 units
Dance Touring Ensemble
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: Two years technique classes and/or director approval. Audition for entrance. AA/AS General Education: C or E--Transfers to both UC/CSU

DAN-299 1-3 units
Special Projects: Dance
IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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--CSU Area(s): C1--

Diagnostic Medical Sonography

DMS-100 2 units
Fundamentals of Diagnostic Medical Sonography
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: Acceptance into the Diagnostic Medical Sonography Program. Transfers to CSU only

DMS-110 2 units
Sectional Imaging
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: Acceptance to the Diagnostic Medical Sonography Program. Transfers to CSU only

DMS-114 5 units
Clinical Experience I
LAB 240-270

This course is offered as on the job training in a sonography department of a selected affiliated hospital/medical center. The student will begin to demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment. Prerequisite: Acceptance into the Diagnostic Medical Sonography program. Transfers to CSU only

DMS-118 2 units
Ultrasound Physics and Instrumentation I
LEC 32-36

This is the first of four sequential courses designed to teach Ultrasound Physics and Instrumentation. The focus of Physics and Instrumentation I is the basic mathematics used in ultrasound physics and instrumentation, elementary principles of ultrasound physics and propagation of ultrasound through tissues. Prerequisite: Acceptance into the Diagnostic Medical Sonography program. Transfers to CSU only
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<thead>
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<tbody>
<tr>
<td>DMS-120</td>
<td>3</td>
<td>Abdomen Scanning</td>
<td>48-54</td>
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<tr>
<td>DMS-122</td>
<td>1.5</td>
<td>Ultrasound Pathology I</td>
<td>24-27</td>
</tr>
<tr>
<td>DMS-124</td>
<td>10</td>
<td>Clinical Experience II</td>
<td>480-540</td>
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<tr>
<td>DMS-126</td>
<td>4</td>
<td>Clinical Experience III</td>
<td>192-216</td>
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<tr>
<td>DMS-128</td>
<td>2</td>
<td>Ultrasound Physics and Instrumentation II</td>
<td>32-36</td>
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<tr>
<td>DMS-130</td>
<td>3</td>
<td>Obstetric/Gynecology Scanning</td>
<td>48-54</td>
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<tr>
<td>DMS-132</td>
<td>1.5</td>
<td>Ultrasound Pathology II</td>
<td>24-27</td>
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<tr>
<td>DMS-134</td>
<td>2</td>
<td>Ultrasound Seminar</td>
<td>32-36</td>
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<tr>
<td>DMS-136</td>
<td>5-10</td>
<td>Clinical Experience IV</td>
<td>240-540</td>
</tr>
<tr>
<td>DMS-138</td>
<td>2</td>
<td>Ultrasound Physics and Instrumentation III</td>
<td>32-36</td>
</tr>
<tr>
<td>DMS-148</td>
<td>2</td>
<td>Ultrasound Physics and Instrumentation IV</td>
<td>32-36</td>
</tr>
</tbody>
</table>

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:** Acceptance into the Diagnostic Medical Sonography Program. Transfers to CSU only

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:** Acceptance into the Diagnostic Medical Sonography Program. Transfers to CSU only

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-114 (with a grade of C or better). Transfers to CSU only

This is the second of four sequential courses designed to teach Ultrasound Physics and Instrumentation. The focus of Physics and Instrumentation II is Ultrasound transducers, Pulse echo instruments and principles of pulse echo imaging. **Prerequisite:** DMS-118 (with a grade of C or better). Transfers to CSU only

Abnormal sonographic and Doppler patterns of pelvic and obstetric disease processes, pathology, and pathophysiology 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-122 (with a grade of C or better). Transfers to CSU only

This course is offered as a continuation of advanced on the job training in a sonography department of a selected affiliated hospital/medical center. The student will demonstrate the ability to perform sonographic examinations of the abdomen, superficial structures, pelvic, and obstetric exams according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment. **Prerequisite:** DMS-126 (with a grade of C or better). Transfers to CSU only

This is the third of four sequential courses designed to teach Ultrasound Physics and Instrumentation. The focus of Physics and Instrumentation III is Images, Storage, and Display, Hemodynamics, Doppler, Color Flow, Color Power Imaging and Artifacts. **Prerequisite:** DMS-128 (with a grade of C or better). Transfers to CSU only

This is the fourth sequential courses designed to teach Ultrasound Physics and Instrumentation. The focus of Physics and Instrumentation IV is Quality Assurance of Ultrasound Instruments, Bioeffects and Safety. **Prerequisite:** DMS-138 (with a grade of C or better). Transfers to CSU only
### Earth Science

**ES-101**

**Topics in Earth Science**

| 3 units | LEC 48-54 |

Topics in Earth Science is a non-majors introductory course that reviews current topics in the fields of Astronomy, Geography, Meteorology, Geology, and Oceanography with an emphasis on the change in space and time for Earth as a system in a global environment. Topics include earth’s motions, the solar system, deep space, plate tectonics, minerals, rocks, earth’s history, ocean, atmosphere, the water cycle, flooding, erosion, climate change, global warming, extinction, pollution, and impact by humans. **Prerequisite:** None. **Recommended Preparation:** None. **Transfers to both UC/CSU--IGETC Area(s): B1--**

### Economics

**ECON-071**

**Introduction to Economics I**

| 3 units | LEC 48-54 |

Basic material covered in Principles of ECON-201 with less detailed and technical requirements. For students wishing to prepare for ECON-201 or wanting a better understanding of our economics system. **Prerequisite:** None. **Recommended Preparation:** None. **Transfers to CSU only--**

### ECON-072

**Introduction to Economics II**

| 3 units | LEC 48-54 |

Basic material covered in Principles of ECON-202 with less detailed and technical requirements. For students wishing to prepare for ECON-202 or wanting a better understanding of our economic system. **Prerequisite:** None. **Recommended Preparation:** None. **Transfers to both UC/CSU--IGETC Area(s): B2--**

### ECON-201

**Principles of Macroeconomics**

| 3 units | LEC 48-54 |

This course will study the theory and operation of the economy and how government attempts to achieve domestic and international economic goals using monetary and fiscal policies. Emphasis is placed on the broad overall performance (macro-analysis) of the economy with concentration in such areas as aggregate supply and demand, business cycle fluctuations, money and banking, incomes, employment, inflation, output, economic stability and growth, fiscal and monetary policy, international trade and finance. **Prerequisite:** None. **Recommended Preparation:** ENGL-098 and MATH-090 (with a grade of C or better). **Transfers to both UC/CSU--**

### ECON-202

**Principles of Microeconomics**

| 3 units | LEC 48-54 |

This course will study the theory and operation of the interaction of consumers, business, and industry choices in a market economy and how government intervention attempts to achieve domestic and international economic goals using regulation and deregulation policies. Emphasis is placed on the optimizing behavior of individual firms and consumers (micro-analysis) of the economy with concentration in such areas as supply and demand, elasticity, consumer choice, production and costs, market structures, antitrust and regulation, factor markets, income and poverty, market failures, and international aspects of microeconomics. **Prerequisite:** None. **Recommended Preparation:** Completion of ENGL-098 and MATH-090 with a grade of C or better. **Transfers to both UC/CSU--**

### ECON-299

**Special Projects: Economics**

| 1-3 units | IS 16-54 |

Students with previous college-level course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. **Prerequisite:** Previous Economics classes; a contract must be completed with the instructor prior to enrollment. **Transfers to CSU only**

### Engineering: Drafting Technology

**ENGR-106**

**M.S.S.C. High-Performance Manufacturing**

| 3 units | LEC 48-54 |

This course is designed to prepare the student for a nationally recognized certification test program by the Manufacturing Skills Standards Council (MSSC). The MSSC is a nationwide, industry-driven system that certifies the foundational skills and knowledge of students and of front-line production workers from entry-level to first line of supervision in all sectors of manufacturing. The system includes assessments in four modules: Manufacturing Processes and Production, Quality Assurance, Maintenance Awareness and Safety. **Prerequisite:** None. **Transfers to CSU only**

**ENGR-107**

**Total Quality Management**

| 3 units | LEC 48-54 |

This course is designed to give the student an understanding of the total quality approach to quality management. The total quality philosophy is an approach to doing business that incorporates continuous improvement techniques and employee training to increase overall performance and competitiveness. **Prerequisite:** None. **Not transferable**

**ENGR-108**

**Manufacturing Organizational Behavior**

| 3 units | LEC 48-54 |

This course is designed to give the student an understanding of the behavior encountered in the manufacturing workplace. The study of organizational behavior provides insights into people at work in all kinds of situations and organizations. By providing an understanding of how organizations operate, the student can become a more efficient and productive team member. **Prerequisite:** None. **Not transferable**
### Course Descriptions

#### ENGR-109

**Manufacturing Inspection Techniques and Applications**

This course is designed to give the student an understanding of the basic skills that contribute to the quality of manufactured products and focuses on the tools and techniques used by industry for inspection and measurement of products. It covers various quality assurance, quality control and inspection topics used in industry at the technician level. **Prerequisite:** None. **Not transferable**

#### ENGR-149

**Occupational Internship: 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**

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**

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-164

**Plane Surveying I** *(formerly Plane Surveying)*

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-165

**Plane Surveying II**

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 (with a grade of C or better). **Transfers to CSU only**

#### ENGR-166

**Legal Aspects of Surveying**

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-167

**Global Positioning Systems**

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**

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**
Course Descriptions

English

ENGL-095  3 units
Business English  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  4 units
English Fundamentals  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-098 (with a grade of C or better) or appropriate assessment score. **AA/AS General Education:** D1--Not transferable

ENGL-101  4 units
Freshman Composition  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 satisfies graduation and transfer requirements. **Prerequisite:** ENGL-098 (with a grade of C or better) or appropriate assessment test score. **AA/AS General Education:** D1 or D2--Transfers to both UC/CSU--IGETC Area(s): 1A--CSU Area(s): A2--

ENGL-103  4 units
Critical Thinking and Writing  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:** ENGL-101 or ENGL-101H (with a grade of C or better). **AA/AS General Education:** D2--Transfers to both UC/CSU--IGETC Area(s): 1B--CSU Area(s): A3--

ENGL-103H  4 units
Honors Critical Thinking and Writing  LEC 64-72

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). **AA/AS General Education:** D2--Transfers to both UC/CSU--IGETC Area(s): 1B--CSU Area(s): A3--

ENGL-041  1 unit
Basic Grammar and Usage Practicum  LAB 48-54

This course explores and reinforces the grammar usage skills taught in ENGL-061, Basic Grammar and Usage. This course is designed for students who are concurrently enrolled in ENGL-061. Offered as credit/no-credit only. **Prerequisite:** None. **Corequisite:** ENGL-061. Not transferable

ENGL-042  1 unit
Basic Writing Skills Practicum  LAB 48-54

This course explores and reinforces the writing skills taught in ENGL-062, Basic Writing Skills. This course is designed for students who are concurrently enrolled in ENGL-062. Offered as credit/no-credit only. **Prerequisite:** None. **Corequisite:** ENGL-062. Not transferable

ENGL-061  4 units
Basic Grammar and Usage  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 twice for credit. Offered as credit/no-credit only. **Prerequisite:** None. Not transferable

ENGL-062  4 units
Basic Writing Skills  LEC 64-72

English 062 improves the writing skills needed for English 098 and 101. The course emphasizes the acquisition of 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 multi-paragraph essay. Offered as credit/no-credit only. **Prerequisite:** ENGL-061 (with a grade of C or better) or appropriate assessment score. Not transferable

ENGL-065  3 units
Phonics and Spelling Review  LEC 48-54

This course is designed for students who want to develop or improve their decoding and spelling skills. Through the study of phonics, spelling rules, and structural analysis, students will learn patterns that allow them to become more competent and more confident readers and spellers. May be taken up to twice for credit. Offered as credit/no-credit only. **Prerequisite:** ENGL-061 (with a grade of C or better). Not transferable

ENGL-103H  4 units
Honors Critical Thinking and Writing  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:** ENGL-101 or ENGL-101H (with a grade of C or better). **AA/AS General Education:** D2--Transfers to both UC/CSU--IGETC Area(s): 1B--CSU Area(s): A3--
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Cross-listed as</th>
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<tr>
<td>ENGL-104</td>
<td>3</td>
<td>Business Communications</td>
<td>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. <strong>Recommended Preparation:</strong> ENGL-098 and typing speed of 25 wpm or concurrent enrollment in OTEC-144 and OTEC/ENGL-095. <strong>AA/AS General Education:</strong> D1 or D2--Transfers to CSU only</td>
<td><strong>None.</strong></td>
<td><strong>None.</strong></td>
</tr>
<tr>
<td>ENGL-104H</td>
<td>3</td>
<td>Honors Business Communications</td>
<td>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. <strong>Recommended Preparation:</strong> Acceptance in the Honors Enrichment Program. <strong>Recommended Preparation:</strong> ENGL-098 and typing speed of 25 wpm or concurrent enrollment in OTEC-144. <strong>AA/AS General Education:</strong> D1 or D2--Transfers to CSU only</td>
<td><strong>None.</strong></td>
<td><strong>None.</strong></td>
</tr>
<tr>
<td>ENGL-106</td>
<td>3</td>
<td>Introduction to Literature</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> ENGL-101. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--</td>
<td><strong>None.</strong></td>
<td><strong>None.</strong></td>
</tr>
<tr>
<td>ENGL-106H</td>
<td>3</td>
<td>Honors Introduction to Literature</td>
<td>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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. <strong>Recommended Preparation:</strong> ENGL-101. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--</td>
<td><strong>None.</strong></td>
<td><strong>None.</strong></td>
</tr>
<tr>
<td>ENGL-130</td>
<td>3</td>
<td>Introduction to Creative Writing</td>
<td>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. <strong>Prerequisite:</strong> ENGL-101 (with a grade of C or better). <strong>AA/AS General Education:</strong> C--Transfers to both UC/CSU--CSU Area(s): C2--</td>
<td><strong>None.</strong></td>
<td><strong>None.</strong></td>
</tr>
<tr>
<td>ENGL-131</td>
<td>3</td>
<td>Children's Literature</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 CDE-131. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Eligibility for ENGL-101. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C2--</td>
<td><strong>None.</strong></td>
<td><strong>None.</strong></td>
</tr>
<tr>
<td>ENGL-131H</td>
<td>3</td>
<td>Honors Children's Literature</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 CDE-131H. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. <strong>Recommended Preparation:</strong> Eligibility for ENGL-101. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C2--</td>
<td><strong>None.</strong></td>
<td><strong>None.</strong></td>
</tr>
<tr>
<td>ENGL-132</td>
<td>3</td>
<td>Adolescent Literature</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> ENGL-101. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C2--</td>
<td><strong>None.</strong></td>
<td><strong>None.</strong></td>
</tr>
<tr>
<td>ENGL-132H</td>
<td>3</td>
<td>Honors Adolescent Literature</td>
<td>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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. <strong>Recommended Preparation:</strong> ENGL-101. AA/AS General Education: C--Transfers to CSU only--CSU Area(s): C2--</td>
<td><strong>None.</strong></td>
<td><strong>None.</strong></td>
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</tbody>
</table>
Course Descriptions

**ENGL-145** 3 units

Introduction to Language and Linguistics (formerly ENGL-245)  
LEC 48-54

Introduction to the study of language to include semantics, sociolinguistics, psycholinguistics, phonology, morphology, and pragmatics. Students learn how language influences their thinking and affects their lives. *Cross-listed as ANTH-145.*  
**Prerequisite:** None.  
**Recommended Preparation:** ENGL-101. AAAS General Education: C--transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

**ENGL-145H** 3 units

Honors Introduction to Language and Linguistics (formerly ENGL-245H)  
LEC 48-54

Introduction to the study of language to include semantics, sociolinguistics, psycholinguistics, phonology, morphology, and pragmatics. Students learn how language influences their thinking and affects their lives. *Cross-listed as ANTH-145H.*  
**Prerequisite:** Acceptance in the Honors Enrichment Program.  
**Recommended Preparation:** ENGL-101. AAAS General Education: C--transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

**ENGL-190** 3 units

Theory and Practice of Tutoring Writing  
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-105 (with a grade of A) or demonstrated equivalent abilities. Students should be strong writers, able to read and respond analytically, familiar with academic-level research, and able to effectively communicate ideas and strategies orally.  
**Transfers to CSU only**

**ENGL-191** 1 unit

Writing Tutor Workshop  
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 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. AAAS General Education: C or F--transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

**ENGL-203** 3 units

Survey of Shakespeare  
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. AAAS General Education: C--transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

**ENGL-203H** 3 units

Honors Survey of Shakespeare  
LEC 48-54

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. AAAS General Education: C--transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

**ENGL-205** 3 units

World Folklore  
LEC 48-54

This course introduces the student to the study of folklore from diverse cultures throughout the world. 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. 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 insight. AAAS General Education: C or F--transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

**ENGL-205H** 3 units

Honors World Folklore  
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. AAAS General Education: C or F--transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

**ENGL-207** 3 units

American Literature: Pre-Colonial to 1865  
LEC 48-54

This course chronologically surveys American writing from the pre-colonial period to the Civil War and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote.  
**Prerequisite:** None.  
**Recommended Preparation:** ENGL-101. AAAS General Education: C--transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--
ENGL-207H  3 units
Honors American Literature:  
Pre-Colonial to 1865 LEC 48-54

This course chronologically surveys American writing from the pre-colonial period to the Civil War and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101, AA/AS General Education: C—Transfers to both UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–.

ENGL-208  3 units
American Literature: 1865 to Present LEC 48-54

This course chronologically surveys American writing from the post-Civil War period to the present and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: None. Recommended Preparation: ENGL-101, AA/AS General Education: C—Transfers to both UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–.

ENGL-208H  3 units
Honors American Literature 1865 to Present LEC 48-54

This course chronologically surveys American writing from the post-Civil War period to the present and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101, AA/AS General Education: C—Transfers to both UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–.

ENGL-210  3 units
Analysis of Poetry LEC 48-54

Analysis of Poetry 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, AA/AS General Education: C—Transfers to both UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–.

ENGL-220  3 units
Analysis of Fiction LEC 48-54

This course examines a variety of genres, periods, and authors of fiction from diverse cultural sources and perspectives. Students will explore the elements that make up fiction as well as 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, AA/AS General Education: C—Transfers to both UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–.

ENGL-220H  3 units
Honors Analysis of Fiction LEC 48-54

This course examines a variety of genres, periods, and authors of fiction from diverse cultural sources and perspectives. Students will explore the elements that make up fiction as well as 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, AA/AS General Education: C—Transfers to both UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–.

ENGL-225  3 units
Film and Literature LEC 48-54

This course serves to acquaint students with basic literary and film theory and terminology as tools for the analysis of both narrative literature and film and to explore the interplay between these two types of text. Some attention to genre and literary and film history will contextualize our discussions about the translation of literature into film. Prerequisite: None. Recommended Preparation: ENGL-101, AA/AS General Education: C—Transfers to UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–.

ENGL-230  3 units
English Literature: Anglo-Saxon to 775 LEC 48-54

English Literature: Anglo-Saxon to 775 chronologically surveys English writing from the Anglo-Saxon period to 775 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, AA/AS General Education: C—Transfers to both UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–.

ENGL-231  3 units
English Literature: 1775 to Present  
(formerly English Literature: 1775-1950) 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: None. Recommended Preparation: ENGL-101, AA/AS General Education: C—Transfers to both UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–.

