Effective Fall 2008-Summer 2009

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

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

The Mt. San Jacinto Community College District complies with all federal and state rules and regulations and does not discriminate against any person on the basis of race, religion, gender, disability, medical condition, marital status, age or sexual orientation. This holds true for all students who are interested in participating in educational programs, including career and technical education programs, and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any program. Harassment of any employee/student with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District’s Title IX Officer/Section 504/ADA Coordinator, 1499 N. State Street, San Jacinto, CA 92583, (951) 487-3156.
Welcome to MSJC!

A message from the President…

Welcome to Mt. San Jacinto College!
It is my privilege to share the information provided in this catalog with you. In keeping with our mission, Mt. San Jacinto College provides an ever-growing number of educational opportunities for the diverse communities we serve. MSJC belongs to the people of this District and is here to assist you to further your education and help each one of you meet your own particular goals and objectives.

As a student attending MSJC, you will find the required undergraduate classes to transfer to a four-year college, pathways to begin a new career and develop or upgrade occupational skills, opportunities to improve basic skills as well as opportunities for personal enrichment. You, the student, are the heart of this institution and the focus of everything we do. Our courses and programs are designed to meet the needs of the students and are continuously reviewed to meet the criteria set forth by the Education Code, the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and the California Community College system. To ensure that you have the opportunity to take advantage of these enriching educational experiences, MSJC has created an environment that promotes student success built on a foundation of support services that will assist you as the goals that you set for yourself are achieved.

I am excited that you have taken this time to consider Mt. San Jacinto College. On behalf of the Board of Trustees, the faculty and staff, I encourage you to visit us, talk with us and choose MSJC as your educational partner working with you, for you.
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.

TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Frequently Dialed Numbers</th>
<th>San Jacinto Campus</th>
<th>Menifee Valley Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Switchboard</td>
<td>(951) 487-6752</td>
<td>(951) 672-6752</td>
</tr>
<tr>
<td>Campus Police/Security</td>
<td>(951) 487-3180</td>
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<tr>
<td>Associated Student Body (ASB)</td>
<td>(951) 487-3330</td>
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<td>Child Development</td>
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<td>Community Education</td>
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<td>Counseling</td>
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<td>Disabled Students Programs (DSPS)</td>
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<td>Eagle Access Center</td>
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<td>Human Resources</td>
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<td>Jobline</td>
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<tr>
<td>Library</td>
<td>(951) 487-3455</td>
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<td>Matriculation and Outreach</td>
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<td>(951) 639-5313</td>
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<tr>
<td>Bookstore: One Stop Eagle Shop</td>
<td>(951) 487-3130</td>
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<tr>
<td>Temecula Office</td>
<td>(951) 308-1059</td>
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<tr>
<td>Theater</td>
<td>(951) 487-3791</td>
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<tr>
<td>Tutoring</td>
<td>(951) 487-3480</td>
<td>(951) 639-5480</td>
</tr>
</tbody>
</table>

For an entire listing of numbers, visit http://www.msjc.edu/telephone/
# Department Telephone Directory

<table>
<thead>
<tr>
<th>Department</th>
<th>San Jacinto Campus</th>
<th>Menifee Valley Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Switchboard</td>
<td>(951) 487-6752, Ext. 0</td>
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<tr>
<td>Campus Police/Security</td>
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<td>Academic Senate</td>
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<tr>
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<td>Associated Student Body (ASB)</td>
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<td>Assessment Center</td>
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<tr>
<td>Athletic Department</td>
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<tr>
<td>Automotive Technology</td>
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<td>Cafeteria</td>
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<td>Career/Transfer Center</td>
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<td>Information Technology &amp; Instructional Technology Support</td>
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<td>Math Center</td>
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<td>Matriculation and Outreach (Campus Tours)</td>
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<td>Technology Support Line</td>
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</tr>
</tbody>
</table>