ENGL-231H  3 units
Honors English Literature: 1775 to Present LEC 48-54

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, AA/AS General Education: C—Transfers to both UC/CSU–IGETC Area(s): 3B–CSU Area(s): C2–.
### Course Descriptions

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<tr>
<td>ENGL-240</td>
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<td>Native American Literature</td>
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<td>ENGL-240H</td>
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<td>ENGL-250</td>
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<td>ENGL-260</td>
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<td>ENGL-260H</td>
<td>3</td>
<td>Honors Introduction to African-American Literature</td>
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<td>ENGL-270</td>
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<td>Latin American Literature in Translation</td>
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<td>ENGL-280</td>
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<td>ENGL-280H</td>
<td>3</td>
<td>Honors Multi-Ethnic Literature</td>
<td>LEC 48-54</td>
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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, AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

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, AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

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, AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

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, AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

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 African Americans. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Recommended Preparation:** ENGL-101, AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

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, AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

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, AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

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, AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

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### Course Descriptions

#### English As a Second Language

**ENGL-050** 3 units  
**English As a Second Language I**  
LEC 48-54  

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. Offered as credit/no-credit only. **Prerequisite:** None. **Recommended Preparation:** Appropriate placement based on the CELSA placement instrument. Not transferable.

**ENGL-051** 3 units  
**English As a Second Language II**  
LEC 48-54  

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. Offered as credit/no-credit only. **Prerequisite:** None. **Recommended Preparation:** ENGL-050 or equivalent skill level. Not transferable.

**ENGL-052** 3 units  
**English As a Second Language III**  
LEC 48-54  

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. Offered as credit/no-credit only. **Prerequisite:** None. **Recommended Preparation:** ENGL-051 or equivalent skill level. Not transferable.

**ENGL-053** 3 units  
**English As a Second Language IV**  
LEC 48-54  

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. Offered as credit/no-credit only. **Prerequisite:** None. **Recommended Preparation:** ENGL-052 or equivalent skill level. Not transferable.

**ENGL-054** 3 units  
**English as a Second Language V**  
LEC 48-54  

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. Offered as credit/no-credit only. **Prerequisite:** ESL Placement Test Score of 91-100 points or equivalent skill level. **Recommended Preparation:** ENGL-053. Not transferable.

**ENGL-056** 3 units  
**English as a Second Language: Listening and Conversation**  
LEC 48-54  

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. Offered as credit/no-credit only. **Prerequisite:** None. **Recommended Preparation:** A basic knowledge of English is required. Not transferable.

### Environmental Studies

**ENVS-100** 3 units  
**Humans and Scientific Inquiry**  
LEC 48-54  

This introductory course explores the physical, chemical, biological, anthropological and earth sciences as they relate to human inquiry focusing on the inter-relationships of the physical and natural sciences as they affect everyday human life. The course introduces students to the basic principles of scientific study using human issues as its main theme. It is recommended for students with limited previous experience in science and students majoring in the technical, professional or social sciences. **Prerequisite:** None. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, E1--

**ENVS-101** 3 units  
**Environmental Science**  
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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, E1--
Course Descriptions

**ENVS-101H**  
Honors Environmental Science  
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:** Acceptance in the Honors Enrichment Program. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1--

**ENVS-102**  
Environmental Science Laboratory  
LAB 48-54

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 (with a grade of C or better). AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B3--

**ENVS-102H**  
Honors Environmental Science Laboratory  
LAB 48-54

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 (with a grade of C or better). AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B3--

**ENVS-190**  
Watershed Resource Management  
LEC 48-54/LAB 48-54

Introduction to the foundations of watershed hydrology and management. This course covers the hydrologic cycle, water quality, aquatic ecosystems, social and economic systems, point and nonpoint source pollution, and laws and institutions for managing water resources. It explores the process of developing and implementing a watershed management plan, from problem definition through data collection, public consultation, and program evaluation. **Prerequisite:** None. **AA/AS General Education:** A--Transfers to CSU only

**ENVS-299**  
Special Projects: Environmental Science  
IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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  
LEC 48-54

This course provides an introduction to fire protection; career opportunities; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; fire strategy and tactics. 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  
LEC 48-54

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  
LEC 48-54

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  
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  
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 (with a grade of C or better). Transfers to CSU only
### Course Descriptions

#### FIRE-108 2 units
**Fire Investigation IA**  
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 3 units
**Fundamentals of Fire Protection and Equipment**  
LEC 48-54  
This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. 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 3 units
**Fundamentals of Fire Service Operations**  
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 (with a grade of C or better). **Transfers to CSU only**

#### FIRE-115 3 units
**Building Construction for Fire Protection**  
LEC 48-54  
This course studies the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies. **Prerequisite:** None. **Recommended Preparation:** Concurrent enrollment in FIRE-101 or be a volunteer or career firefighter. **Transfers to CSU only**

#### FIRE-117 1 unit
**Hazardous Materials First Responder Operational**  
LEC 16-18  
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 3 units
**Fundamentals of Wild Land Fire Fighting**  
LEC 48-54  
This course provides fundamental information on all aspects of wild land fire fighting including wild land fire safety, fire behavior, and the incident command system and resource usage. The course also describes new advances in technology used in wild land fire suppression such as fire-blocking gels and the use of GPS. **Prerequisite:** 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-149 1-4 units
**Occupational Internship: Fire Technology**  
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**

#### FIRE-299 1-3 units
**Special Projects: Fire Technology**  
IS 16-54  
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. **Prerequisite:** Previous Fire Technology classes; a contract must be completed with the instructor prior to enrollment. **Transfers to CSU only**

### French

#### FREN-051 2 units
**Conversational French I**  
LEC 32-36  
This is an introductory course for non-native speakers of French in which the student learns to converse orally on a variety of everyday topics. Offered as credit/no-credit only. **Prerequisite:** None. **Not transferable**

#### FREN-052 2 units
**Elementary French Conversation II**  
LEC 32-36  
This course presents a continuation of skills learned in French 051. Offered as credit/no-credit only. **Prerequisite:** FREN-051 (with a grade of C or better) or one year of high school French. **Not transferable**

#### FREN-101 5 units
**Elementary French I**  
LEC 80-90  
This course introduces students to French language and culture. Students will learn basic grammar and vocabulary while studying pronunciation rules through oral and written practice. Students will also study basic aspects of French culture and civilization. **Prerequisite:** None. **Recommended Preparation:** College level reading skills shown by assessment test results or completion of ENGL-064 with a grade of C or higher. AA/AS General Education: C—Transfers to both UC/CSU—IGETC Area(s): 6A—CSU Area(s): C2--

#### FREN-102 5 units
**Elementary French II**  
LEC 80-90  
A continuation of FREN-101, this course introduces students to more grammar and vocabulary, with an emphasis on oral and written communication. Students will also study francophone culture and civilization in more depth. **Prerequisite:** FREN-101 (with a grade of C or better) or two years of high school French. AA/AS General Education: C—Transfers to both UC/CSU—IGETC Area(s): 3B, 6A—CSU Area(s): C2--
Course Descriptions

**FREN-175** 2 units
Special Studies in Francophone Culture: France
LEC 8-9/LAB 72-81

Designed to develop historical and cultural awareness through individualized study, lectures, and class excursions, French 175 provides an opportunity for students to encounter French culture in francophone settings. To be offered in France, primarily during semester breaks and vacation periods. **Prerequisite:** None. AA/AS General Education: C—Transfers to CSU only—CSU Area(s): C2—

**FREN-201** 4 units
Intermediate French I
LEC 64-72

A continuation of FREN-102, this course introduces more advanced grammar and vocabulary, with more emphasis on oral and written communication in response to level-appropriate readings in francophone culture and civilization. Formal compositional strategies are introduced. **Prerequisite:** FREN-102 (with a grade of C or better) or three years of high school French. AA/AS General Education: C—Transfers to both UC/CSU—IGETC Area(s): 3B, 6A—CSU Area(s): C2—

**FREN-202** 4 units
Intermediate French II
LEC 64-72

A continuation of FREN-201, this course emphasizes advanced grammar and vocabulary, with major emphasis on effective oral communication at a high-intermediate level. Formal compositional response to more advanced readings in francophone culture and civilization is stressed. **Prerequisite:** FREN-201 (with a grade of C or better) or four years of high school French. AA/AS General Education: C—Transfers to both UC/CSU—IGETC Area(s): 3B—CSU Area(s): C2—

**FREN-299** 1-3 units
Special Projects: French
IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. **Prerequisite:** Previous French classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

**GEOG-080** .5 unit
GIS Practicum
LAB 24-27

This Geographic Information Systems computer laboratory course offers students an 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 GEOG-105, GEOG-115, GEOG-120, GEOG-125, and GEOG-130. May be taken 4 times for credit. **Prerequisite:** None. **Recommended Preparation:** CSIS-101 or working knowledge of MS Windows programs. Not transferable

**GEOG-101** 3 units
Physical Geography
LEC 48-54

Physical Geography is the study of the physical environment of the earth’s surface and human interaction with that environment. Emphasis is given to global patterns of climate, ecosystems, hydrology, plate tectonics, and various processes of land formation. Controversial topics, such as global warming, introduce students to concerns we have as inhabitants of this planet. A field trip is required. **Prerequisite:** None. AA/AS General Education: A—Transfers to both UC/CSU—IGETC Area(s): 5A—CSU Area(s): B1—

**GEOG-102** 3 units
Cultural Geography
LEC 48-54

This course offers students an understanding of global cultural diversity and humans as agents of change with emphasis on cultural elements of the human habitat. Students are introduced to the geographical aspects of population distribution, socioeconomic conditions, rural and urban settlement patterns, cultural landscapes, and local ecosystems. Global patterns of distinct cultural characteristics, such as language, religions and political organization, are presented. A field trip is required. **Prerequisite:** None. AA/AS General Education: B2—Transfers to both UC/CSU—IGETC Area(s): 4E—CSU Area(s): D5—

**GEOG-104** 1 unit
Physical Geography Lab
LAB 48-54

This laboratory course focuses on application of the principles of physical geography and is offered for students who have taken or are currently enrolled in an introduction to physical geography. Laboratory exercises include basic map skills, weather and climate, earth materials, geomorphology, fluid agents and erosion. **Prerequisite/Corequisite:** GEOG-101 (with a grade of C or better). AA/AS General Education: A—Transfers to both UC/CSU—IGETC Area(s): 5A—CSU Area(s): B3—

**GEOG-105** 3 units
Introduction to Cartography
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, symbolic 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. **Prerequisite:** None. AA/AS General Education: A—Transfers to both UC/CSU

**GEOG-108** 3 units
World Regional Geography
LEC 48-54

A global survey of world cultural regions presents students with basic geographic concepts and ideas for studying and comparing cultural traditions, resources, economies, landscapes, and origins. The interaction of countries and regions, their global roles, issues of globalization and the conflicting pressures of cultural diversity are discussed. Contrasts between developed and underdeveloped countries are explored. **Prerequisite:** None. AA/AS General Education: B2 or F—Transfers to both UC/CSU—IGETC Area(s): 4E—CSU Area(s): D5—
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG-111</td>
<td>Geography of California</td>
<td>3</td>
<td>This course introduces students to California's regional diversity and the interrelationships between California's physical and cultural landscapes. Emphasis is placed on geographic factors that will broaden a student's knowledge of California's topography, climate, population, natural vegetation, agriculture, industry and historic development. Prerequisite: None. AA/AS General Education: B2—Transfers to both UC/CSU—IGETC Area(s): 4E—CSU Area(s): D5—</td>
</tr>
<tr>
<td>GEOG-115</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
<td>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. Prerequisite: None. Recommended Preparation: CSIS-101 or working knowledge of MS Windows programs. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>GEOG-115H</td>
<td>Honors Introduction to Geographic Information Systems</td>
<td>3</td>
<td>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. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: CSIS-101 or working knowledge of Microsoft Windows programs. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>GEOG-120</td>
<td>Intermediate Geographic Information Systems</td>
<td>3</td>
<td>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 other raster and vector data. Advanced geographic concepts of spatial statistics, network routing and surface modeling are emphasized. Prerequisite: GEOG-115 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>GEOG-120H</td>
<td>Honors Intermediate Geographic Information Systems</td>
<td>3</td>
<td>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 other raster and vector data. Advanced geographic concepts of spatial statistics, network routing and surface modeling are emphasized. Prerequisite: Acceptance in the Honors Enrichment Program; GEOG-115 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>GEOG-125</td>
<td>Advanced Geographic Information Systems: Applications</td>
<td>3</td>
<td>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. Prerequisite: GEOG-120 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>GEOG-130</td>
<td>Geographic Information Systems: Science, Business and Government</td>
<td>3</td>
<td>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. Prerequisite: None. Recommended Preparation: GEOG-115 and/or CSIS-101, Transfers to CSU only</td>
</tr>
<tr>
<td>GEOG-149</td>
<td>Occupational Internship: Geographic Information Systems</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. 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</td>
</tr>
<tr>
<td>GEOG-298A-Z</td>
<td>Special Topics in Geographic Information Systems</td>
<td>.5-3</td>
<td>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 will vary. May be taken 4 times for credit. Offered as credit/no-credit only. Prerequisite: None. Transfers to CSU only</td>
</tr>
</tbody>
</table>
Course Descriptions

**GEOG-299** 1-3 units
Special Projects: Geographic Information Systems  IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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

**Geology**

**GEOL-100** 4 units
Physical Geology  LEC 48-54/LAB 48-54

Physical Geology 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. This course includes laboratory experiences reviewing 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. **Prerequisite:** None. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3--

**GEOL-103** 3 units
Environmental Geology  LEC 48-54

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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1--

**GEOL-105** 4 units
Historical Geology  LEC 48-54/LAB 48-54

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. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3--

**GEOL-107** 1 unit
Geologic Field Studies  LEC 16-18

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. AA/AS General Education: A--Transfers to CSU only--CSU Area(s): B1--

**GEOL-109** 3 units
Geology of National Parks  LEC 48-54

This course will review the minerals, rocks and land forms found in National Parks throughout the United States. Emphasis is on materials (rocks and minerals), processes (weathering, erosion, mountain-building), structure (folds and faults), stratigraphy (geological formations), and current theories regarding the Earth’s crust and interior through an examination of National Parks and Monuments. This course is an introductory course intended for both the science and non-science student that will complement Geologic Field Studies (Geology 107). **Prerequisite:** None. AA/AS General Education: A--Transfers to both UC/CSU

**GEOL-110** 4 units
Oceanography  LEC 48-54/LAB 48-54

This course focuses on geological, physical, chemical, biological, and meteorological aspects of oceans and continental margins. Topics include marine science and biology, critical global warming issues involving the thermohaline current, tsunamis, earthquakes, undersea volcanoes, and the effects/causes of El Nino. This course includes laboratory experiences and is intended for both the science and non-science student. **Prerequisite:** None. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3--

**GEOL-111** 3 units
Planetary Astronomy  LEC 48-54

This course is an introductory course to Planetary Sciences, and is an interdisciplinary scientific exploration of the solar system. Studies will use the scientific method to examine properties and processes of solar system function and formation, including the current hypotheses regarding the creation and evolution of the Earth and planetary bodies – moons, asteroids, comets, meteorites and the Sun. *Cross-listed as ASTR-111. **Prerequisite:** None. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1--

**GEOL-112** 3 units
California Geology  LEC 48-54

This course is an introduction to California and its geology as revealed in the beautiful mountains, valleys and coastlines of the state. Topics of discussion will include materials (rocks and minerals), processes (weathering, erosion, mountain-building), structure (folds and faults), stratigraphy (geological formations), and current theories regarding the Earth’s crust. This course is an introductory course intended for both the science and non-science student that will complement Geologic Field Studies (Geology 107). **Prerequisite:** None. AA/AS General Education: A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1--

**GEOL-299** 1-3 units
Special Projects: Geology  IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. **Prerequisite:** Previous Geography classes. Note: A contract must be completed with the instructor prior to enrollment. Transfers to CSU only
Gerontology

GER-103  3 units
Elder Law  LEC 48-54

This course presents the contemporary world of elder law, with a comprehensive legal overview of the most important laws that affect the elderly. The multi-disciplinary approach will analyze the legal needs relevant to the elderly, 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. AA/AS General Education: B2--Transfers to CSU only

GER-110  3 units
Physiology of Aging  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. AA/AS General Education: B2--Transfers to CSU only

GER-125  3 units
Psychology of Aging  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. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1--

GER-130  3 units
Sociology of Aging  LEC 48-54

Presents social, economic and political factors related to the aged in their changing family and social roles. Includes demographics, aging and adaptation, needs, resources and social support systems. A core course in the Gerontology Certificate/Degree program. *Cross-listed as SOCI 130. Prerequisite: None. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0--

GER-146  3 units
Overview/Standards of Practice for the Social Services Designee  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 CU only

GER-149  1-4 units
Occupational Internship: Gerontology  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  1-3 units
Special Projects: Gerontology  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

Guidance

GUID-050  2 units
Strategies for Life and Learning  LEC 32-36

This course is designed to empower students with effective strategies for making wise choices in both their personal and academic lives. Students will learn to accept greater responsibility, develop mutually supportive relationships, raise their self-esteem, discover self-motivation, master effective self-management strategies, change self-defeating patterns and limiting beliefs, set goals, strengthen their emotional intelligence, and become lifelong learners. Essential strategies for critical and creative thinking will also be addressed. Prerequisite: None. Not transferable

GUID-090  .5 unit
Strategies for College Success  LEC 8-9

This course is designed to orient students to the College’s programs, services, procedures, and standards. A brief overview of transfer requirements, admission procedures, and requirements for majors, student support services, student rights and responsibilities, and suggestions for effective study will enable students to be more successful at MSJC. Prerequisite: None. Not transferable
Course Descriptions

GUID-100 3 units
College Success LEC 48-54

This comprehensive course integrates personal growth, academic and career success with problem solving, critical and creative thinking. The course focuses on the following topics: life management, goal setting, career decision making, educational planning, college expectations and opportunities, instructor-student relationships, cultural diversity, health maintenance, stress management, campus resources, learning styles, and strategies including lecture note-taking, test taking, and concentration. Prerequisite: None. AA/AS General Education: B2--Transfers to both UC/CSU

GUID-102 1 unit
Orientation for College Success LEC 16-18

This extended orientation class will discuss the College’s programs, services, procedures, and standards. An in-depth exploration of transfer requirements, admission procedures, requirements for majors, student support services, student rights and responsibilities, development of educational plan and basic guidelines for effective study will enhance a student’s success at MSJC. Prerequisite: None. Transfers to CSU only

GUID-104 2 units
Training and Preparation of the College Mentor LEC 32-36

This course is intended to provide education and training of Mt. San Jacinto College students in the development of abilities to assist new college students and providing Outreach Services to the local district school. This course will also create a learning environment that promotes multi-cultural awareness and sensitivity. Prerequisite: Students must have satisfactorily completed one full time semester (12 units) with a semester and cumulative GPA of at least 2.0. Transfers to CSU only

GUID-105 3 units
Transitions for Intercollegiate Student Athletes LEC 48-54

This course explores current issues and challenges facing the intercollegiate athlete and develops skills needed to adjust to the college experience. The course focuses on the following topics as they relate to the student athlete: goal setting, time management, career decision making, educational planning, stress management, personal and social responsibility, student/instructor relationships, and NCAA/NAIA transfer rules and requirements. Prerequisite: None.

GUID-110 1 unit
Career Search LEC 16-18

This introductory course provides undecided students with essential skills to make informed and satisfying career decisions. Students identify personal interests, values, abilities, personality styles, and lifestyle goals using a variety of career assessment instruments. Strategies and skills for occupational and educational exploration, decision-making, and goal-setting are developed. A realistic career action plan is created. This course is appropriate for motivated students desiring a fast approach to career planning and selecting a program of study. Prerequisite: None. Transfers to CSU only

GUID-111 1 unit
Major Search and Educational Planning LEC 16-18

This course explores the process for connecting academic courses and programs of study to careers. Students will learn how to research majors, select appropriate schools and plan an education to meet their career goals. Strategies are explored for skill development and obtaining alternatives for academic credit to meet the changing needs of adult learners. This course is intended for students who need to select a major or change a previous academic decision. Prerequisite: None. Transfers to CSU only

GUID-112 2 units
Creative Job Search LEC 32-36

This course explores successful job search within a contemporary workplace. Students will learn to use effective techniques for obtaining a new job or making employment transitions. Students are instructed in the effective use of sound guidelines and cutting-edge strategies necessary for active career management today. Topics include how to: handle transitions, explore job leads, research employers, write a winning resume, maintain a career portfolio, establish a professional network, interview successfully, and negotiate job offers. Prerequisite: None. Transfers to CSU only

GUID-116 3 units
Integrative Career/Life Planning LEC 48-54

This course integrates a multidimensional process of adult and career development for achieving wholeness over the life span. Applying psychological, sociological, and physiological concepts, students explore strategies to create a meaningful life purpose within changing global environments and connect career/life roles, relationships, and lifestyles. Students master effective career/life management skills, value diversity and inclusively, and manage personal and career transitions during workplace and societal changes. Recommended for students choosing their first career or changing careers. Prerequisite: None. AA/AS General Education: B2--Transfers to CSU only--CSU Area(s): E1--

GUID-118 3 units
Transfer Success LEC 48-54

This course applies the necessary knowledge, skills, tactics, and resources to successfully transfer from a community college to a baccalaureate level college, university, or other institution. Students learn how to research, differentiate between, evaluate, and select majors and schools based on individual needs and career goals. Academic practices, requirements, application timelines and processes, financial assistance, housing, and student support services are explored. Student educational and action plans are developed for achieving transfer and career goals. May be taken 2 times for credit. Prerequisite: None. Transfers to CSU only

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GUID-120 3 units Personal Success Habits of Highly Effective People  LEC 48-54

This course is designed to provide new and continuing students the opportunity to explore an integrated approach to personal and interpersonal effectiveness. Students will apply the habits and principles that embody many of the fundamental principles of human effectiveness such as integrity, honesty, service, time management, conflict resolution, goal setting, decision-making skills, and effective communication skills. This course is designed to meet associate degree requirements. Prerequisite: None. AA/AS General Education: B2—Transfers to CSU only

GUID-151A-O .5-1 unit Topics in Guidance: The Learning Environment  LEC 8-18

Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-O designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. Offered as credit/no-credit only. Prerequisite: None. Transfers to CSU only.

A. Orientation for Parents of College Students
B. The Instructor/Student Relationship
C. Classroom Etiquette
D. Learning Styles
E. Attitude, Motivation, and Values for Learning
F. The Diverse Student
G. Distance Education Learning
H. (H not used)
I. Learning Disabilities
J. Learning Skills
K. Multiple Intelligences
L. Student Services
M. Student Life
N. College/University Transfer Transitions
O. Special Projects

GUID-152A-T .5-1 unit Topics in Guidance: Learning Strategies  LEC 8-18

Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-T designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. Offered as credit/no-credit only. Prerequisite: None. Transfers to CSU only.

A. Career Planning
B. Funding an Education
C. Developing the Student Educational Plan
D. Choosing a Realistic Class Schedule
E. Academic Standards, Practices, and Processes
F. Surviving Academic Progress and Probation
G. College Success Skills
H. (H not used)
I. College Success for Re-entry Students
J. College Success for International Students
K. College Success for Special Populations
L. College Success for Single Parent Students
M. College Success for Veterans
N. Memory Techniques
O. Critical Thinking
P. Testing Guidelines
**Health Science**

**HS-121** 3 units  
**Fundamentals of Healthful Living** LEC 48-54

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. AA/AS General Education: B2 or C and F—Transfers to both UC/CSU—IGETC Area(s): 3B, 4F—CSU Area(s): C2—

**HS-123** 3 units  
**Drugs: Use and Abuse** LEC 48-54

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. AA/AS General Education: B2 or E—Transfers to both UC/CSU—CSU Area(s): E1—

**HS-299** 1-3 units  
**Special Projects: Health Science** IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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** 3 units  
**Western Civilization I: to 1500** LEC 48-54

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:** College level reading and writing skills. AA/AS General Education: B2 or C—Transfers to both UC/CSU—IGETC Area(s): 3B, 4F—CSU Area(s): C2, D6—

**HIST-102** 3 units  
**Western Civilization II: from 1500 to the Present Era** LEC 48-54

History 102 is the second in a two-semester series. This semester traces the economic, social, political and cultural trends in the Euro-American sphere from the Reformation to world of the late 20th century. **Prerequisite:** None. **Recommended Preparation:** College level reading and writing skills. AA/AS General Education: B2 or C—Transfers to both UC/CSU—IGETC Area(s): 3B, 4F—CSU Area(s): C2, D6—

**HIST-103** 3 units  
**History of World Civilizations to 1500** LEC 48-54

The course explores the origin and development of civilizations in Europe, the Near East, India, Africa, the Americas and East Asia. Using a comparative approach between the world’s major civilizations, students will examine social structure and daily life, political systems, cultural values and assumptions, and economic development. **Prerequisite:** None. AA/AS General Education: B2 or C and F—Transfers to both UC/CSU—IGETC Area(s): 3B, 4F—CSU Area(s): C2—

**HIST-103H** 3 units  
**Honors History of World Civilizations to 1500** LEC 48-54

The course explores the origin and development of civilizations in Europe, the Near East, India, Africa, the Americas and East Asia. Using a comparative approach between the world’s major civilizations, students will examine social structure and daily life, political systems, cultural values and assumptions and economic development. **Prerequisite:** Acceptance in the Honors Enrichment Program. AA/AS General Education: B2 or C and F—Transfers to both UC/CSU—IGETC Area(s): 3B, 4F—CSU Area(s): C2, D6—

**HIST-104** 3 units  
**History of World Civilizations: Since 1500** LEC 48-54

A survey of the modern world from 1500 to the present. Using a comparative approach between the world’s major civilizations, students will examine interconnections between major European, Middle Eastern, African, South and North American, and Asian civilizations and will explore social structure and daily life, industrialization, colonization, cultural development, revolutions and protests, and independence movements. Emphasis will be placed on structures, values, and inter-relationships. **Prerequisite:** None. AA/AS General Education: B2 or C and F—Transfers to both UC/CSU—IGETC Area(s): 3B, 4F—CSU Area(s): C2, D6—

**HIST-104H** 3 units  
**Honors History of World Civilizations: Since 1500** LEC 48-54

A survey of the modern world from 1500 to the present. Using a comparative approach between the world’s major civilizations, students will examine interconnections between major European, Middle Eastern, African, South and North American, and Asian civilizations and will explore social structure and daily life, industrialization, colonization, cultural development, revolutions and protests, and independence movements. Emphasis will be placed on structures, values, and inter-relationships. **Prerequisite:** Acceptance in the Honors Enrichment Program. AA/AS General Education: B2 or C and F—Transfers to both UC/CSU—IGETC Area(s): 3B, 4F—CSU Area(s): C2, D6—

**HIST-105** 3 units  
**World Environmental History** LEC 48-54

By studying topics and problems in environmental history, students will explore human interaction with the global environment from earliest times to the present. The course will cover such broad themes as the agricultural and industrial revolutions, the integration of world ecozones, the impact of technological change on the environment, and recent international efforts to limit environmental modifications. **Prerequisite:** None. AA/AS General Education: B2—Transfers to both UC/CSU—IGETC Area(s): 4F—CSU Area(s): D6—
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
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<tbody>
<tr>
<td>HIST-105H</td>
<td>Honors World Environmental History</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>HIST-106</td>
<td>The World Since 1900</td>
<td>3</td>
<td>None</td>
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<tr>
<td>HIST-106H</td>
<td>Honors The World Since 1900</td>
<td>3</td>
<td>None</td>
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<tr>
<td>HIST-107</td>
<td>The History of East Asia Before 1600</td>
<td>3</td>
<td>None</td>
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<tr>
<td>HIST-108</td>
<td>The History of East Asia Since 1600</td>
<td>3</td>
<td>None</td>
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<tr>
<td>HIST-109</td>
<td>Global History of World War II</td>
<td>3</td>
<td>None</td>
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<tr>
<td>HIST-109H</td>
<td>Honors Global History of World War II</td>
<td>3</td>
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<tr>
<td>HIST-110</td>
<td>A Brief Survey of U.S. History</td>
<td>3</td>
<td>None</td>
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<td>HIST-111</td>
<td>U.S. History to 1877</td>
<td>3</td>
<td>None</td>
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<tr>
<td>HIST-111H</td>
<td>Honors U.S. History to 1877</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>HIST-112</td>
<td>U.S. History Since 1865</td>
<td>3</td>
<td>None</td>
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</tbody>
</table>

By studying topics and problems in environmental history, students will explore human interaction with the global environment from earliest times to the present. The course will cover such broad themes as the agricultural and industrial revolutions, the integration of world ecozones, the impact of technological change on the environment, and the recent international efforts to limit environmental modifications. **Prerequisite:** Acceptance in the Honors Enrichment Program.

This course examines World War II from a global perspective, exploring the origins of the war, ways in which the war affected military forces, civilian populations, areas of the world beyond Europe and the United States, and early developments in the post-war world. **Prerequisite:** None.

This course examines World War II from a global perspective, exploring the origins of the war, ways in which the war affected military forces, civilian populations, areas of the world beyond Europe and the United States, and early developments in the post-war world. **Prerequisite:** Acceptance in the Honors Enrichment Program.

History 110 surveys U.S. history from pre-colonial times to the present. The course is organized using chronological periods, while focusing on the recurrent themes that characterize the nation’s history. **Prerequisite:** None.

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.

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. 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:** Acceptance in the Honors Enrichment Program.

This course is a survey course that explores the political, social, economic and intellectual development of the United States from the end of the Civil War to the current period. **Prerequisite:** None.

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.
### Course Descriptions

<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST-112H</td>
<td>Honors U.S. History Since 1865</td>
<td>3</td>
<td>This 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. AA/AS General Education: B1 or B2—Transfers to both UC/CSU–IGETC Area(s): 3B, 4F—CSU Area(s): D6—</td>
</tr>
<tr>
<td>HIST-113</td>
<td>Introduction and Appreciation of Music</td>
<td>3</td>
<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 MUS-107. Prerequisite: None. AA/AS General Education: C or F—Transfers to both UC/CSU–IGETC Area(s): 3A—CSU Area(s): C1—</td>
</tr>
<tr>
<td>HIST-114</td>
<td>Introduction and Appreciation of American Music</td>
<td>3</td>
<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. *Cross-listed as MUS-107. Prerequisite: None. AA/AS General Education: C or F—Transfers to both UC/CSU–IGETC Area(s): 3A—CSU Area(s): C1—</td>
</tr>
<tr>
<td>HIST-115</td>
<td>Women in United States History</td>
<td>3</td>
<td>This course surveys the history of women in America from the colonial period to the present with emphasis on relevant political, social, economic and ethnic factors. The course will emphasize the variety of women’s experiences during various periods in United States history and will examine some of the significant events, processes, figures and movements shaping that experience. It will serve both UC/CSU transfer students and students pursuing an associate’s degree. Prerequisite: None. AA/AS General Education: B2 or C—Transfers to both UC/CSU–IGETC Area(s): 4D, 4F—CSU Area(s): D4, D6—</td>
</tr>
<tr>
<td>HIST-119</td>
<td>Civil War and Reconstruction 1860-1876</td>
<td>3</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. AA/AS General Education: B2—Transfers to both UC/CSU–IGETC Area(s): 4F—CSU Area(s): D6—</td>
</tr>
<tr>
<td>HIST-120</td>
<td>California History</td>
<td>3</td>
<td>Starting with geologic beginnings, this survey course discusses California through discovery and settlement to the present. Ethic legacies, critical events and social and economic development are explored in depth. Prerequisite: None. AA/AS General Education: B2 or F—Transfers to both UC/CSU–IGETC Area(s): 4F—CSU Area(s): D6—</td>
</tr>
<tr>
<td>HIST-121</td>
<td>California Indians</td>
<td>3</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. AA/AS General Education: B2 or F—Transfers to both UC/CSU–IGETC Area(s): 4A, 4F—CSU Area(s): D1, D3—</td>
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<tr>
<td>HIST-124</td>
<td>Recent America: the U.S. Since 1945</td>
<td>3</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. Recommended Preparation: Collegiate-level reading and writing skills are strongly recommended. AA/AS General Education: B2 or B3—Transfers to both UC/CSU–IGETC Area(s): 4A, 4F—CSU Area(s): D6—</td>
</tr>
<tr>
<td>HIST-125</td>
<td>Military History of the United States</td>
<td>3</td>
<td>History 125 introduces the student to the military history of the United States from the colonial period to the present with emphasis on institutional, technological, social, political, cultural, and diplomatic contexts in times of peace and conflict. Prerequisite: None. AA/AS General Education: B2—Transfers to both UC/CSU–IGETC Area(s): 4F—CSU Area(s): D6—</td>
</tr>
<tr>
<td>HIST-136</td>
<td>Cultural History of American Motion Pictures</td>
<td>3</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. AA/AS General Education: B2 or C—Transfers to both UC/CSU–IGETC Area(s): 4A, 4F—CSU Area(s): C2—</td>
</tr>
<tr>
<td>HIST-141</td>
<td>History of Latin America to 1820</td>
<td>3</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. AA/AS General Education: B2 or F—Transfers to both UC/CSU–IGETC Area(s): 4F—CSU Area(s): D6—</td>
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<tr>
<td>HIST-142</td>
<td>3</td>
<td>History of Latin America Since 1820</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. <strong>Prerequisite:</strong> None. AA/AS General Education: B2 or F—Transfers to both UC/CSU—IGETC Area(s): 4F—CSU Area(s): D6—</td>
</tr>
<tr>
<td>HIST-150</td>
<td>3</td>
<td>Race and Ethnicity in U.S. History</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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> College level reading and writing skills. AA/AS General Education: B2 or F—Transfers to both UC/CSU—IGETC Area(s): 4F—CSU Area(s): D6—</td>
</tr>
<tr>
<td>HIST-150H</td>
<td>3</td>
<td>Honors Race and Ethnicity in U.S. History</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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. <strong>Recommended Preparation:</strong> College level reading and writing skills. AA/AS General Education: B2 or F—Transfers to both UC/CSU—IGETC Area(s): 4C, 4F—CSU Area(s): D3, D6—</td>
</tr>
<tr>
<td>HIST-151</td>
<td>3</td>
<td>History and Appreciation of Dance</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 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. <em>Cross-listed as DAN-100.</em>* <strong>Prerequisite:</strong> None. AA/AS General Education: B2 or C and E—Transfers to both UC/CSU—IGETC Area(s): 3B—CSU Area(s): C1—</td>
</tr>
<tr>
<td>HIST-154</td>
<td>3</td>
<td>Theater History</td>
<td>This survey course approaches world theater history from Ancient Greece through contemporary theater in the early 21st century. Comparative historical studies of Asian, Byzantine, European, African, Latin American and American theater are included. The complexity of theater as an art form, from its function in a given era and culture to its many component parts including acting, audiences, theatrical spaces, texts, playwriting, production design, machinery, special effects, music, dance, directing, management, and criticism are examined. *Cross-listed as THA-102. <strong>Prerequisite:</strong> None. AA/AS General Education: C—Transfers to CSU only</td>
</tr>
<tr>
<td>HIST-158</td>
<td>3</td>
<td>History of Jazz and Blues</td>
<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 is transferable to most four-year institutions and meets the humanities requirement at MSJC. *Cross-listed as MUS-108. <strong>Prerequisite:</strong> None. AA/AS General Education: C or F—Transfers to both UC/CSU—IGETC Area(s): 3A</td>
</tr>
<tr>
<td>HIST-160</td>
<td>3</td>
<td>Black History in the American Context</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: B2 or C and F—Transfers to both UC/CSU—IGETC Area(s): 4C, 4F—CSU Area(s): D3, D6—</td>
</tr>
<tr>
<td>HIST-299</td>
<td>1-3</td>
<td>Special Projects: History</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 3 times for credit. <strong>Prerequisite:</strong> Previous History classes: a contract must be completed with the instructor prior to enrollment. Transfers to CSU only</td>
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**Honors Enrichment Program**

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<tbody>
<tr>
<td>HEP-200</td>
<td>3</td>
<td>Honors Seminar</td>
<td>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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program; ENGL-101 and MATH-096 (with a grade of C or better). Transfers to CSU only</td>
</tr>
</tbody>
</table>
Course Descriptions

Humanities

HUM-101  3 units
Introduction to the Humanities to 1500  LEC 48-54
This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations to 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. **Prerequisite:** None. **Recommended Preparation:** ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student's own insights. **AA/AS General Education:** C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

HUM-101H  3 units
Honors Introduction to the Humanities to 1500  LEC 48-54
This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations to 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Recommended Preparation:** ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student's own insights. **AA/AS General Education:** C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

HUM-102  3 units
Introduction to the Humanities Since 1500  LEC 48-54
This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations to 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. **Prerequisite:** None. **Recommended Preparation:** ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student's own insights. **AA/AS General Education:** C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

HUM-102H  3 units
Honors Introduction to the Humanities Since 1500  LEC 48-54
This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations to 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Recommended Preparation:** ENGL-101; Students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source materials with the student's own insights. **AA/AS General Education:** C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

HUM-137  3 units
Introduction to World Cinema  LEC 32-36/LAB 48-54
This course introduces international film studies by considering film language, international audiences and marketing, relationships between governments and businesses and film production, technological diffusion and innovation, and film content. *Cross-listed as THA-137. **Prerequisite:** None. **AA/AS General Education:** C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

Japanese

JAPN-051  2 units
Elementary Conversational 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. Offered as credit/no-credit only. **Prerequisite:** None. **Not transferable**

JAPN-052  2 units
Elementary Conversational Japanese II  LEC 32-36
This course presents a continuation of skills learned in Japanese 051. Offered as credit/no-credit only. **Prerequisite:** JAPN-051 (with a grade of C or better). **Not transferable**

Learning Skills

LNSK-071  .5 unit
Learning Skills: Assessment 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. Offered as credit/no-credit only. **Prerequisite:** None, however, a student requesting assessment for Learning Disabilities must enroll in this class. **Not transferable**

LNSK-073  3 units
Learning Skills: Study Skills  (formerly ENGL-073)  LEC 48-54
This course provides specialized instruction in study skills to help learning disabled students maximize their success in college classes. Skills include listening, note-taking, reading textbooks, memory techniques, study habits, test-taking strategies, time management, and library resources. May be taken an unlimited number of times. Offered as credit/no-credit only. **Prerequisite:** None. **Recommended Preparation:** LNSK-071. **Not transferable**

LNSK-074  1 unit
Learning Skills: Language Arts Lab  (formerly ENGL-076)  LAB 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. Offered as credit/no-credit only. **Prerequisite:** None. **Recommended Preparation:** LNSK-071. **Not transferable**