For an entire listing of numbers, visit: [http://www.msjc.edu/telephone/](http://www.msjc.edu/telephone/)
General Regulations ................................. 28-55
The Solomon Amendment ............................ 28
Knowing Your Responsibilities ..................... 28
Attendance Requirements ............................ 28
Attendance at First Class Meeting .................. 28
Unit of Credit ........................................... 28
Final Examinations ...................................... 28
Grading Policy .......................................... 28
Academic Records Symbols and Grade-Point Average (GPA) 28
Evaluative Grade ...................................... 29
Symbols Definition .................................... 29
Grade Point Average ................................. 29
Non-Evaluative Symbols .............................. 29
Calculation of Grade-Point Average ............... 29
GPA is determined by: ............................... 29
Example ............................................... 29
Course .................................................. 29
Grade .................................................... 29
Grade Value ............................................ 29
Semester Hours ......................................... 29
Total Grade Points ..................................... 29
Non-Evaluative Symbols Definitions ............... 29
Petition to Withdraw ................................. 30
Grade Change Policy .................................. 30
Credit/No Credit ........................................ 30
Limitations of Basic Skills and ESL Credit ........ 30
Documentation Notice ............................... 31
Standards for Probation .............................. 31
Academic Probation ................................... 31
Progress Probation .................................... 31
Removal from Probation ............................. 31
Standards for Dismissal .............................. 31
Academic Dismissal ................................... 31
Progress Dismissal .................................... 31
Academic Renewal Regulations ..................... 31
Course Repetition ..................................... 32
Procedures for Repetition of Substandard Work 32
Equivalent Courses to Alleviate Substandard Grades 32
Time Conflicts ........................................ 32
Auditing .................................................. 32
Program Changes ...................................... 33
Transcripts and Enrollment Verifications ........... 33
Academic Standing ..................................... 33
Minimum Load ........................................ 33
Schedule Limitations .................................. 33
Honors .................................................. 33
Graduation Honors .................................... 33
President's Honor List ............................... 33
Policy for Earning College Credit .................. 33
CLEP Examination MSJC Approved Equivalents 35
Advanced Placement .................................. 39
2+2 Articulation ....................................... 40
Nursing Credit ......................................... 40
Law Enforcement ....................................... 40
Occupational Internship ............................. 40
Military Credit ......................................... 40
Foreign Country Units ............................... 40
Petitions Procedure ................................... 40

Student Services ................................. 56-62
Student Services & Activities ....................... 56
Associated Student Body (A.S.B.) .................. 56
Athletics ................................................ 56
Career/Transfer Center ............................. 56
Career Services ....................................... 56
Transfer Services ...................................... 56
Child Development and Teacher Training Center 57
Counseling and Guidance Services ............... 57
Enrollment Services .................................. 57
Extended Opportunity Programs & Services (EOP&S) 57
Cooperative Agencies Resources for Education (CARE) .... 58
Cultural Events ........................................ 58
Disabled Students Programs and Services (DSP&S) .... 58
PUENTE Program .................................... 58
Financial Aid ......................................... 59
MSJC Standards of Satisfactory Progress for Financial Aid 59
Eligibility ............................................... 59
Financial Aid Refund/Repayment Policy .......... 59
Housing ................................................. 59
Learning Center ....................................... 60
Learning Skills Program (LSP) .................... 60
Library Services ....................................... 60
ROTC Programs ..................................... 60
Scholarships .......................................... 61
Student Equity ........................................ 61
Study Abroad .......................................... 61
Web Services my.msjc.edu ......................... 61
Veterans Educational Benefits ..................... 62
Veterans Academic Progress ....................... 62
Catalog Rights ....................................... 62
Continuous Attendance ............................. 62
Degrees, Certificates & Curriculum .........63-72

Majors ..............................................................................63
Certificate ........................................................................63
AA Degree General Education OPTION A ..................63
AS Degree General Education OPTION A ..................63
AA/AS Degree Transfer Emphasis General Education ...
OPTIONS B or C .................................................................63
Graduation Requirements ..............................................64
Evaluation Requirements for Associate Degree ..........64
Graduation ........................................................................64
Award of Multiple Degrees ............................................64
Graduation Requirements ..............................................64
Unit and subject requirements for the Associate of Arts or
Associate of Science degree .........................................64
General Education ..........................................................64
Explanation of General Education Options ..................64
Physical Education and Healthful Living ....................65
Multi-Cultural/Gender Studies .....................................65
U.S. History and/or Political Science .........................65
Basic Skills Competency Requirements for Graduation ....65
Reading ............................................................................65
Mathematics ....................................................................65
Scholarship Requirements for Graduation ....................65
Residence Requirements for Graduation .......................66
Application for Graduation ..............................................66
Counseling .......................................................................66
General Education Certification ....................................66
Certificates of Achievement ..........................................66
Employment Concentration Certificates ......................66
Transfer Programs ..........................................................66
Transfer and Articulation ...............................................66
Transferable Curriculum ...............................................67
General Education-Breadth Agreements for Transfer ....67
Non-Transferable Courses ..............................................67
Special Projects (299’s) ....................................................68
Occupational Internship (149’s) .................................68
Experimental Courses (099’s) ......................................68
Transferable Courses ......................................................68
California Articulation Number System .........................68
Understanding Program Planning ................................71
Using the Guides .............................................................71
Course Descriptions .......................................................71
Course Numbering System ..........................................71
Limitations on Enrollment ..............................................71
Challenge Procedure .....................................................71
Other Limitations on Enrollment ................................72
Recommended Course Preparation ............................72
Prerequisite ......................................................................72
Corequisite .....................................................................72
Recommended Preparation .........................................72
Verifying Prerequisites and Corequisites ..................72
Challenging Prerequisites ..............................................72