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### Course Descriptions

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<tbody>
<tr>
<td><strong>LNSK-075</strong></td>
<td>2 units</td>
<td>Learning Skills: Language Arts</td>
<td>This course is designed to provide individualized and small group instruction to learning disabled students who need remediation in the following language skills: listening comprehension, reading, written expression, spelling, and oral comprehension. May be taken an unlimited number of times. Offered as credit/no-credit only. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> LNSK-071. Not transferable</td>
</tr>
<tr>
<td><strong>LNSK-077</strong></td>
<td>2 units</td>
<td>Learning Skills: Math</td>
<td>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. Offered as credit/no-credit only. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> LNSK-071. Not transferable</td>
</tr>
<tr>
<td><strong>LNSK-079</strong></td>
<td>2 units</td>
<td>Learning Skills: Adaptive Computer Technology</td>
<td>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. Offered as credit/no-credit only. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> LNSK-071. Not transferable</td>
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### Legal Assistant

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<th>Course Code</th>
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<tbody>
<tr>
<td><strong>LEG-100</strong></td>
<td>3 units</td>
<td>Foundations of the Legal System</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: B2--Transfers to CSU only--CSU Area(s): D8--</td>
</tr>
<tr>
<td><strong>LEG-103</strong></td>
<td>3 units</td>
<td>Elder Law</td>
<td>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 GER-103. <strong>Prerequisite:</strong> None. AA/AS General Education: B2--Transfers to CSU only</td>
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<tr>
<td><strong>LEG-104</strong></td>
<td>3 units</td>
<td>Law Office Management</td>
<td>This course examines the role of a legal assistant in law office management: office organization; relationship to attorneys and other support staff. Includes time management and keeping; accounting; scheduling; calendaring and coordinating of schedules. This course covers client in-take and support, business travel; cost control; computer and other data bases and use of outside services. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td><strong>LEG-106</strong></td>
<td>3 units</td>
<td>Research and Writing I for the Legal Assistant</td>
<td>Introduces print and computer-based legal research methods, focusing on Federal and California constitutional, statutory and common law in encyclopedia, restatements, model statues, legislative materials, articles, and other secondary sources of exposition and analysis. This course covers critical reading, principles of legal construction and interpretation, and drafting basic legal documents. This is a core course in the Legal Assistant Certificate/Degree program. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td><strong>LEG-108</strong></td>
<td>3 units</td>
<td>Research and Writing II for the Legal Assistant</td>
<td>This course expands research and writing skills through computerized research and preparing detailed outlines, memoranda, briefs or transactional documents. Also reviews drafting techniques. <strong>Prerequisite:</strong> LEG-106 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td><strong>LEG-110</strong></td>
<td>3 units</td>
<td>Administrative and Judicial Proceedings</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td><strong>LEG-120</strong></td>
<td>3 units</td>
<td>Immigration Law I</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td><strong>LEG-122</strong></td>
<td>3 units</td>
<td>Immigration Law II</td>
<td>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. <strong>Prerequisite:</strong> LEG-120 (with a grade of C or better). Transfers to CSU only</td>
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<tr>
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<th>Credits</th>
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<tbody>
<tr>
<td>LEG-130</td>
<td>3 units</td>
<td>Family Law I</td>
</tr>
<tr>
<td>LEG-132</td>
<td>3 units</td>
<td>Family Law II</td>
</tr>
<tr>
<td>LEG-140</td>
<td>3 units</td>
<td>Bankruptcy Law</td>
</tr>
<tr>
<td>LEG-149</td>
<td>1-4 units</td>
<td>Occupational Internship: Legal Assistant</td>
</tr>
<tr>
<td>LIB-100</td>
<td>3 units</td>
<td>Introduction to Library Research and Information Competency</td>
</tr>
<tr>
<td>LIB-149</td>
<td>1-4 units</td>
<td>Occupational Internship: Library Science</td>
</tr>
<tr>
<td>LIB-299</td>
<td>1-3 units</td>
<td>Special Projects: Library Science</td>
</tr>
<tr>
<td>MGT-103</td>
<td>3 units</td>
<td>Introduction to Management</td>
</tr>
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</table>

#### LEG-130: Family Law I

**LEC 48-54**

This course explores fundamental principles and practice issues in family law, with emphasis on California practice. It acquaints students with primary source materials and the courts and agency 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

**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 (with a grade of C or better). Transfers to CSU only

#### LEG-140: Bankruptcy Law

**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

**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-100: Introduction to Library Research and Information Competency

**LEC 48-54**

This course will empower students with the information competency skills necessary to perform both academic and personal research using library resources, electronic databases, and the Internet. Students will be guided through the process of selecting, searching, analyzing, and citing various information 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: Library Science

**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

#### LIB-299: Special Projects: 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

### Management/Supervision

#### MGT-103: Introduction to Management

**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
Occupational Internship: Management

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

Personnel Management

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 (with a grade of C or better). Transfers to CSU only

Communication in the Organization

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

Human Relations At Work

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

Personnel Management

This course is designed to develop an understanding of personnel techniques for which managers are responsible, including job/task analysis, HRM planning, recruitment, selection, placement testing, orientation, job training, counseling, merit rating, appraisal, promotion, transfer, outplacement, safety and security. Management of the human resource function is covered. Prerequisite: MGT-103 (with a grade of C or better). Transfers to CSU only

Occupational Internship: Management

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

Principles of Marketing Management

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

Special Projects: Management

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

Pre-Algebra Lab

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 available. May be taken 4 times for credit. Offered as credit/no-credit only. Prerequisite: None. Corequisite: MATH-051. Not transferable

Elementary Algebra Lab

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 available. May be taken 4 times for credit. Offered as credit/no-credit only. Prerequisite: None. Corequisite: MATH-090. Not transferable

Mind Over Math

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

Foundations of Mathematics (Pre-Algebra)

Mathematics 51 is designed to prepare students for elementary algebra. The course covers basic arithmetic, working with whole numbers, integers, fractions, decimals, and percentages. Other topics taught will include conversions within and between the metric and standard systems. Topics in geometry and algebra will be introduced. Prerequisite: MATH-050 (with a grade of C or better) or equivalent assessment score. Not transferable
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Notes</th>
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<tbody>
<tr>
<td>MATH-051LL</td>
<td>3</td>
<td>Foundations of Mathematics</td>
<td>MATH-05 or MATH-05LL (with a grade of C or better) or equivalent assessment score.</td>
<td>Not transferable</td>
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<tr>
<td></td>
<td></td>
<td>+ Lab (Pre-Algebra)</td>
<td>LEC 32-36/LAB 48-54</td>
<td></td>
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<tr>
<td>MATH-090</td>
<td>4</td>
<td>Elementary Algebra</td>
<td>MATH-05 or MATH-05LL (with a grade of C or better) or equivalent assessment score.</td>
<td>AA/AS General Education: G--Not transferable</td>
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<td></td>
<td>LEC 64-72</td>
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<tr>
<td>MATH-090A</td>
<td>3</td>
<td>Elementary Algebra Part A</td>
<td>MATH-05 or MATH-05LL (with a grade of C or better) or equivalent assessment score.</td>
<td>AA/AS General Education: G--Not transferable</td>
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<td>LEC 48-54</td>
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<tr>
<td>MATH-090B</td>
<td>3</td>
<td>Elementary Algebra Part B</td>
<td>MATH-05 or MATH-05LL (with a grade of C or better) or equivalent assessment score.</td>
<td>AA/AS General Education: G--Not transferable</td>
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<td>LEC 48-54</td>
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<tr>
<td>MATH-096</td>
<td>5</td>
<td>Intermediate Algebra</td>
<td>MATH-090 or MATH-090A &amp; MATH-090B (with a grade of C or better) or equivalent assessment score.</td>
<td>AA/AS General Education: G--Not transferable</td>
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<tr>
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<td>LEC 80-90</td>
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<tr>
<td>MATH-096A</td>
<td>3</td>
<td>Intermediate Algebra Part A</td>
<td>MATH-05 or MATH-090A (with a grade of C or better).</td>
<td>AA/AS General Education: G--</td>
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<tr>
<td></td>
<td></td>
<td>LEC 48-54</td>
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<tr>
<td>MATH-096B</td>
<td>3</td>
<td>Intermediate Algebra Part B</td>
<td>MATH-090A (with a grade of C or better).</td>
<td>AA/AS General Education: G--</td>
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<td>LEC 48-54</td>
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<tr>
<td>MATH-102</td>
<td>3</td>
<td>Finite Mathematics</td>
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<td>LEC 48-54</td>
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The study of elementary algebra. Topics include the study of sets, logic, counting and applications of these topics to probability and stochastic processes. The study of Mathematics of Finance, Network, and related problem solving in all of the above as well as to the representation of numerical concepts in the finite way. Prerequisite: MATH-096 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: G--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(a): B4--
# Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Course Details</th>
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<tbody>
<tr>
<td>MATH-105</td>
<td>4</td>
<td>College Algebra</td>
<td>As the traditional transfer course in the algebra sequence, Mathematics 105 covers graphing of polynomials, rational and transcendental functions and conic sections, solving polynomial, rational, exponential and logarithmic equations and related applications, solving systems of linear equations utilizing determinants, function theory including notation, combination and composition as well as existence and formulation of inverses, sequences and the Binomial Theorem. <strong>Prerequisite:</strong> MATH-096 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: G—Transfers to both UC/CSU—IGETC Area(s): 2A—CSU Area(s): B4--</td>
</tr>
<tr>
<td>MATH-105H</td>
<td>4</td>
<td>Honors College Algebra</td>
<td>As the traditional transfer course in the algebra sequence, Mathematics 105 covers graphing of polynomials, rational and transcendental functions and conic sections, solving polynomial, rational, exponential and logarithmic equations and related applications, solving systems of linear equations utilizing determinants, function theory including notation, combination and composition as well as existence and formulation of inverses, sequences and the Binomial Theorem. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program; MATH-096 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: G—Transfers to both UC/CSU—IGETC Area(s): 2A—CSU Area(s): B4--</td>
</tr>
<tr>
<td>MATH-110</td>
<td>5</td>
<td>Pre-Calculus</td>
<td>A course designed for the student who is planning to take calculus. Topics covered in depth will include: functions, graphs of polynomial and rational functions, theory of equations, exponential and logarithmic functions, trigonometry, systems of equations and inequalities, sequences and series and conic sections. <strong>Prerequisite:</strong> MATH-105 or MATH-105H (with a grade of C or better) or equivalent assessment score. AA/AS General Education: G—Transfers to both UC/CSU—IGETC Area(s): 2A—CSU Area(s): B4--</td>
</tr>
<tr>
<td>MATH-115</td>
<td>3</td>
<td>Ideas of Mathematics</td>
<td>This transfer level course is designed for Social Science and Liberal Arts majors. It emphasizes applications of Mathematics in the areas of probability and statistics, social choice and decision making, and consumer of finance. Topics include sets, logic &amp; counting, probability, linear systems, linear programming &amp; scheduling, statistics, mathematics of finance and applications. <strong>Prerequisite:</strong> MATH-096 (with a grade of C or better) or equivalent. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MATH-135</td>
<td>4</td>
<td>Calculus for Social Science and Business</td>
<td>This course covers functions and their graphs including exponential and logarithmic functions, single variable calculus, limits, differentiation, integration and its applications, multivariable calculus with application to management, social, behavioral and biomedical sciences. <strong>Prerequisite:</strong> MATH-105 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: G—Transfers to both UC/CSU—IGETC Area(s): 2A—CSU Area(s): B4--</td>
</tr>
<tr>
<td>MATH-140</td>
<td>4</td>
<td>Introduction to Statistics</td>
<td>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. <strong>Prerequisite:</strong> MATH-096 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: G—Transfers to both UC/CSU—IGETC Area(s): 2A—CSU Area(s): B4--</td>
</tr>
<tr>
<td>MATH-140H</td>
<td>4</td>
<td>Honors Introduction to Statistics</td>
<td>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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program and completion of MATH-096 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: G—Transfers to both UC/CSU—IGETC Area(s): 2A—CSU Area(s): B4--</td>
</tr>
<tr>
<td>MATH-155</td>
<td>3</td>
<td>Mathematics for Elementary Teaching I</td>
<td>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. <strong>Prerequisite:</strong> MATH-096 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: G—Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MATH-156</td>
<td>3</td>
<td>Mathematics for Elementary Teaching II</td>
<td>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. <strong>Prerequisite:</strong> MATH-155 (with a grade of C or better). AA/AS General Education: G—Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MATH-211</td>
<td>5</td>
<td>Calculus I and Analytic Geometry</td>
<td>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. <strong>Prerequisite:</strong> MATH-110 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: G—Transfers to both UC/CSU—IGETC Area(s): 2A—CSU Area(s): B4--</td>
</tr>
</tbody>
</table>
Course Descriptions

### MATH-212
Analytic Geometry and Calculus II  
LEC 80-90  
5 units  
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:** MATH-211 (with a grade of C or better) or equivalent assessment score. AAAS General Education: G—Transfers to both UC/CSU-IGETC Area(s): 2A—CSU Area(s): B4--

### MATH-213H
Honors Analytic Geometry and Calculus II  
LEC 80-90  
5 units  
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:** MATH-212 (with a grade of C or better) or equivalent assessment score. AAAS General Education: G—Transfers to both UC/CSU-IGETC Area(s): 2A—CSU Area(s): B4--

### MATH-213
Analytic Geometry and Calculus III  
LEC 80-90  
5 units  
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:** MATH-212 (with a grade of C or better) or equivalent assessment score. AAAS General Education: G—Transfers to both UC/CSU-IGETC Area(s): 2A—CSU Area(s): B4--

### MATH-215
Differential Equations  
LEC 64-72  
4 units  
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:** MATH-212 (with a grade of C or better) or equivalent assessment score, or one year of college level calculus. AAAS General Education: G—Transfers to both UC/CSU-IGETC Area(s): 2A—CSU Area(s): B4--

### MATH-218
Linear Algebra  
LEC 64-72  
4 units  
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). AAAS General Education: G—Transfers to both UC/CSU-IGETC Area(s): 2A—CSU Area(s): B4--

### MATH-290
Foundations of Theoretical Mathematics  
LEC 32-36  
2 units  
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:** MATH-213 (with a grade of C or better). AAAS General Education: G—Transfers to both UC/CSU-IGETC Area(s): B4--

### MATH-299
Special Projects: Math  
IS 16-54  
1-3 units  
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  
LAB 48-54  
1 unit  
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  
LAB 48-54  
1 unit  
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 Studio Laboratory  
LAB 48-54  
1 unit  
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**
Course Descriptions

MUL-110 3 units
Introduction to Multimedia
LEC 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 3 units
Interactive Media Design I
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 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 (with a grade of C or better). Transfers to CSU only

MUL-114 3 units
Production Management
(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 breakthroughs, 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 (with a grade of C or better). Transfers to CSU only

MUL-121 3 units
Bitmapped Imaging
LEC 48-54

Guided digital studio approach in developing skills in the advanced use of bitmapped 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 (with a grade of C or better). Transfers to CSU only

MUL-123 3 units
Video Production I
(formerly Digital Video Production I)
LEC 48-54

This is a beginning course in video production, software and hardware. Students learn production techniques and video editing. Related topics include general film and video techniques. *Cross-listed as AUD-152. Prerequisite: None. Recommended Preparation: MUL-110. Transfers to both UC/CSU

MUL-124 3 units
Digital Photography Production I
LEC 48-54

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 both UC/CSU

MUL-125 3 units
Scripting for Multimedia
LEC 48-54

This course advances the study of interactive multimedia 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 (with a grade of C or better). Transfers to CSU only

MUL-126 3 units
Time Based Media
LEC 32-36/LAB 48-54

This course investigates multiple contexts of video from an artistic point of view. The student will gain a clear understanding of the relationship between the narrative and the visual structure of film/video. Lectures will show many developments and movements of the video medium as well as design elements used to control the narrative content. Students will also develop a work that is experimental in nature, focusing on the sequential process and editing decisions in Time Based Media. *Cross-listed as ART-124. May be taken 4 times for credit. Prerequisite: None. AAAS General Education: C--Transfers to CSU only

MUL-127 3 units
Production Development
LEC 48-54

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 (with a grade of C or better). Transfers to CSU only

MUL-129 3 units
Writing for Interactive Media Design
LEC 48-54

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
Course Descriptions

**MUL-131** 3 units

3D Animation I  
LEC 48-54

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

**MUL-137** 3 units

3D Animation II  
LEC 48-54

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. **Prerequisite:** MUL-131 (with a grade of C or better). Transfers to CSU only

**MUL-139** 3 units

3D Topic - Character  
LEC 48-54

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. **Prerequisite:** MUL-137 (with a grade of C or better). Transfers to CSU only

**MUL-140** 2 units

Digital Art - Illustration (formerly ART-140 Digital Illustration)  
LEC 16-18/LAB 48-54

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 (with a grade of C or better) or demonstrated ability. AAS General Education: C-

**MUL-141** 3 units

3D Topic - Effects  
LEC 48-54

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. **Prerequisite:** MUL-137 (with a grade of C or better). Transfers to CSU only

**MUL-143** 3 units

3D Topic - Rendering  
LEC 48-54

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. **Prerequisite:** MUL-137 (with a grade of C or better). Transfers to CSU only

**MUL-149** 1-4 units

Occupational Internship: Multimedia  
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

**MUL-150** 3 units

Portfolio Preparation  
LEC 48-54

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. **Prerequisite:** MUL-110 (with a grade of C or better). Transfers to CSU only

**MUL-158** 3 units

Internet Scripting With Javascript  
(formerly Internet Scripting - Java I)  
LEC 48-54

This course teaches students the basic concepts of client-side JavaScript 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 (with a grade of C or better). Transfers to CSU only

**MUL-160** 3 units

Technology in the Classroom  
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 ED-160. **Prerequisite:** None. Transfers to CSU only
Music

MUS-081
Popular Music Theory: Songwriting
3 units
LEC 48-54
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 (with a grade of C or better) or by audition. Recommended Preparation: A working knowledge of melodic instrument or voice. Not transferable

MUS-100
Introduction and Appreciation of Music
3 units
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 HIST-113. Prerequisite: None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(a): C1--

MUS-100H
Honors Introduction and Appreciation of Music
3 units
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. Prerequisite: Acceptance in the Honors Enrichment Program. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(a): C1--

MUS-101
Music Fundamentals
3 units
LEC 48-54
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. Prerequisite: None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(a): C1--

MUS-102
History and Appreciation of Music
3 units
LEC 48-54
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. Prerequisite: None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(a): C1--