General Education Patterns .............................73-77

Mt. San Jacinto Community College District A.A./A.S.
Degree - General Education Requirements Educational Plan
Option A ........................................................................73
Mt. San Jacinto Community College District A.A./A.S.
Degree - General Education Requirements Educational Plan
Option B ........................................................................75
Mt. San Jacinto Community College District A.A./A.S.
Degree - General Education Requirements Educational Plan
Option C ........................................................................77

Instructional Programs .........................79-160

Administration of Justice ..............................................79
Alcohol/Drug Studies ....................................................80
Allied Health .................................................................81
American Sign Language ..............................................83
Anthropology .................................................................84
Art ..................................................................................85
Astronomy .......................................................................86
Audio & Video Technology ............................................87
Automotive/Transportation Technology ......................88
Biological Sciences .......................................................89
Business .........................................................................90
  Business Administration ............................................91
  Office Administration ................................................93
Chemistry ........................................................................95
Child Development and Education ............................96
CDE Career Opportunities ..........................................99
Communication .............................................................100
Computer Information Systems ..................................101
CAPP*CSIS*NET*ORA ..................................................101
Dance .............................................................................104
Diagnostic Medical Sonography ................................105
Earth Science .................................................................107
Economics .......................................................................108
Engineering: Drafting Technology ..............................109
English ...........................................................................110
  English As A Second Language (ESL) .......110
  Curriculum Flowchart .................................................111
Environmental Studies ...............................................112
Fire Technology .............................................................115
Geographic Information Systems ..............................116
Geography ....................................................................117
Gerontology .................................................................119
Guidance ........................................................................120
Health and Nutrition ....................................................121
History ............................................................................122
Honors Enrichment Program ......................................123
<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice</td>
<td>161</td>
</tr>
<tr>
<td>Corrections</td>
<td>163</td>
</tr>
<tr>
<td>Alcohol/Drug Studies</td>
<td>163</td>
</tr>
<tr>
<td>Allied Health</td>
<td>164</td>
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<td>166</td>
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<td>173</td>
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<td>180</td>
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<td>190</td>
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<td>191</td>
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<td>193</td>
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<td>193</td>
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<td>194</td>
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<tr>
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<td>198</td>
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<td>204</td>
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<td>211</td>
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<td>212</td>
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<tr>
<td>Fire Technology</td>
<td>213</td>
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<td>French</td>
<td>214</td>
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<td>Geography</td>
<td>215</td>
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<tr>
<td>Geology</td>
<td>216</td>
</tr>
<tr>
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<td>217</td>
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<tr>
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<td>218</td>
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<tr>
<td>Health Science</td>
<td>220</td>
</tr>
<tr>
<td>History</td>
<td>220</td>
</tr>
<tr>
<td>Honors Enrichment Program</td>
<td>224</td>
</tr>
<tr>
<td>Humanities</td>
<td>224</td>
</tr>
<tr>
<td>Japanese</td>
<td>225</td>
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<td>225</td>
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<td>225</td>
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<tr>
<td>Library Science</td>
<td>226</td>
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<td>Management/Supervision</td>
<td>227</td>
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<tr>
<td>Mathematics</td>
<td>227</td>
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<tr>
<td>Multimedia</td>
<td>230</td>
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<td>233</td>
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<td>Nursing</td>
<td>236</td>
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<tr>
<td>Occupational Internship</td>
<td>240</td>
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<tr>
<td>Philosophy</td>
<td>240</td>
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<tr>
<td>Photography</td>
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<td>246</td>
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<tr>
<td>Psychology</td>
<td>247</td>
</tr>
<tr>
<td>Public Administration</td>
<td>249</td>
</tr>
</tbody>
</table>
Reading ................................................................. 249
Real Estate ............................................................... 249
Sociology ................................................................. 251
Spanish ................................................................. 253
Student Government Association (ASB) ............... 254
Teaching Assistant ................................................... 255
Theater Arts ............................................................. 255
Turf and Landscape Management ......................... 258
Viticulture, Enology & Winery ............................... 260
Water Technology .................................................... 260