MUS-103
Music Theory I: Diatonic Harmony
(formerly Beginning Music Theory)
3 units
LEC 48-54
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. Prerequisite: None. Recommended Preparation: MUS-101 or equivalent and concurrent enrollment in MUS-175. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(a): C1--
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Type</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>MUS-104</strong></td>
<td>3</td>
<td><strong>Music Theory II: 18th and 19th Century Harmony</strong></td>
<td>LEC 48-54</td>
<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 (with a grade of C or better). <strong>Recommended Preparation:</strong> Concurrent enrollment in MUS-176. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td><strong>MUS-107</strong></td>
<td>3</td>
<td><strong>Introduction and Appreciation of American Music</strong></td>
<td>LEC 48-54</td>
<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. AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
</tr>
<tr>
<td><strong>MUS-108</strong></td>
<td>3</td>
<td><strong>History of Jazz and Blues</strong></td>
<td>LEC 48-54</td>
<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-158. Prerequisite:</strong> None. AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
</tr>
<tr>
<td><strong>MUS-109</strong></td>
<td>3</td>
<td><strong>World Music</strong></td>
<td>LEC 48-54</td>
<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. AA/AS General Education: C or F--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
</tr>
<tr>
<td><strong>MUS-110</strong></td>
<td>3</td>
<td><strong>Music/Movement Experiences for Teachers Of Young Children</strong></td>
<td>LEC 48-54</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. <strong>Cross-listed as DAN-114 and CDE-114. May be taken 2 times for credit. Prerequisite:</strong> None. AA/AS General Education: C--Transfers to CSU only</td>
</tr>
<tr>
<td><strong>MUS-111</strong></td>
<td>1</td>
<td><strong>Beginning Piano</strong></td>
<td>LAB 48-54</td>
<td>This course offers individual instruction to students who have no previous training. May be taken 3 times for credit. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td><strong>MUS-112</strong></td>
<td>1</td>
<td><strong>Intermediate Piano</strong></td>
<td>LAB 48-54</td>
<td>This course is a continuation of beginning piano. May be taken 3 times for credit. <strong>Prerequisite:</strong> Two units of MUS-111 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td><strong>MUS-113</strong></td>
<td>3</td>
<td><strong>Children's Music</strong></td>
<td>LEC 48-54</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 CDE-109. Prerequisite:</strong> None. AA/AS General Education: C--Transfers to CSU only--CSU Area(s): C1--</td>
</tr>
<tr>
<td><strong>MUS-114</strong></td>
<td>2</td>
<td><strong>Jazz Improvisation</strong></td>
<td>LEC 24-27/LAB 24-27</td>
<td>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. <strong>Prerequisite:</strong> Ability to play an instrument and read music. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td><strong>MUS-115</strong></td>
<td>2</td>
<td><strong>Beginning Voice Class - Breath/Tone</strong></td>
<td>LEC 24-27/LAB 24-27</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C2, H1--</td>
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### Course Descriptions

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<tr>
<td>MUS-116</td>
<td>2</td>
<td>Beginning Voice Class - Diction and Expression</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C2, H1--</td>
</tr>
<tr>
<td>MUS-118</td>
<td>1</td>
<td>Applied Music I: Instrumental</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td>MUS-121</td>
<td>2</td>
<td>Sight Singing and Ear Training</td>
<td>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. <strong>Prerequisite:</strong> MUS-101 (with a grade of C or better) or ability to read music. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td>MUS-125</td>
<td>1</td>
<td>Guitar I</td>
<td>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 own use. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Concurrent enrollment in MUS-101. AA/AS General Education: C--Transfers to CSU only</td>
</tr>
<tr>
<td>MUS-127</td>
<td>1</td>
<td>Guitar II</td>
<td>This course presents a continuation of skills learned in Music 125. May be taken 2 times for credit. <strong>Prerequisite:</strong> MUS-125 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MUS-140</td>
<td>3</td>
<td>Beginning Studio Recording</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. <strong>Cross-listed as AUD-140.</strong> May be taken 3 times for credit. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to CSU only--CSU Area(s): C1--</td>
</tr>
<tr>
<td>MUS-141</td>
<td>3</td>
<td>Intermediate Studio Recording</td>
<td>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. <strong>Cross-listed as AUD-141.</strong> May be taken 3 times for credit. <strong>Prerequisite:</strong> MUS/AUD-140 (with a grade of C or better). AA/AS General Education: C--Transfers to CSU only--CSU Area(s): C1--</td>
</tr>
<tr>
<td>MUS-142</td>
<td>3</td>
<td>Advanced Studio Recording I</td>
<td>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. <strong>Cross-listed as AUD-142.</strong> May be taken 2 times for credit. <strong>Prerequisite:</strong> MUS/AUD-141 (with a grade of C or better). AA/AS General Education: C--Transfers to CSU only</td>
</tr>
<tr>
<td>MUS-143</td>
<td>3</td>
<td>Advanced Studio Recording II</td>
<td>Advanced studio recording offers students experience in digital editing using computers and software. This class includes digital recording techniques. <strong>Cross-listed as AUD-143.</strong> May be taken 2 times for credit. <strong>Prerequisite:</strong> MUS/AUD-141 (with a grade of C or better). AA/AS General Education: C--Transfers to CSU only</td>
</tr>
<tr>
<td>MUS-145</td>
<td>3</td>
<td>Midi &amp; Computer Recording</td>
<td>This course offers instruction in music software and basic audio concepts. The primary focus is on recording, mixing, and editing. <strong>Cross-listed as AUD-145.</strong> May be taken 2 times for credit. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to CSU only</td>
</tr>
<tr>
<td>MUS-146</td>
<td>3</td>
<td>Recording Music and Live Sound</td>
<td>Recording Music and Live Sound offers instruction in micing 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. <strong>Cross-listed as AUD-146.</strong> May be taken 3 times for credit. <strong>Prerequisite:</strong> MUS/AUD-140 (with a grade of C or better). AA/AS General Education: C--Transfers to CSU only</td>
</tr>
<tr>
<td>MUS-147</td>
<td>3</td>
<td>The Music &amp; Audio Business</td>
<td>This course acquaints students with business practices in the music &amp; audio industries. The course covers areas such as, contracts, copyright, publishing, and industry trends. <strong>Cross-listed as AUD-147 and BADM-147.</strong> <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>MUS-148</td>
<td>3</td>
<td>Radio Production</td>
<td>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</td>
</tr>
<tr>
<td>MUS-150</td>
<td>1</td>
<td>Intermediate Voice Class</td>
<td>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 MUS-116 (with a grade of C or better) or 1 year of private instruction. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MUS-151</td>
<td>1</td>
<td>Applied Music: Voice</td>
<td>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 (with a grade of C or better) or 2 years of private vocal instruction. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MUS-175</td>
<td>2</td>
<td>Musicianship I</td>
<td>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: MUS-101 (with a grade of C or better) or equivalent experience that includes reading and writing notes, key signatures and triads as well as rhythmic notation. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MUS-176</td>
<td>2</td>
<td>Musicianship II</td>
<td>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 (with a grade of C or better). Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MUS-201</td>
<td>1</td>
<td>Orchestra</td>
<td>Rehearsal and performance of orchestral literature. Participation in music productions and concerts. May be taken 4 times for credit. Prerequisite: By audition. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MUS-203</td>
<td>1-3</td>
<td>Concert Band</td>
<td>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. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MUS-204</td>
<td>1-3</td>
<td>Musical Theater Workshop</td>
<td>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. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MUS-205</td>
<td>1</td>
<td>College Singers</td>
<td>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. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MUS-206</td>
<td>1</td>
<td>Chamber Choir</td>
<td>The Chamber Choir provides a small group vocal performance experience for singers who have previous choral experience. Singers are expected learn quickly, and to be able to memorize music for performance. Music of all styles and practices is performed requiring a variety of vocal performance techniques. The Chamber Choir also may join with other college ensembles, both choral and instrumental for performances both on campus and off campus. May be taken 4 times for credit. Prerequisite: Audition conducted at first class meeting. Student must be able to match pitch and sing in tune. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>MUS-207</td>
<td>3</td>
<td>Techniques of Musical Theater</td>
<td>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. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
</tbody>
</table>
**Course Descriptions**

**Nursing**

**NURS-084A**
**Nursing Skills Lab - Certified Nursing Assistant**
**LAB 24-108**

This course provides the opportunity for students enrolled in skill-based certified nursing program to practice and master skills necessary for safe patient care. Materials used include practice medical supplies and equipment, models and manikins, multimedia, computer-based instruction and clinical supervision. May be taken 4 times for credit. Offered as credit/no-credit only. **Prerequisite:** None. **Corequisite:** NURS-085, NURS-087, or enrollment in a phlebotomy program. **Not transferable**

**NURS-084B**
**Nursing Skills Lab - Vocational Nurse**
**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. Offered as credit/no-credit only. **Prerequisite:** None. **Corequisite:** Must be enrolled in the VN program. **Not transferable**

**NURS-084C**
**Nursing Skills Lab - Registered Nurse**
**LAB 24-108**

This course provides the opportunity for students enrolled in the skill-based Registered Nursing courses to practice and master skills necessary for safe patient care. Materials used include practice medical supplies and equipment, models and manikins, multimedia, computer-based instruction and clinical supervision. May be taken 4 times for credit. Offered as credit/no-credit only. **Prerequisite:** None. **Corequisite:** Must be enrolled in the RN program. **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 for enrollment. **Not transferable**

**MUS-209**
**Musical Production**
**1-4 units**
**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; AA/AS General Education: C--Transfers to both UC/CSU

**MUS-210**
**Jazz Ensemble I**
**(formerly MUS-202 Jazz Ensemble)**
**LAB 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. AA/AS General Education: C--Transfers to both UC/CSU

**MUS-211**
**Jazz Ensemble II**
**LAB 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. AA/AS General Education: C--Transfers to both UC/CSU

**MUS-253**
**Music Theory III: Analysis and Chromatic Harmony**
**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. **Prerequisites:** MUS-104 (with a grade of C or better). **Recommended Preparation:** Previous or current enrollment in advanced musicianship course. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--

**MUS-299**
**Special Projects: Music**
**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 Music classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only
**Course Descriptions**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>NURS-086</strong></td>
<td>2 units</td>
</tr>
<tr>
<td>Home Health Aide</td>
<td>LEC 32-36</td>
</tr>
<tr>
<td>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. <strong>Prerequisite:</strong> 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 exam form. <strong>Not transferable</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NURS-072</strong></td>
<td>10.5 units</td>
</tr>
<tr>
<td>Part-Time Vocational Nursing III</td>
<td>LEC 96-108/LAB 216-243</td>
</tr>
<tr>
<td>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. <strong>Prerequisites:</strong> AH-070, NURS-090, NURS-100, NURS-170, NURS-171, NURS-182, NURS-183, NURS-192, NURS-193 (with a grade of C or better). <strong>Corequisite:</strong> NURS-084B. <strong>Transfers to CSU only</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NURS-173</strong></td>
<td>10 units</td>
</tr>
<tr>
<td>Part-Time Vocational Nursing IV</td>
<td>LEC 80-90/LAB 240-270</td>
</tr>
<tr>
<td>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. <strong>Prerequisite:</strong> Completion of all previous part-time VN courses. <strong>Corequisite:</strong> NURS-084B. <strong>Transfers to CSU only</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NURS-180</strong></td>
<td>10 units</td>
</tr>
<tr>
<td>Vocational Nursing I</td>
<td>LEC 80-90/LAB 240-270</td>
</tr>
<tr>
<td>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. <strong>Prerequisites:</strong> AH-070, NURS-100, NURS-182, ENGL-098 (with a grade of C or better). <strong>Corequisites:</strong> NURS-084B and NURS-183 or prior enrollment within two years of registration. <strong>Transfers to CSU only</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NURS-182</strong></td>
<td>1 unit</td>
</tr>
<tr>
<td>Dosage Calculations for Allied Health</td>
<td>LEC 16-18</td>
</tr>
<tr>
<td>This course is for students in Allied Health who will administer medications. Calculations are taught using one simple formula, desired over have (D/H). <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NURS-183</strong></td>
<td>2 units</td>
</tr>
<tr>
<td>Understanding Human Behavior for Allied Health</td>
<td>LEC 32-36</td>
</tr>
<tr>
<td>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. <strong>Prerequisite:</strong> Admission to the VN program. <strong>Transfers to CSU only</strong></td>
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</tr>
<tr>
<td><strong>NURS-190</strong></td>
<td>16 units</td>
</tr>
<tr>
<td>Vocational Nursing II</td>
<td>LEC 144-162/LAB 336-378</td>
</tr>
<tr>
<td>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. <strong>Prerequisite:</strong> AH-070, NURS-100, NURS-180, NURS-182, NURS-183. <strong>Corequisite:</strong> NURS-084B, NURS-192, and NURS-193 (with a grade of C or better). Please note that NURS-192 and NURS-193 may be taken as prerequisites within 2 years of enrollment into this course. <strong>Transfers to CSU only</strong></td>
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<tr>
<td>Course Code</td>
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<tr>
<td>NURS-192</td>
<td>2 units</td>
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<tr>
<td>NURS-193</td>
<td>2 units</td>
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<tr>
<td>NURS-194</td>
<td>3.5 units</td>
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<tr>
<td>NURS-200</td>
<td>15 units</td>
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<tr>
<td>NURS-210</td>
<td>10 units</td>
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<tr>
<td>NURS-212</td>
<td>4 units</td>
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<tr>
<td>NURS-214</td>
<td>4 units</td>
</tr>
<tr>
<td>NURS-220</td>
<td>5 units</td>
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</table>
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>LEC/LAB</th>
<th>Prerequisite/ Corequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-221</td>
<td>5</td>
<td>Nursing Care of Children</td>
<td>40-45/LAB 120-135</td>
<td>Prerequisite: Admission requirements to the RN program. Co requisite: NURS-084C. Not transferable</td>
</tr>
<tr>
<td>NURS-222</td>
<td>3.5</td>
<td>Nursing Care of Children &amp; Families</td>
<td>32-36/LAB 72-81</td>
<td>Prerequisite: Admission requirements to the RN program. Co requisite: NURS-084C. Transfers to CSU only</td>
</tr>
<tr>
<td>NURS-224</td>
<td>5</td>
<td>Beginning Medical-Surgical Nursing II</td>
<td>40-45/LAB 120-135</td>
<td>Prerequisite: NURS-214 (with a grade of C or better). Corequisite: NURS-084C. Not transferable</td>
</tr>
<tr>
<td>NURS-226</td>
<td>3.5</td>
<td>Nursing of Childbearing &amp; Families</td>
<td>32-36/LAB 72-81</td>
<td>Prerequisite: Admission requirements to the RN program. Corequisite: NURS-084C. Not transferable</td>
</tr>
<tr>
<td>NURS-228</td>
<td>2</td>
<td>LVN to RN Challenge Review I</td>
<td>32-36</td>
<td>Prerequisite: Admission requirements to the RN program. Co requisite: NURS-084C. Transfers to CSU only</td>
</tr>
<tr>
<td>NURS-229</td>
<td>2</td>
<td>LVN to RN Challenge Review II</td>
<td>32-36</td>
<td>Prerequisite: Admission requirements to the RN program and NURS-228 and NURS-221 (with a grade of C or better). Co requisite: NURS-084C. Transfers to CSU only</td>
</tr>
<tr>
<td>NURS-230</td>
<td>5</td>
<td>Intermediate Medical-Surgical Nursing</td>
<td>40-45/LAB 120-135</td>
<td>Prerequisite: NURS-220, NURS-22, and PSYC-0 (with a grade of C or better). Co requisite: NURS-084C. Transfers to CSU only</td>
</tr>
<tr>
<td>NURS-231</td>
<td>5</td>
<td>Mental Health Nursing</td>
<td>40-45/LAB 120-135</td>
<td>Prerequisite: NURS-220, NURS-221, and PSYC-101 (with a grade of C or better). Co requisite: NURS-084C. Transfers to CSU only</td>
</tr>
<tr>
<td>NURS-234</td>
<td>5</td>
<td>Intermediate Medical-Surgical Nursing III</td>
<td>40-45/LAB 120-135</td>
<td>Students in 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</td>
</tr>
<tr>
<td>NURS-236</td>
<td>3</td>
<td>Mental Health Nursing</td>
<td>24-27/LAB 72-81</td>
<td>The course provides an introduction to Mental Health Nursing using the nursing process to promote psychosocial integrity within the context of the health illness continuum across the life span. Emphasis is on therapeutic interactions and communications, bio-psychosocial rehabilitation and therapeutic use of self. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of mental health settings. Prerequisite: PSYC-101 (with a grade of C or better). Corequisite: NURS-084C. Transfers to CSU only</td>
</tr>
</tbody>
</table>
Course Descriptions

NURS-238  2 units
Gerontology and Community Nursing  
LEC 16-18/LAB 48-54
This course builds on previous knowledge and skills in applying the nursing process to older adults living in the community. Gerontological nursing theory is stressed with emphasis on lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult, and the outcome criteria for evaluating the aging individual’s response to teaching and learning. The student will also explore interventions to increase the older adult’s functional abilities. 
Prerequisite: None. Corequisite: NURS-084C. Transfers to CSU only

NURS-240  10 units
Advanced Medical-Surgical Nursing  
LEC 80-90/LAB 240-270
This course covers the application of the nursing process to the care of clients experiencing acute alterations in the respiratory, cardiac, renal, neurological, hepatic and endocrine systems. The role of the nurse in synthesizing knowledge of the nursing role, communication, pharmacology, growth and development, socio-cultural diversity and nutrition to promote, maintain and restore optimum wellness for the client is addressed. Advanced gerontology and leadership concepts are also explored. 
Prerequisite: NURS-230 and NURS-231 (with a grade of C or better). Corequisite: NURS-084C. Transfers to CSU only

NURS-244  4 units
Advanced Medical-Surgical Nursing IV  
LEC 32-36/LAB 96-108
This course focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The student will organize and discriminate data to establish priorities of care. Correlated clinical experiences emphasize refinement of critical and decision making, psychomotor skills and management of patient care in professional nursing practice. 
Prerequisite: NURS-234 (with a grade of C or better). Corequisite: NURS-084C. Not transferable

NURS-299  1-3 units
Special Projects: Nursing  
IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. 
Prerequisite: Previous Nursing classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

NUTR-101  3 units
Nutrition and Foods  
LEC 48-54
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. AAAS General Education: A or E--Transfers to CU only--CSU Area(s): E1--

NUTR-299  1-3 units
Special Projects: Nutrition  
IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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

Occupational Internship

OI-149  1-4 units
Occupational Internship: General Work Experience  
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: None. 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

Philosophy

PHIL-101  3 units
Introduction to Philosophy I  
LEC 48-54
This course is a general introduction to some of the central problems of philosophy. Students will study classical, medieval, modern and contemporary philosophers as a basis for the discussion of epistemology, metaphysics, logic, ethics and aesthetics. The ability to think reflectively and critically will be emphasized. 
Prerequisite: None. AAAS General Education: B2 or E--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--
Course Descriptions

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<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PHIL-101H</td>
<td>Honors Introduction to Philosophy I</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. AA/AS General Education: C or D2—Transfers to both UC/CSU—IGETC Area(s): 3B—CSU Area(s): C2—</td>
</tr>
<tr>
<td>PHIL-103</td>
<td>Logic</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C or D2—Transfers to both UC/CSU—CSU Area(s): A3—</td>
</tr>
<tr>
<td>PHIL-103H</td>
<td>Honors Logic</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C or D2—Transfers to both UC/CSU—CSU Area(s): A3—</td>
</tr>
<tr>
<td>PHIL-104</td>
<td>World Religions</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C—Transfers to both UC/CSU—IGETC Area(s): 3B—CSU Area(s): C2—</td>
</tr>
<tr>
<td>PHIL-105</td>
<td>Introduction to Ethics</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C—Transfers to both UC/CSU—IGETC Area(s): 3B—CSU Area(s): C2—</td>
</tr>
<tr>
<td>PHIL-108</td>
<td>Contemporary Religions in the United States of America</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C—Transfers to both UC/CSU—IGETC Area(s): 3B—CSU Area(s): C2—</td>
</tr>
<tr>
<td>PHIL-109</td>
<td>Ancient and Medieval Philosophy</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Eligibility for ENGL-101. AA/AS General Education: C—Transfers to both UC/CSU—IGETC Area(s): 3B—CSU Area(s): C2—</td>
</tr>
<tr>
<td>PHIL-110</td>
<td>Renaissance and Modern Philosophy</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Eligibility for ENGL-101. AA/AS General Education: C—Transfers to both UC/CSU—IGETC Area(s): 3B—CSU Area(s): C2—</td>
</tr>
<tr>
<td>PHIL-111</td>
<td>Contemporary Philosophy</td>
<td>3</td>
<td>This course offers critical study of the major philosophical movements of the late 19th and 20th centuries, including existentialism, linguistic analysis, conceptual analysis, logic 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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Eligibility for ENGL-101. AA/AS General Education: C—Transfers to both UC/CSU—IGETC Area(s): 3B—CSU Area(s): C2—</td>
</tr>
<tr>
<td>PHIL-112</td>
<td>Methods of Argument</td>
<td>4</td>
<td>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. <strong>Prerequisite:</strong> ENGL-101 (with a grade of C or better). AA/AS General Education: C or D2—Transfers to both UC/CSU—IGETC Area(s): 1B—CSU Area(s): A3—</td>
</tr>
</tbody>
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Mt. San Jacinto College 2007-2008 Catalog
PHOT-125 3 units
Digital Photography Production I
LEC 48-54
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 MUL-124. Prerequisite: None. Recommended Preparation: MUL-110. Transfers to both UC/CSU

PHIL-112H 4 units
Honors Methods of Argument
LEC 64-72
This course focuses on studying the structure of argument, the detection of common argument fallacies, the creation of cogent, valid argument, and the acquisition of skills needed to translate clearly constructed arguments into argumentative essays. Students will study inductive and deductive logic, valid and invalid argument forms, the difference between fact, judgment and belief, and the importance definition plays in constructing strong arguments. Prerequisite: Acceptance in the Honors Enrichment Program; ENGL-101 (with a grade of C or better). AAAS General Education: C or D2--Transfers to both UC/CSU--IGETC Area(s): 1B--CSU Area(s): A3--

PHOT-130 3 units
History of Still Photography
LEC 48-54
The History of Still Photography offers a comprehensive exploration of the historical progression of fixing a still image, that is to say “writing with light”. This course starts in ancient times with naturally occurring images, and moves through advances in optics and chemical processes. It then moves through the prolific period of traditional Black and White photography and then covers the birth and advancements of the digital light sensor and its possibilities for the future. Prerequisite: None. Transfers to CSU only

PHOT-224 3 units
Digital Photography Production II
LEC 48-54
This course is designed to elevate the student to a professional level of digital photography production that includes the following advanced issues: compositing strategies and special effect techniques, workflow, composition, photomontage and retouch, as well as a variety of output formats. It is for the professional photographer who wishes to make the transition from traditional photography to the digital paradigm, as well as for the student wishing to transfer in the field of photography. *Cross-listed as MUL-224. May be taken 3 times for credit. Prerequisite: MUL-124/PHOT-125 (with a grade of C or better). AAAS General Education: C--Transfers to both UC/CSU--

PHOT-225 3 units
Digital Photography Production III
LEC 48-54
This course offers advanced photographic field and studio concentrations and is the capstone course in photography. These topics are designed to offer the advanced student intensive and extensive immersion in studio and location challenges and related techniques specifically tailored to their needs. The student will visit service bureaus, work in the studio, and on location under instructor and self-assignment. High quality digital output is integral to this course. *Cross-listed as MUL-225. May be taken 4 times for credit. Prerequisite: MUL-224/PHOT-224 (with a grade of C or better). Not transferable
PHOT-299 1-3 units
Special Projects: Photography IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: PHOT-118/ART-128, PHOT-119, PHOT-120, PHOT-123 and PHOT-124 (with a grade of C or better). A contract must also be completed with the instructor prior to enrollment. Transfers to CSU only.

Physical Education

PE-090 2 units
Pep Squad 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. AA/AS General Education: E--Not transferable

PE-100 3 units
Introduction to Physical Education 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. AA/AS General Education: E--Transfers to both UC/CSU

PE-102 2 units
Introduction to Athletic Techniques: Football 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. AA/AS General Education: E--Transfers to both UC/CSU

PE-103 2 units
Introductions to Athletic Techniques: Baseball 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. AA/AS General Education: E--Transfers to both UC/CSU

PE-104 2 units
Introduction to Athletic Techniques: Basketball LEC 16-18/LAB 48-54

This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching basketball. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-106 3 units
Officiate Basketball/Baseball LEC 48-54

Theory and practice combined in a study of the techniques and organization of sports and officiating are emphasized. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-107 2 units
Techniques of Tennis 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. AA/AS General Education: E--Transfers to both UC/CSU

PE-108 2 units
Athletic Techniques: Soccer LEC 16-18/LAB 48-54

This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching soccer. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-109 2 units
Techniques of Volleyball 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. AA/AS General Education: E--Transfers to both UC/CSU

PE-110 2 units
Prevention and Care of Injuries 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. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-111 2 units
Introduction and Techniques of Golf LEC 16-18/LAB 48-54

This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching golf. May be taken 4 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU
### Course Descriptions

**PE-112**
**Body Conditioning**
LAB 48-54

This course provides a series of activities designed to establish a life-long physical fitness program which requires walking, jogging, jumping rope, strength training, stretching and calisthenic 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. **Prerequisite:** None. AA/AS General Education: E--Transfers to CSU only

**PE-112H**
**Honors Body Conditioning**
LAB 48-54

This course provides a series of activities designed to establish a life-long physical fitness program which requires walking, jogging, jumping rope, strength training, stretching and calisthenic 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. **Prerequisite:** Acceptance in the Honors Enrichment Program. AA/AS General Education: E--Transfers to CSU only

**PE-113**
**Introduction to Jogging**
LAB 48-54

This course is designed to teach students the correct way to jog and experience the fitness activity of jogging. Included in this course is information on equipment, proper techniques of jogging, guidelines of jogging and how to develop a sound, personal jogging program. May be taken 3 times for credit. **Prerequisite:** None. AA/AS General Education: E--Transfers to both UC/CSU

**PE-114**
**Weight Training**
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. **Prerequisite:** None. AA/AS General Education: E--Transfers to CSU only

**PE-115**
**First Aid and CPR (formerly First Aid)**
LEC 48-54

This course is designed to teach students basic first aid knowledge and techniques that apply to first on scene emergency situations. The course also prepares and certifies students to administer CPR (Cardiopulmonary Resuscitation) to adults, children and infants. **Prerequisite:** None. AA/AS General Education: E--Transfers to both UC/CSU

**PE-116**
**Introduction to Athletic Techniques: Softball**
LEC 16-18/LAB 48-54

Techniques, skills and theory with emphasis on the role of body fitness in softball. Critical analysis of athletics and coaching methods as they relate to softball. This course is designed for students who plan on actively playing or coaching softball. May be taken 2 times for credit. **Prerequisite:** None. AA/AS General Education: E--Transfers to both UC/CSU

**PE-119**
**Exercise Walking**
LAB 48-54

This course will provide students the opportunity to participate using the number one exercise in the United States - Exercise walking. This course will produce injury-free aerobic capacities and/or cross-training results not attainable by running. May be taken 4 times for credit. **Prerequisite:** None. AA/AS General Education: E--Transfers to CSU only

**PE-120**
**Beginning Yoga**
LAB 48-54

This class will introduce students to the fundamentals of yoga. Students will practice various poses (asanas) to develop balance, flexibility, and strength. Students will explore controlled breathing techniques to increase focus and concentration. Yoga will enable students to challenge both their body and mind. May be taken 4 times for credit. **Prerequisite:** None. AA/AS General Education: E--Transfers to CSU only

**PE-121**
**Techniques of Coaching**
LEC 32-36/LAB 48-54

This course covers coaching techniques with emphasis on drill progression or teaching procedures. Students will have the opportunity to participate in the development of a grading plan and supervise students in classes. May be taken 2 times for credit. **Prerequisite:** None. AA/AS General Education: E--Transfers to both UC/CSU

**PE-122**
**Introduction to Football**
LEC 16-18/LAB 48-54

This course provides instruction in the skills, techniques, strategy, etiquette, and rules of football. This course is designed to be interesting, to improve physical fitness, and to teach carryover skills. Course includes beginning levels. **Prerequisite:** None. AA/AS General Education: E--Transfers to CSU only

**PE-123**
**Football II**
LEC 16-18/LAB 48-54

This course provides instruction in the skills, techniques, strategy, etiquette, and rules of football. This course is designed to be interesting, to improve physical fitness, and to teach carryover skills. Course includes beginning levels. **Prerequisite:** PE-122 (with a grade of C or better). AA/AS General Education: E--Transfers to CSU only

**PE-124**
**Football III**
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. **Prerequisite:** PE-123 (with a grade of C or better). AA/AS General Education: E--Transfers to CSU only

**PE-132**
**Individual and Group Sports: Tennis**
LAB 48-54

A co-educational introduction to tennis, taught in the context of an activity class. May be taken 4 times for credit. **Prerequisite:** None. AA/AS General Education: E--Transfers to CSU only
Course Descriptions

PE-133 1 unit
Individual and Group Sports: Basketball LAB 48-54
A co-educational introduction to the rules and techniques of basketball, taught in the context of an activity class. May be taken 4 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-134 1 unit
Individual and Group Sports: Volleyball LAB 48-54
A co-educational introduction to the rules and techniques of volleyball, taught in the context of an activity class. May be taken 4 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to CSU only

PE-135 1 unit
Intramural Volleyball LAB 48-54
Co-educational power volleyball. Organized competition with drills used to enhance advanced playing skills. May be taken 2 times for credit. Prerequisite: Must demonstrate intermediate skill level. AA/AS General Education: E--Transfers to CSU only

PE-136 1 unit
Individual and Group Sports: Golf LAB 48-54
A co-educational introduction to the rules and techniques of golf, taught in the context of an activity class. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to CSU only

PE-137 1 unit
Individual and Group Sports: Soccer LAB 48-54
This is a co-educational soccer class designed to develop physical fitness, soccer skill performance, player confidence, rule interpretation, comprehension of strategy and field communication. May be taken 4 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-138 2 units
Intercollegiate Sports: Soccer (Men) 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. AA/AS General Education: E--Transfers to CSU only

PE-139 2 units
Intercollegiate Sports: Soccer (Women) LAB 96-108
Open to students who are actively participating in intercollegiate competition and to students who act as support personnel, such as managers and statisticians. Enrollment does not automatically use a semester of eligibility. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to CSU only

PE-140 2 units
Intercollegiate Sports: Football (Men) 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. AA/AS General Education: E--Transfers to CSU only

PE-141 3 units
Intercollegiate Sports: Basketball (Men) LAB 144-162
This advanced course is for students who have had significant training in basketball and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of basketball skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 3 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-142 2 units
Intercollegiate Sports: Volleyball (Women) LAB 96-108
Open to students who are actively participating in intercollegiate competition and to students who act as support personnel, such as managers and statisticians. Enrollment does not automatically use a semester of eligibility. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to CSU only

PE-143 3 units
Intercollegiate Sports: Basketball (Women) LAB 144-162
This advanced course is for students who have had significant training in basketball and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of basketball skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 3 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-144 3 units
Intercollegiate Sports: Baseball (Men) LAB 144-162
This advanced course is for students who have had significant training in baseball and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of baseball skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 3 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU
Course Descriptions

PE-145  3 units
Intercollegiate Sports: Tennis (Men)  LAB 144-162

This advanced course is for students who have had significant training in tennis and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of tennis skills and techniques. Students will participate in college-sponsored athletic competitions throughout this course. May be taken 3 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-146  3 units
Intercollegiate Sports: Tennis (Women)  LAB 144-162

This advanced course is for students who have had significant training in tennis and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of tennis skills and techniques. Students will participate in college-sponsored athletic competitions throughout this course. May be taken 3 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-147  2 units
Intercollegiate Sports: Golf  LAB 96-108

Open to students who are actively participating in intercollegiate competition and to students who act as support personnel, such as managers and statisticians. Enrollment does not automatically use a semester of eligibility. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to CSU only

PE-148  3 units
Intercollegiate Sports: Softball (Women)  LAB 144-162

This advanced course in softball is designed for students with significant training in softball to participate in NCAA Fastpitch Softball. Season of competition begins in January and ends in May. Course includes rigorously intense preparation in fitness and the development and perfecting of softball skills and techniques. Enrollment in the class only counts towards one year of athletic eligibility if one enters an official game. Redshirt players may be part of the team, but not compete in games. May be taken 3 times for credit. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-150  2 units
Intercollegiate Sports: Conditioning and Strength Training  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. AA/AS General Education: E--Transfers to CSU only

PE-160  3 units
Introduction to Physical Training I  LEC 16-18/LAB 96-108

A course designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in intensely vigorous physical activity. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. Prerequisite: None. AA/AS General Education: E--Transfers to both UC/CSU

PE-161  3 units
Physical Training II  LEC 16-18/LAB 96-108

This course is designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in some vigorous physical activity such as, but not limited to, varsity athletics. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. Prerequisite: PE-160 (with a grade of C or better). AA/AS General Education: E--Transfers to CSU only

PE-162  3 units
Physical Training III  LEC 16-18/LAB 96-108

A course designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in intensely vigorous physical activity, such as, but not limited to, varsity athletics. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. Prerequisite: PE-161 (with a grade of C or better). AA/AS General Education: E--Transfers to CSU only

PE-180  2 units
Methods of Teaching Golf  LEC 16-18/LAB 48-54

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. Prerequisite: None. Transfers to CSU only

PE-181  2 units
Methods of Teaching Golf: Short Game and Putting  LEC 16-18/LAB 48-54

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. Prerequisite: None. Transfers to CSU only
## Course Descriptions

### PE-182 1 unit
**Golf Academy Practicum**  
LEC 48-54

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. **Prerequisite:** None. Transfers to CSU only

### PE-299 1-3 units
**Special Projects: Physical Education**  
IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. **Prerequisite:** Previous Physical Education classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

### PHY-100 3 units
**Conceptual Physics**  
LEC 48-54

This course provides a conceptual introduction to the basic physics of everyday life. Topics include mechanics, heat, electricity and magnetism, optics and sound, and other modern physics topics. The course is designed for liberal art majors and medical technicians. **Prerequisite:** None. AA/AS General Education: A—Transfers to both UC/CSU—IGETC Area(s): 5A—CSU Area(s): B1--

### PHY-101 4 units
**Basic Physics: Energy and Motion**  
LEC 48-54/LAB 48-54

This course provides a non-calculus based introduction to the basic physics of motion and thermodynamics. It covers the general principles of mechanics, heat and fluid dynamics. The course is designed for pre-dental and pre-optometry students, as well as for students with a general interest in science. **Prerequisite:** MATH-105 (with a grade of C or better). AA/AS General Education: A—Transfers to both UC/CSU—IGETC Area(s): 5A—CSU Area(s): B1, B3--

### PHY-102 4 units
**Basic Electricity and Modern Physics**  
LEC 48-54/LAB 48-54

This course is the study of the principles of electricity and magnetism, the properties of light, the theory of relativity and nuclear physics. It is designed for pre-dental and pre-optometry students, as well as for students with a general interest in science. **Prerequisite:** PHY-101 (with a grade of C or better). AA/AS General Education: A—Transfers to both UC/CSU—IGETC Area(s): 5A—CSU Area(s): B1, B3--

### PHY-201 4 units
**Mechanics and Wave Motion**  
LEC 48-54/LAB 48-54

This course is a calculus based study of statics and dynamics of particles, solid bodies, along with fluid mechanics and wave motion. It is designed primarily for students who plan to major in physics, engineering, chemistry, mathematics or life sciences. It is also designed for pre-medical students. **Prerequisite:** MATH-211 (with a grade of C or better). AA/AS General Education: A—Transfers to both UC/CSU—IGETC Area(s): 5A—CSU Area(s): B1, B3--

### PHY-202 4 units
**Electricity and Magnetism**  
LEC 48-54/LAB 48-54

Designed for engineering and physical sciences students. Covers topics in thermodynamics including temperature, heat, and the laws of thermodynamics; and the kinetic theory of gases. Also covers topics in electricity and magnetism including electric fields and potential; Gauss' law; capacitance; magnetic fields; Ampere's law; Faraday's law and induction; electromagnetic oscillations; dc and ac current; and circuits. **Prerequisite:** PHY-201 (with a grade of C or better). **Corequisite:** MATH-212 or higher. AA/AS General Education: A—Transfers to both UC/CSU—IGETC Area(s): 5A—CSU Area(s): B1, B3--

### PHY-202H 4 units
**Honors Electricity and Magnetism**  
LEC 48-54/LAB 48-54

Designed for engineering and physical sciences students. Covers topics in thermodynamics including temperature, heat, and the laws of thermodynamics; and the kinetic theory of gases. Also covers topics in electricity and magnetism including electric fields and potential; Gauss’ law; capacitance; magnetic fields; Ampere’s law; Faraday’s law and induction; electromagnetic oscillations; dc and ac current; and circuits. **Prerequisite:** Acceptance in the Honors Enrichment Program; PHY-201 (with a grade of C or better). **Corequisite:** MATH-212 or higher. AA/AS General Education: A—Transfers to both UC/CSU—IGETC Area(s): 5A—CSU Area(s): B1, B3--

### PHY-203 4 units
**Optics and Modern Physics**  
LEC 48-54/LAB 48-54

This course is a calculus based study of optics, and modern physics. Subjects covered include Geometrical and Physical Optics, Special Relativity, Quantum Physics, Atomic Physics, Nuclear Physics and Particle Physics. **Prerequisite:** PHY-202 (with a grade of C or better). Transfers to CSU only

### PHY-299 1-3 units
**Special Projects: Physical Education**  
IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS-101</td>
<td>Introduction to American Government and Politics</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: B1 or B2--Transfers to both UC/CSU--IGETC Area(s): 4H--CSU Area(s): D8--</td>
</tr>
<tr>
<td>PS-102</td>
<td>Comparative Politics and Government</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> PS-101 (with a grade of C or better). AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4H--CSU Area(s): D8--</td>
</tr>
<tr>
<td>PS-102H</td>
<td>Honors Comparative Politics and Government</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program; PS-101 (with a grade of C or better). AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4H--CSU Area(s): D8--</td>
</tr>
<tr>
<td>PS-103</td>
<td>Ethnic Politics in America</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> PS-101. AA/AS General Education: B2 or F--Transfers to CSU only--IGETC Area(s): 4C, 4H--CSU Area(s): D3, D8--</td>
</tr>
<tr>
<td>PS-104</td>
<td>Current Political Issues and Trends</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> PS-101 or HIST-111 (with a grade of C or better). AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4H--CSU Area(s): D8--</td>
</tr>
<tr>
<td>PS-104H</td>
<td>Honors Current Political Issues and Trends</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program; PS-101 or HIST-111 (with a grade of C or better). AA/AS General Education: B2--Transfers to CSU only--IGETC Area(s): 4A--CSU Area(s): D8--</td>
</tr>
<tr>
<td>PS-120</td>
<td>California Government</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: B2--Transfers to CSU only--CSU Area(s): D8--</td>
</tr>
<tr>
<td>PS-120H</td>
<td>Honors California Government</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. AA/AS General Education: B2--Transfers to CSU only--CSU Area(s): D8--</td>
</tr>
</tbody>
</table>

Mt. San Jacinto College 2007-2008 Catalog 315
Course Descriptions

**PSYC-101** 3 units
Introduction to Psychology  LEC 48-54

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). AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1--

**PSYC-101H** 3 units
Honors Introduction to Psychology  LEC 48-54

This course is designed to introduce students to the 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. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9--

**PSYC-102** 3 units
Personal Growth  LEC 48-54

The major points of view in psychology will be presented as pathways toward personal growth. The course will explore psychological health and mental illness from different perspectives. Psychological principles that can be useful to the individual in achieving personal growth will be emphasized. **Prerequisite:** None. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1--