**Continuing Education** ................................. 262-263

**District Personnel** .............................................. 264-272

  Board of Trustees ................................................. 264
  Administrative Staff ............................................. 264
  Academic Titles at MSJC ....................................... 265
  2008-2009 Full-Time Faculty and Administrators .... 265
  Classified Staff .................................................... 272

**Index** ................................................................. 273-279
GUARANTEE OF NONDISCRIMINATION

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

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

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

GIRONDE DE NO DISCRIMINACIÓN

El Distrito del Colegio de la Comunidad Mt. San Jacinto no discrimina en sus inscripciones, programas educativos, actividades o reglamento de empleos, basándose en raza edad, sexo, religion, color, origen nacional, veterano de la época de Vietnam, o incapacidad. El distrito está sujeto al Título IX de la Enmienda Educativa de 1972, Título VII de la Ley de Derechos Civiles de 1964 y 1972, y el Título 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 Título 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 Coordinador(a) de Programas y Servicios para Estudiantes Incapacitados.

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

If you have questions, please contact the appropriate site:

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

DISCLAIMER

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

**ABOUT THE COLLEGE**

**Location**

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

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

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

Total enrollment in credit, non-credit and community-services classes exceeds 20,000 students a year.

**History**

The Mt. San Jacinto Community College District was formed in 1962 by a vote of the citizens in Banning, Beaumont, Hemet and San Jacinto.

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

In 1975, the residents of Temecula, Lake Elsinore, Perris and adjacent areas voted to join the Mt. San Jacinto Community College District, increasing the college’s area to the present 1,700 square miles. Although the boundaries have remained stable since 1975, the District has changed dramatically, especially since the 1980s. In recent years, unprecedented population growth has fostered the highest rate of enrollment increase of all 110 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 nearly 10,000 students each semester. The district currently serves more than 20,000 students a year.

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

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

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

The 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.

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

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

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

The master plan for the Menifee Valley Campus will ultimately provide for 15,000 to 20,000 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.

**Academic Freedom**

1. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

3. College and university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

4. Faculty members in non-teaching fields have the same claim to freedom of inquiry and expression of professional opinion as teaching faculty, and they have parallel obligations as well.

Statement on Professional Ethics

1. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

2. Faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Faculty members demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student’s true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

4. As members of an academic institution, faculty members seek above all to be effective faculty members and scholars. Although faculty members observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, faculty members have the rights and obligations of other citizens. Faculty members measure the urgency of these obligations in light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Commitment to Quality

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

Accreditation and Affiliations

Mt. San Jacinto College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd., Suite #204, Novato, CA 94949, (415) 506-0234 [fax: (415) 506-0238], Email: accjc1@pacbell.net, 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.
General Information

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 Fall 2008 semester. Individuals with questions related to current programs, courses, policies and procedures should contact the Office of Student Services or the Office of Instruction.

Mission Statement

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

The Importance of Education

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

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

1. General education: To provide opportunities for students to develop skills in learning, critical thinking, leadership, organization, and techniques for making intelligent choices.
2. Transfer education: To provide the first two years of college-level courses for those students who plan to transfer to a four-year college or university.
3. Career education: To offer courses and programs in varied vocational/technical fields for students to gain entry-level occupational skills, enhance career changes, or upgrade skills for career advancement.
4. Transitional education: To offer courses in developmental or remedial education for students who need to improve English and mathematics proficiency in preparation for college-level courses.
5. Counseling and guidance: To encourage student growth and development through specialized counseling in the areas of academic planning, career planning and personal development.
6. Special programs and services: To extend special programs and services to students who are disadvantaged and/or disabled.
7. Community service: To provide an enriched environment throughout the community by offering vocational, recreational and cultural programs.

Degree Granting Programs and Certificates

Under the laws of the State of California, the locally elected Board of Trustees, on the recommendation of the superintendent/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 to enhance its services and programs.

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

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

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

A D M I S S I O N S

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 51823 of the Community College Administrative Code.