**PSYC-103** 3 units
Human Development  LEC 48-54

This course is a life span course, which looks at the psychological, intellectual, physical and social development of individuals from conception to the end of the life journey. Contemporary developmental theories and research methods will be introduced. The focus of this course will be in presenting an ecological and a multicultural approach to human development. Parenting skills and personal development will be emphasized throughout the course. **Prerequisite:** None. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1--

**PSYC-103H** 3 units
Honors Human Development  LEC 48-54

This is a life span course, which looks at the psychological, intellectual, physical and social development of individuals from conception to the end of the life journey. Contemporary developmental theories and research methods will be introduced. The focus of this course will be in presenting an ecological and a multicultural approach to human development. Parenting skills and personal development will be emphasized throughout the course. **Prerequisite:** Acceptance in the Honors Enrichment Program. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1--

**PSYC-104** 3 units
Psychology of Gender  LEC 48-54

This course is designed to introduce students to traditional and contemporary psychological 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. AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4D, 4I--CSU Area(s): D4, D9, E1--
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Type</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>PSYC-104H</td>
<td>Honors Psychology of Gender</td>
<td>3</td>
<td>LEC</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D4, D9, E1--</td>
</tr>
<tr>
<td>PSYC-105</td>
<td>Social Psychology</td>
<td>3</td>
<td>LEC</td>
<td>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. <strong>Cross-listed as SOCI-105. Prerequisite:</strong> None. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I, 4J--CSU Area(s): D0, D9--</td>
</tr>
<tr>
<td>PSYC-106</td>
<td>Psychology of Personality</td>
<td>3</td>
<td>LEC</td>
<td>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. <strong>Prerequisite:</strong> PSYC-101 or PSYC-102 (with a grade of C or better). AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1--</td>
</tr>
<tr>
<td>PSYC-107</td>
<td>Psychobiology</td>
<td>3</td>
<td>LEC</td>
<td>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. <strong>Prerequisite:</strong> PSYC-101 (with a grade of C or better). AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9--</td>
</tr>
<tr>
<td>PSYC-108</td>
<td>Abnormal Psychology</td>
<td>3</td>
<td>LEC</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9--</td>
</tr>
<tr>
<td>PSYC-110</td>
<td>Introduction to Counseling</td>
<td>3</td>
<td>LEC</td>
<td>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. <strong>Cross-listed as ADS-110. Prerequisite:</strong> PSYC-101 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>PSYC-112</td>
<td>Gender and Social Interaction</td>
<td>3</td>
<td>LEC</td>
<td>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. <strong>Cross-listed as SOCI-112. Prerequisite:</strong> None. AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4D</td>
</tr>
<tr>
<td>PSYC-115</td>
<td>Individual, Family and Group Counseling</td>
<td>3</td>
<td>LEC</td>
<td>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. <strong>Cross-listed as ADS-115. Prerequisite:</strong> ADS-110 or PSYC-110 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>PSYC-120</td>
<td>Personal and Professional Growth</td>
<td>3</td>
<td>LEC</td>
<td>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. <strong>Prerequisite:</strong> ADS-110 or PSYC-110 (with a grade of C or better). Transfers to CSU only</td>
</tr>
</tbody>
</table>
Course Descriptions

**PSYC-125**  
Psychology of Aging  
LEC 48-54  
3 units

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. AAAS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1--*

**PSYC-299**  
Special Projects: Psychology  
IS 16-54  
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 Psychology classes; a contract must be completed with the instructor prior to enrollment. *Transfers to CSU only*

**PA-101**  
Introduction to Public Administration  
LEC 48-54  
3 units

An introduction to the purposes, methods, and characteristics of public management, including organization of public services, roles and relationships of public administrators, accountability and the achievement of public goals. **Prerequisite:** None. *Transfers to CSU only*

**PA-102**  
Public Personnel Administration  
LEC 48-54  
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  
LEC 48-54  
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  
LEC 48-54  
3 units

This course covers administrative and management problems as they exist within public organizations and agencies. It 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  
OI 16-72  
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*

### Reading

**READ-043**  
Reading Fundamentals Practicum  
LAB 48-54  
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. Offered as credit/no-credit only. **Prerequisite:** None. **Corequisite:** READ-063. *Not transferable*

**READ-044**  
Intermediate Reading Practicum  
LAB 48-54  
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. Offered as credit/no-credit only. **Prerequisite:** None. **Corequisite:** READ-064. *Not transferable*

**READ-063**  
Reading Fundamentals (formerly ENGL-063)  
LEC 48-54  
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. Offered as credit/no-credit only. **Prerequisite:** None. **Corequisite:** READ-043. *Not transferable*

**READ-064**  
Intermediate Reading (formerly ENGL-064)  
LEC 48-54  
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. Offered as credit/no-credit only. **Prerequisite:** READ-063 (with a grade of C or better) or placement test eligibility. **Corequisite:** READ-064. *Not transferable*
## Real Estate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE-045</td>
<td>Introduction to Real Estate Economics</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> RE-140 or RE-141 (with a grade of C or better). <strong>Not transferable</strong></td>
</tr>
<tr>
<td>RE-140</td>
<td>Real Estate Principles</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> RE-140 or Real Estate License. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>RE-141</td>
<td>Real Estate Practice</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> RE-140 or Real Estate License. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>RE-142</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
<td>This course provides a broad survey of the legal system in the United States with special emphasis on California Real Estate Law. It provides insight into those areas which are most important in avoiding legal difficulties which can arise in connection with real estate transactions. Special emphasis is given to aspects of California Real Estate Law necessary to prepare students for the State Real Estate Licensing Exam. <strong>Prerequisite:</strong> RE-140 or RE-141 (with a grade of C or better). <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>RE-143</td>
<td>Real Estate Finance</td>
<td>3</td>
<td>This course provides an analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, and special purpose properties. Included are instruments of real estate finance, sources of financing, techniques of loan origination and servicing, plus the role of federal and state governments. This course is required to obtain the California Real Estate Broker License. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> RE-140 or Real Estate License. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>RE-144</td>
<td>Basic Appraisal Principles and Procedure</td>
<td>3.5</td>
<td>This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. Emphasis is on residential real estate and covers basic real estate appraisal principles and procedures. It meets the license requirements for all levels of appraisal licensure and is required for the trainee, residential, certified residential, and certified general licenses. This course qualifies with the California Department of Real Estate as a statutory/pre-license course for the salesperson and broker education requirements. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>RE-145</td>
<td>Real Estate Economics</td>
<td>3</td>
<td>A practical study of the economic aspects of real estate and land use designed to provide a grasp of the dynamic factors which create real estate values and establish trends in real estate markets. <strong>Prerequisite:</strong> RE-140 or RE-141 (with a grade of C or better). <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>RE-146</td>
<td>Real Estate Mortgage Broker</td>
<td>3</td>
<td>This course will provide students with a broad technical knowledge of the state and federal laws which govern the practice of mortgage loan brokering and lending in the state of California. Students will learn lending laws, regulations, disclosures, and the lending process. The course will partially satisfy California Real Estate Department licensing requirements, and it will qualify for forty-five hours of continuing education credit. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>RE-149</td>
<td>Occupational Internship: Real Estate</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>RE-150</td>
<td>Escrow I</td>
<td>3</td>
<td>An applied study of use and operation of the escrow function in real estate transactions, including the study of preparation of escrow instructions and similar documents, computation of pro-rations of real property taxes, insurance premiums, interests and making closing statements, ordering and reviewing title insurance policies and preliminary title reports. <strong>Prerequisite:</strong> RE-140 (with a grade of C or better). <strong>Transfers to CSU only</strong></td>
</tr>
</tbody>
</table>
Course Descriptions

RE-151 3 units
Escrow II
LEC 48-54
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 (with a grade of C or better). Transfers to CSU only.

RE-152 3 units
Escrow III
LEC 48-54
An advanced course in escrow procedures dealing with complex escrows of subdivisions, condominiums, bulk transfers, etc. Prerequisite: RE-151 (with a grade of C or better). Transfers to CSU only.

RE-153 3 units
Real Estate Exchanges and Taxation
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 (with a grade of C or better). Transfers to CSU only.

RE-154 3 units
Property Management
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 1-3 units
Special Projects: Real Estate
IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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-101 3 units
Principles of Sociology
LEC 48-54
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. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0--.

SOCI-101H 3 units
Honors Principles of Sociology
LEC 48-54
This course 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. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0--.

SOCI-102 3 units
Contemporary Social Problems
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. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0, E1--.

SOCI-103 3 units
Marriage and the Family
LEC 48-54
This course is an analysis 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. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D0, E1--.

SOCI-105 3 units
Social Psychology
LEC 48-54
Social psychology involves the analysis of relationships between the behavior of individuals and the structure, functions, and processes of society. Topics to be covered in this course include: attitude formation and change, beliefs, attribution, social persuasion, social facilitation, group influences, prejudice, aggression, attraction, altruism, and conflict. *Cross-listed as PSYC-105. Prerequisite: None. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4I, 4J--CSU Area(s): D0, D9--.

SOCI-106 3 units
Intercultural Relations
LEC 48-54
The nature, functions, and consequences of culture in intergroup 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. AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0--.
## Course Descriptions

### SOCI-108 3 units
Human Sexuality 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. AA/AS General Education: B2--Transfers to both UC/CSU--CSU Area(s): D0, E1--

### SOCI-110 3 units
Media and Society LEC 48-54

This course explores the 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. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4J

### SOCI-112 3 units
Gender and Social Interaction LEC 48-54

This course explores the micro-social and structural aspects of gender both in the U.S. and around the world. Micro-social aspects include the 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’ lives and society. This course is intended for students interested in the social and behavioral sciences; multimedia and communications studies; liberal arts, and the humanities. **Prerequisite:** None. AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4J

### SOCI-115 3 units
Contemporary Chicano in Society 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. AA/AS General Education: B2 or F--Transfers to both UC/CSU--IGETC Area(s): 4J

### SOCI-125 3 units
Crime and Society LEC 48-54

This course examines crime in American society with an emphasis on diversity, including an analysis of how race/ethnicity, sex/gender, social class, 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. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0--

### SOCI-129 2 units
Processes of Power 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. AA/AS General Education: B2--Transfers to CSU only--CSU Area(s): D7--

### SOCI-130 3 units
Sociology of Aging LEC 48-54

Presents social, economic and political factors related to the aged in their changing family and social roles. Includes: demographics, aging and adaptation, needs, resources and social support system. *Cross-listed as GER-130. **Prerequisite:** None. AA/AS General Education: B2--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0--

### SOCI-140 3 units
Introduction to Applied Human Services LEC 48-54

This course is an introduction to the sociological explanations of employment and workforce development from an applied human services perspective. 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:** SOCI-095 (with a grade of C or better). Transfers to CSU only

### SOCI-141 3 units
Case Services and Advocacy in Human Services LEC 48-54

This course provides an overview and foundation 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:** SOCI-095 (with a grade of C or better). Transfers to CSU only
Course Descriptions

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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>SOCI-150</td>
<td>3</td>
<td>Introductory Field Work in Human Services</td>
</tr>
<tr>
<td>SPAN-051</td>
<td>2</td>
<td>Elementary Spanish Conversation I</td>
</tr>
<tr>
<td>SPAN-052</td>
<td>2</td>
<td>Elementary Spanish Conversation II</td>
</tr>
<tr>
<td>SPAN-055</td>
<td>2</td>
<td>Spanish for Health Services Personnel</td>
</tr>
<tr>
<td>SPAN-061</td>
<td>3</td>
<td>Spanish for Supervisors</td>
</tr>
<tr>
<td>SPAN-070</td>
<td>2</td>
<td>Basic Spanish for Professionals</td>
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<tr>
<td>SPAN-071</td>
<td>2</td>
<td>Spanish for Medical Professionals</td>
</tr>
<tr>
<td>SPAN-072</td>
<td>2</td>
<td>Spanish for Public Safety Personnel</td>
</tr>
<tr>
<td>SPAN-073</td>
<td>2</td>
<td>Spanish for Managers and Supervisors</td>
</tr>
<tr>
<td>SOCI-299</td>
<td>1-3</td>
<td>Special Projects: Sociology</td>
</tr>
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</table>

Spanish

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>SPAN-101</td>
<td>5</td>
<td>Elementary Spanish I</td>
</tr>
<tr>
<td>SPAN-102</td>
<td>5</td>
<td>Elementary Spanish II</td>
</tr>
<tr>
<td>SPAN-103</td>
<td>5</td>
<td>Elementary Spanish for Spanish Speakers</td>
</tr>
</tbody>
</table>

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: SOCI-095 (with a grade of C or better). 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 3 times for credit. Prerequisite: Previous Sociology classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

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

This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for medical professionals. Prerequisite: SPAN-070 (with a grade of C or better). Not transferable

This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for public safety personnel. Prerequisite: SPAN-070 (with a grade of C or better). Not transferable

This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for managers and supervisors. Prerequisite: SPAN-070 (with a grade of C or better). Not transferable

This beginning course emphasizes pronunciation, oral practice, basic grammar of the Spanish language, and study of Hispanic culture and civilization. Prerequisite: None. AAAS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 6A--CSU Area(s): C2--

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 (with a grade of C or better) or two years of high school Spanish. AAAS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2--

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. AAAS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 6A--CSU Area(s): C2--
## Course Descriptions

<table>
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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Name</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td><strong>SPAN-104</strong></td>
<td>5 units</td>
<td>Elementary Spanish for Spanish Speakers II</td>
<td>LEC 80-90</td>
</tr>
<tr>
<td><strong>SPAN-202</strong></td>
<td>4 units</td>
<td>Intermediate Spanish II</td>
<td>LEC 64-72</td>
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</tbody>
</table>

A continuation of Spanish 102, 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 dictation. Compositional strategies are presented throughout the course, as well as level-appropriate readings in Spanish culture and civilization. **Prerequisite:** SPAN-103 (with a grade of C or better) or two years of high school Spanish. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2--

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<tr>
<th>Course Code</th>
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<th>Course Name</th>
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<tbody>
<tr>
<td><strong>SPAN-140</strong></td>
<td>3 units</td>
<td>Spanish for Public Service Personnel</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td><strong>SPAN-202H</strong></td>
<td>4 units</td>
<td>Honors Intermediate Spanish II</td>
<td>LEC 64-72</td>
</tr>
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</table>

A continuation of Spanish 201, this course emphasizes the usage of advanced grammar and vocabulary with major emphasis on reading and writing. **Prerequisite:** Acceptance into the Honors Enrichment Program; SPAN-201 (with a grade of C or better) or four years of high school Spanish. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2--

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<tr>
<td><strong>SPAN-180</strong></td>
<td>3 units</td>
<td>Special Studies in Spanish: Mexico</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td><strong>SPAN-230</strong></td>
<td>3 units</td>
<td>Spanish Composition I</td>
<td>LEC 48-54</td>
</tr>
</tbody>
</table>

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 (with a grade of C or better). AA/AS General Education: C--Transfers to CSU only

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<tr>
<td><strong>SPAN-181</strong></td>
<td>3 units</td>
<td>Special Studies in Spanish: Spain</td>
<td>LEC 48-54</td>
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<tr>
<td><strong>SPAN-230H</strong></td>
<td>3 units</td>
<td>Honors Spanish Composition I</td>
<td>LEC 48-54</td>
</tr>
</tbody>
</table>

This course is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. **Prerequisite:** Acceptance into the Honors Enrichment Program; SPAN-104 or SPAN-201 (with a grade of C or better). Transfers to both UC/CSU

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<tr>
<td><strong>SPAN-201</strong></td>
<td>4 units</td>
<td>Intermediate Spanish I</td>
<td>LEC 64-72</td>
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<tr>
<td><strong>SPAN-231</strong></td>
<td>3 units</td>
<td>Spanish Composition II</td>
<td>LEC 48-54</td>
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</tbody>
</table>

A continuation of Spanish 102, this course introduces more advanced grammar and vocabulary with added emphasis on reading and writing. **Prerequisite:** SPAN-102 (with a grade of C or better) or three years of high school Spanish. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2--

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<th>Course Code</th>
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<tbody>
<tr>
<td><strong>SPAN-201H</strong></td>
<td>4 units</td>
<td>Honors Intermediate Spanish I</td>
<td>LEC 64-72</td>
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<tr>
<td><strong>SPAN-231H</strong></td>
<td>3 units</td>
<td>Honors Spanish Composition II</td>
<td>LEC 48-54</td>
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</table>

A continuation of Spanish 102, this course introduces more advanced grammar and vocabulary with added emphasis on reading and writing. **Prerequisite:** Acceptance into the Honors Enrichment Program; SPAN-102 (with a grade of C or better) or three years of high school Spanish. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2--

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<tbody>
<tr>
<td><strong>SPAN-210</strong></td>
<td>4 units</td>
<td>Spanish for Public Service Personnel</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td><strong>SPAN-210H</strong></td>
<td>3 units</td>
<td>Honors Spanish for Public Service Personnel</td>
<td>LEC 48-54</td>
</tr>
</tbody>
</table>

This course is designed to provide basic grammar and vocabulary skills along with specific public service-oriented vocabulary. **Prerequisite:** None. Transfers to CSU only

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<th>Course Name</th>
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</tr>
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<tbody>
<tr>
<td><strong>SPAN-220</strong></td>
<td>4 units</td>
<td>Spanish Composition II</td>
<td>LEC 64-72</td>
</tr>
<tr>
<td><strong>SPAN-220H</strong></td>
<td>3 units</td>
<td>Honors Spanish Composition II</td>
<td>LEC 48-54</td>
</tr>
</tbody>
</table>

This course is the continuation of SPAN-230, it is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. **Prerequisite:** SPAN-230 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU

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<th>Course Name</th>
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<tbody>
<tr>
<td><strong>SPAN-230</strong></td>
<td>3 units</td>
<td>Spanish Composition I</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td><strong>SPAN-230H</strong></td>
<td>3 units</td>
<td>Honors Spanish Composition I</td>
<td>LEC 48-54</td>
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</table>

This course is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. **Prerequisite:** Acceptance into the Honors Enrichment Program; SPAN-104 or SPAN-201 (with a grade of C or better). Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

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</thead>
<tbody>
<tr>
<td><strong>SPAN-231</strong></td>
<td>3 units</td>
<td>Spanish Composition II</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td><strong>SPAN-231H</strong></td>
<td>3 units</td>
<td>Honors Spanish Composition II</td>
<td>LEC 48-54</td>
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</tbody>
</table>

This course is the continuation of SPAN-230, it is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. **Prerequisite:** Acceptance into the Honors Enrichment Program; SPAN-230 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

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<th>Type</th>
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<tbody>
<tr>
<td><strong>SPAN-232</strong></td>
<td>3 units</td>
<td>Spanish Composition III</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td><strong>SPAN-232H</strong></td>
<td>3 units</td>
<td>Honors Spanish Composition III</td>
<td>LEC 48-54</td>
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</table>

This course is the continuation of SPAN-231, it is designed for students wishing to further develop written communication as well as oral comprehension and fluency at an advanced level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. **Prerequisite:** SPAN-231 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--

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<tbody>
<tr>
<td><strong>SPAN-233</strong></td>
<td>3 units</td>
<td>Spanish Composition IV</td>
<td>LEC 48-54</td>
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<tr>
<td><strong>SPAN-233H</strong></td>
<td>3 units</td>
<td>Honors Spanish Composition IV</td>
<td>LEC 48-54</td>
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</table>

This course is the continuation of SPAN-232, it is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a high level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. **Prerequisite:** SPAN-232 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2--
Course Descriptions

**SPAN-270** 3 units  
Latin American Literature in Translation  
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, AA/AS General Education: C or F—Transfers to both UC/CSU—IGETC  
**Area(s):** 3B—CSU Area(s): C2—

**SPAN-299** 1-3 units  
Special Projects: Spanish  
IS 16-54  
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit.  
**Prerequisite:** Previous Spanish classes; a contract must be completed with the instructor prior to enrollment.  
**Transfers to CSU only**

**SGA-101** 3 units  
Leadership Development  
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.  
**AA/AS General Education:** B2—Transfers to CSU only

**SGA-102** 3 units  
Personal Leadership Development  
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.  
**AA/AS General Education:** B2—Transfers to CSU only

**SGA-105** 1.5 units  
Service Learning Leadership  
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** 1-3 units  
Special Projects: Special Topics in Leadership  
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:** A contract must be completed with the instructor prior to enrollment.  
**Transfers to CSU only**

### Student Government Association (ASB)

**SGA-101** 3 units  
Leadership Development  
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.  
**Recommended Preparation:** ENGL-101, AA/AS General Education: C or F—Transfers to both UC/CSU—IGETC  
**Area(s):** 3B—CSU Area(s): C2—

**SGA-102** 3 units  
Personal Leadership Development  
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.  
**AA/AS General Education:** B2—Transfers to CSU only

### Teaching Assistant

**TA-080** 2 units  
Tutor Training  
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. Offered as credit/no-credit only.  
**Prerequisite:** None.  
**Not transferable**

**TA-081** 1 unit  
Introduction to Math Tutoring  
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 curriculum. May be taken 4 times for credit. Offered as credit/no-credit only.  
**Prerequisite:** TA-080 (with a grade of C or better).  
**Not transferable**

**TA-082** 1 unit  
Introduction to Tutorial Writing  
LEC 16-18  
TA-082 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**
## Course Descriptions

### Theater Arts

**THA-101**  
**3 units**  
**Introduction to Theater**  
LEC 48-54

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. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--

**THA-101H**  
**3 units**  
**Honors Introduction to Theater**  
LEC 48-54

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. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--

**THA-102**  
**3 units**  
**Theater History**  
LEC 48-54

This survey course approaches world theater history from Ancient Greece through contemporary theater in the early 21st century. Comparative historical studies of Asian, Byzantine, European, African, Latin American and American theater are included. The complexity of theater as an art form, from its function in a given era and culture to its many component parts including acting, audiences, theatrical spaces, texts, playwriting, production design, machinery, special effects, music, dance, directing, management, and criticism are examined. *Cross-listed as HIST-54. Prerequisite:** None. AA/AS General Education: C--Transfers to both UC/CSU

**THA-105**  
**3 units**  
**(formerly Voice for the Actor)**  
LEC 48-54

This course covers voice and speech production for students of theater arts and communications and anyone who wishes to learn to use the voice effectively in a variety of performance situations. Special focus is placed on breath support, vocal relaxation, habitual use, optimum pitch, diction, phonetics and regional dialects. Students will work on developing skills in effective oral communication performance as well as character voice work. *Cross-listed as COMM-105. May be taken 2 times for credit. Prerequisite:** None. AA/AS General Education: C--Transfers to both UC/CSU

**THA-108**  
**3 units**  
**Improvisation for Dance and Theater**  
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, 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 situations. *Cross-listed as DAN-108. May be taken 2 times for credit. Prerequisite:** None. AA/AS General Education: C--Transfers to both UC/CSU

**THA-102**  
**3 units**  
**Advanced Teaching Assistant 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

**THA-299**  
**1-3 units**  
**Special Projects: Teaching Assistant**  
IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. **Prerequisite:** Previous Teaching Assistant classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

**THA-149**  
**1-4 units**  
**Occupational Internship: Teaching Assistant**  
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

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Mt. San Jacinto College 2007-2008 Catalog
Course Descriptions

THA-109 3 units
Movement for Actors
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. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--

THA-110 3 units
Fundamentals of Acting
LEC 48-54
Through lecture, class discussion, improvisation and exercises, analysis of live and video taped performance, 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. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--

THA-111 3 units
Intermediate Acting
LEC 48-54
This course offers a continuing study of acting technique for the serious theatre student preparing for advanced work at the university or professional level. 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). AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--

THA-112 3 units
Acting for Film and Television
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 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--

THA-113 3 units
Oral Interpretation of Literature
LEC 48-54
This course analyzes the art of communicating works of literary merit to an audience. The appropriate literary selection, the use of vocal skills and facial and body expression will be developed in order to present works of literature to a theatrical audience. Individual and group performances of poetry, prose, and drama are included. *Cross-listed as COMM-115. Prerequisite: None. AA/AS General Education: C--Transfers to CSU only--CSU Area(s): C1--

THA-114 3 units
Intermediate Movement for Actors
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 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU

THA-117 3 units
Stagecraft
LEC 32-36/LAB 48-54
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. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--

THA-118 3 units
Theater Production
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. AA/AS General Education: C--Transfers to both UC/CSU

THA-120 3 units
Lighting
LEC 32-36/LAB 48-54
Students will learn the basic concepts of stage lighting. Study includes the operation of lighting equipment and control systems, theory of lighting design, color media, rigging and planning, light plots, and technical rehearsal and performance procedures. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: C--Transfers to both UC/CSU

THA-121 3 units
Costume
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. AA/AS General Education: C--Transfers to both UC/CSU

THA-122 3 units
Stage Makeup
LEC 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. AA/AS General Education: C--Transfers to both UC/CSU
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite/Recommended Preparation</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>THA-123</td>
<td>Models and Rendering</td>
<td>3</td>
<td>None. AA/AS General Education: C--Transfers to both UC/CSU</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>THA-124</td>
<td>Scenic Painting</td>
<td>3</td>
<td>None. AA/AS General Education: C--Transfers to both UC/CSU</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>THA-125</td>
<td>Children’s Theater</td>
<td>3</td>
<td>None. AA/AS General Education: C--Transfers to both UC/CSU</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>THA-127</td>
<td>Reader’s Theater</td>
<td>3</td>
<td>None. AA/AS General Education: C--Transfers to both UC/CSU</td>
<td>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. <strong>Prerequisite:</strong> THA-105 or THA-110 or COMM-113 (with a grade of C or better). AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>THA-132</td>
<td>Acting for the Classical Theater</td>
<td>3</td>
<td>None. AA/AS General Education: C--Transfers to both UC/CSU</td>
<td>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. <strong>Prerequisite:</strong> THA-110 (with a grade of C or better). <strong>Recommended Preparation:</strong> THA-111 and ENGL-205. AA/AS General Education: C--Transfers to both UC/CSU--CSU Area(s): C1--</td>
</tr>
<tr>
<td>THA-135</td>
<td>Introduction to Film</td>
<td>3</td>
<td>None. Recommended Preparation: Eligibility for ENGL-098. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C1--</td>
<td>This is an introductory course in film aesthetics and theory which focuses on the art, technology, and business of filmmaking. Elements of film production (mise-en-scene, cinematography, composition, lighting and sound) are explored for the purpose of film analysis. Analyses of filmic texts—both narrative and non-narrative structures—are approached to develop the students’ perception, appreciation and analytical skills in film studies. Hollywood models of marketing and distribution, as well as independent filmmaking approaches are studied. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Eligibility for ENGL-098. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C1--</td>
</tr>
<tr>
<td>THA-136</td>
<td>Musical Theater History</td>
<td>3</td>
<td>None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</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 HIST-136. <strong>Prerequisite:</strong> None. AA/AS General Education: B2 or C and F--Transfers to both UC/CSU--IGETC Area(s): 3B, 4F--CSU Area(s): C2--</td>
</tr>
<tr>
<td>THA-137</td>
<td>Introduction to World Cinema</td>
<td>3</td>
<td>None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
</tr>
<tr>
<td>THA-155</td>
<td>Musical Theater History</td>
<td>3</td>
<td>None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
<td>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, opera-comique, opérette, pantos, and vaudeville. The course surveys American Musical Theater from 1850 to the present day, in social, economic, and cultural contexts. <strong>Prerequisite:</strong> None. AA/AS General Education: C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1--</td>
</tr>
<tr>
<td>THA-200</td>
<td>Actor’s Workshop</td>
<td>3</td>
<td>None. AA/AS General Education: C--Transfers to both UC/CSU</td>
<td>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. <strong>Prerequisite:</strong> By audition and/or interview. AA/AS General Education: C--Transfers to both UC/CSU</td>
</tr>
</tbody>
</table>

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Course Descriptions

THA-201 3 units
Rehearsal and Performance LAB 144-162
This course is a laboratory designed to give the student a variety of experiences in acting and production. The student will work on presenting plays through rehearsal techniques that build skills in all areas of theater, including involvement in production, acting, and artistic teams. This course culminates in public performance. May be taken 4 times for credit. **Prerequisite:** By audition and/or interview. **AA/AS General Education:** C—Transfers to both UC/CSU

THA-205 3 units
Summer Repertory Theater LAB 144-162
This is a summer course designed to produce and to present plays as part of a summer theater festival. Students are given opportunities to act, stage manage work crew and participate in all phases of creating plays and musicals for the public. May be taken 4 times for credit. **Prerequisite:** THA-110 (with a grade of C or better). **AA/AS General Education:** C—Transfers to both UC/CSU

THA-209 1-4 units
Musical Production 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 MUS-209. May be taken 4 times for credit. **Prerequisite:** By audition and/or interview. **AA/AS General Education:** C—Transfers to both UC/CSU

THA-210 3 units
Fundamentals of Directing (formerly THA-119) LEC 32-36/LAB 48-54
This is an introductory course in the theory, process, and development of directorial skills for the stage. Primary focus is placed on the director's work with textual analysis, research, interpretation, collaboration and communication. Students will research, cast, rehearse, and present a piece for public performance. May be taken 2 times for credit. **Prerequisite:** THA-101 and THA-110 (with a grade of C or better). Transfers to both UC/CSU—CSU Area(s): C1—

THA-299 1-3 units
Special Projects: Theater Arts IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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

Turf and Landscape Management

HORT-101 3 units
Horticulture Science (formerly AGTM-101) 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

HORT-102 3 units
Introduction to Turfgrass Management (formerly AGTM-102) 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

HORT-103 3 units
Advanced Turfgrass Management (formerly AGTM-103) 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:** HORT-102 (with a grade of C or better). Transfers to CSU only

HORT-104 3 units
Soil Science and Management (formerly AGTM-104) 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:** HORT-101. Transfers to CSU only
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Units</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT-105</td>
<td>3 units</td>
<td>Golf Course/Landscape Irrigation (formerly AGTM-105)</td>
</tr>
<tr>
<td>HORT-106</td>
<td>3 units</td>
<td>Pesticide Law &amp; Regulations - Turf &amp; Landscape (formerly AGTM-106)</td>
</tr>
<tr>
<td>HORT-107</td>
<td>3 units</td>
<td>Arboriculture (formerly AGTM-107)</td>
</tr>
<tr>
<td>HORT-109</td>
<td>3 units</td>
<td>Landscape Design (formerly AGTM-109)</td>
</tr>
<tr>
<td>HORT-110</td>
<td>3 units</td>
<td>Laws and Regulations an Integrated Pest Management Approach (formerly AGTM-110)</td>
</tr>
<tr>
<td>HORT-120</td>
<td>3 units</td>
<td>Sales and Marketing in Hospitality (formerly AGTM-120)</td>
</tr>
<tr>
<td>HORT-121</td>
<td>2 units</td>
<td>Sanitation and Safety in Resort Management (formerly AGTM-121)</td>
</tr>
<tr>
<td>HORT-122</td>
<td>3 units</td>
<td>Resort Food &amp; Beverage Operation (formerly AGTM-122)</td>
</tr>
<tr>
<td>HORT-123</td>
<td>2 units</td>
<td>Menu Planning in Resort Management (formerly AGTM-123)</td>
</tr>
<tr>
<td>HORT-149</td>
<td>.5-4 units</td>
<td>Occupational Internship: Turf and Landscape Management (formerly AGTM-149)</td>
</tr>
<tr>
<td>HORT-299</td>
<td>.5-3 units</td>
<td>Special Projects: Turf and Landscape Management (formerly AGTM-299)</td>
</tr>
</tbody>
</table>

Course Descriptions

**HORT-105 Golf Course/Landscape Irrigation (formerly AGTM-105) LEC 48-54**

This course is an introduction to fundamental irrigation principles and practices for golf courses and other landscape management projects. The student will learn to read and interpret an irrigation blue print, calculate evapo-transpiration rate, perform a water audit, design an irrigation schedule, program an irrigation controller and troubleshoot and repair basic irrigation problems. **Prerequisite:** None. **Transfers to CSU only**

**HORT-106 Pesticide Law & Regulations - Turf & Landscape (formerly AGTM-106) 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**

**HORT-107 Arboriculture (formerly AGTM-107) 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**

**HORT-109 Landscape Design (formerly AGTM-109) 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**

**HORT-110 Laws and Regulations an Integrated Pest Management Approach (formerly AGTM-110) 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**

**HORT-120 Sales and Marketing in Hospitality (formerly AGTM-120) 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**

**HORT-121 Sanitation and Safety in Resort Management (formerly AGTM-121) 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**

**HORT-122 Resort Food & Beverage Operation (formerly AGTM-122) 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 BADM-122. Prerequisite:** None. **Transfers to CSU only**

**HORT-123 Menu Planning in Resort Management (formerly AGTM-123) 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 BADM-123. Prerequisite:** None. **Transfers to CSU only**

**HORT-149 Occupational Internship: Turf and Landscape Management (formerly AGTM-149) OI 8-72**

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. **Not transferable**

**HORT-299 Special Projects: Turf and Landscape Management (formerly AGTM-299) 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 4 times for credit. **Prerequisite:** Previous Turf and Landscape Management classes; a contract must be completed with the instructor prior to enrollment. **Not transferable**
## Course Descriptions

### Water Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATR-100</td>
<td>Introduction to Water/Wastewater Operations</td>
<td>1</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>WATR-102</td>
<td>Basic Waterworks Mathematics</td>
<td>2</td>
<td>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. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>WATR-103</td>
<td>Water Treatment Plant Operations I &amp; II</td>
<td>3</td>
<td>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 &amp; II (F-1/F-2). May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> WATR-102. Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-105</td>
<td>Water Treatment Plant Operations III, IV &amp; V</td>
<td>3</td>
<td>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 &amp; V (F-3, T-4 &amp; F-5). May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> WATR-102 and WATR-103. Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-107</td>
<td>Water Distribution I &amp; II</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Transfers to CSU only</strong></td>
</tr>
<tr>
<td>WATR-109</td>
<td>Water Distribution III, IV &amp; V</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> WATR-107. Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-120</td>
<td>Wastewater Treatment Plant Operations I &amp; II</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> WATR-102. Transfers to CSU only</td>
</tr>
<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. Transfers to CSU only</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. Transfers to CSU only</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>Course Code</td>
<td>Units</td>
<td>Title</td>
<td>Description</td>
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<tr>
<td>WATR-140</td>
<td>3</td>
<td>Wells, Pumps and Motors</td>
<td>The course will provide students with a basic knowledge of domestic water wells, water booster pumps, pump theory and electric motor theory and design. Water well design, regulations and abandonment will be discussed as well as maintenance procedures in the field and in the shop. The class will cover the various types of pumps used in the water industry and discuss the various uses and maintenance issues for each style of pump.</td>
</tr>
<tr>
<td>WATR-149</td>
<td>1-4</td>
<td>Occupational Internship: Water Technologies</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>1-3</td>
<td>Special Projects: Water Technology</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.</td>
</tr>
</tbody>
</table>
Continuing Education

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.

ABE-004X Light Duty Service Technician
This course offers exposure to career options in the Automotive Technology industry. Topics include: Lube & Oil, Brakes & Tires and basic Tune-Ups. Students will learn shop safety and environmental precautions. Students will gain insight and an opportunity to set short term goals with this first step on the Automotive Technology career ladder. Students will, enhance workplace skills, and prepare for future career choices.

CEP-001X Career Enhancement Skills
Participants clarify employment needs, establish short/long term career goals, develop action plans and job search skills necessary to achieve goals for career success. Career planning skills, goal setting, resume development, job search, interview techniques and employee success techniques are reinforced by work-based activities and group sessions which build work-success skills such as problem solving, teamwork, communication, and integrating life skills.
**COMP-001X Computer Skills for Business**
This course will provide students with an overview of the basic computer functions used in a business setting. Topics include using the internet to search for information, completing online forms, sending email, creating folders and saving documents. The course uses state of the art software and web based programs.

**SERV-001X (Previously FASH 001X Customer Service Skills for Business)**
Principles and techniques of customer service and retailing in business. Includes psychological aspects of customer service. This is a working foundation for those looking forward to employment in this area. Topics include communicating with customers, appreciating cultural differences, explaining and selling services and resolving disputes in the workplace. Course includes specific information and procedures pertinent to high volume customer contact occupations.

**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-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.

**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.

**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”.

**Mt. San Jacinto College 2007-2008 Catalog**
District Personnel

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Upward Bound Project Director ..................................................................... Ketmani Kouanachao
Academic titles are determined by an Academic Rank Committee using the following standards:

The title Instructor is given to Full-Time non tenure-track employees.

The title Assistant Professor is awarded to tenure-track Full-Time Faculty in their first through fourth years of employment.

The title Associate Professor is awarded to tenured Full-Time Faculty who are in their fifth or later year of service.

The title Professor is given to tenured Full-Time Faculty who have demonstrated eminence and service meeting the standards set by the Academic Rank Committee.

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<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
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<tr>
<td>HARPER, MICHELLE</td>
<td>Assistant Professor, Child Development and Education</td>
<td>A.S., Moorpark College</td>
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<td>M.S., California Polytechnic State University, San Luis Obispo M.S., California Polytechnic State University, San Luis Obispo</td>
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<td>HAYS, CAROLYN</td>
<td>Professor, Accounting/Office Services and Related Technologies</td>
<td>A.A., Mt. San Jacinto Community College</td>
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<td>HEIDEN SCOTT, BELINDA</td>
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<td>A.A., Mt. San Antonio College</td>
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<td>HEINSMA, DEWEY</td>
<td>Associate Professor, Economics</td>
<td>A.A., Lane Community College</td>
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<td>HELMS, DEL</td>
<td>Associate Professor, Health Science</td>
<td>B.A., Colorado State University</td>
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<td>HENDRY, PAUL</td>
<td>Assistant Professor, English</td>
<td>B.A., Washington and Lee University</td>
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<td>HENNESSY, CAREN</td>
<td>Assistant Professor, Office Technologies</td>
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<td>HERT, PAUL</td>
<td>Associate Professor, Mathematics</td>
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<td>HERT, THERESA M.</td>
<td>Associate Professor, Mathematics</td>
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<td>HOAK, GAIL F.</td>
<td>Professor, Dance</td>
<td>B.S., University of California, Los Angeles</td>
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<td>HOGAN, DENNIS</td>
<td>Associate Dean of Development and Support Services</td>
<td>A.A., CC Air Force Maxwell AFB</td>
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<td>B.S., Park College, Parkville</td>
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<td>HOLMES, CANDACE</td>
<td>Associate Professor, Nursing</td>
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<td>HOLTS, DONNA</td>
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<td>B.S., California State University, Long Beach</td>
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<td>M.B.A., National University, San Diego</td>
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<td>ISH, MARY HELEN</td>
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<td>A.A., Grossmont College</td>
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<td>JAMES, PAMALA M.</td>
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<td>JAMES, PATRICIA R.</td>
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<td>JENKINS, DONALD</td>
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<td>B.S., Azusa Pacific University</td>
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<td>A.S., Victor Valley College</td>
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<td>M.S., California State University, Dominguez Hills</td>
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