Assessment Testing

<table>
<thead>
<tr>
<th>Course Placement</th>
<th>Range of Scores</th>
<th>Type of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 61 (Basic Grammar and Usage)</td>
<td>1 – 57</td>
<td>Accuplacer Reading and Accuplacer Sentence Skills</td>
</tr>
<tr>
<td>English 62 (Basic Writing Skills)</td>
<td>58 – 79</td>
<td>Accuplacer Reading and Accuplacer Sentence Skills</td>
</tr>
<tr>
<td>Reading 63 (Reading Fundamentals)</td>
<td>1 – 44</td>
<td>Accuplacer Reading</td>
</tr>
<tr>
<td>Reading 64 (Intermediate Reading)</td>
<td>45 – 82</td>
<td>Accuplacer Reading</td>
</tr>
<tr>
<td>English 98</td>
<td>80 – 99</td>
<td>Accuplacer Reading and Accuplacer Sentence Skills</td>
</tr>
<tr>
<td>English 101 (Freshman Composition)</td>
<td>100 – 120</td>
<td>Accuplacer Reading and Accuplacer Sentence Skills</td>
</tr>
<tr>
<td>Math 50 (Mind Over Math)</td>
<td>1 – 44</td>
<td>Accuplacer Arithmetic</td>
</tr>
<tr>
<td>Math 51 (Foundations of Mathematics (Pre-Algebra) or Math 51LL (Foundations of Mathematics + Lab (Pre-Algebra))</td>
<td>45 – 75</td>
<td>Accuplacer Arithmetic</td>
</tr>
<tr>
<td>Math 90 (Elementary Algebra) or Math 90A (Elementary Algebra Part A)</td>
<td>76 – 120</td>
<td>Accuplacer Arithmetic or Accuplacer Algebra</td>
</tr>
<tr>
<td>Math 96 (Intermediate Algebra)</td>
<td>63 – 103</td>
<td>Accuplacer Algebra</td>
</tr>
<tr>
<td>Math 102 (Finite Mathematics); Math 105 (College Algebra); Math 140 (Introduction to Statistics); Math 155 (Math for Elementary Teachers)</td>
<td>62 – 76</td>
<td>Accuplacer College Level Math (CLM)</td>
</tr>
<tr>
<td>Math 110 (Pre calculus); Math 135 (Calculus for Social Science and Business)</td>
<td>77 – 103</td>
<td>Accuplacer College Level Math (CLM)</td>
</tr>
<tr>
<td>Math 211 (Analytic Geometry &amp; Calculus I)</td>
<td>104 – 120</td>
<td>Accuplacer College Level Math (CLM)</td>
</tr>
</tbody>
</table>

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.

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.

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.

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;
Admission Information

- 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 – Veterans and 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

Assessment/Placement

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

Assessments From Other Colleges

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

- ASSET
- Compass
- Accuplacer
- MDTP
- CLEP
- 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):

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.
Admission Information

- 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.

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.

**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
Admission Information

requests apply to high school students as well, including fees. You may now order your official MSJC transcripts online at my.msjc.edu. Login and go to the Student EagleAdvisor tab.

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

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

Admission of International Students

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

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

International students will be required to pay the prevailing non-resident tuition fee, California enrollment fees and any other appropriate fees. Please visit the website for further information at 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 the fall and spring semesters, students may not enroll in more than 20 units. During the summer session, students may not enroll in more than 8 units.

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 the San Jacinto and Menifee Valley campuses, the Temecula Education Complex, and the San Gorgonio Pass Service 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.

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

Non-resident Tuition

Each unit .................................................................................. $181
California enrollment fee .......................................................... $20
Total ....................................................................................... $201

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.”

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 in class, do not drop the course 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 providing...
discounts on purchases in the bookstore and cafeteria (5%), 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 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. They are closed for all school holidays. The bookstores offer extended hours the first week of each semester. Book Buy Back occurs during the week of finals. Check the bookstores for dates and times.

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

**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 purchased. The wholesaler may buy various other titled books at wholesale prices. The bookstore cannot guarantee the buy-back of any book.

**STUDENT RECORDS AND PRIVACY ACT**

**Definitions**

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

Student – any person who attends or has attended Mt. San Jacinto College (MSJC)

Education records – any record (in handwriting, print, tapes, film, photograph or other medium) maintained by MSJC or any agent of the college that is directly related to a student, except:

- A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker’s temporary substitute.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.
- Records maintained by MSJC security if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and does not have access to education records maintained by the college.
- Records maintained by health services if the records are used only for treatment of a student and made available only to those people providing the treatment.
- 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.

**Student Fees**
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 $15.

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

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

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

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

Types, Locations and Custodians of Education Records
The following is a list of the types of records that the college maintains, their location and their custodians:

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

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

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

College officials who have a legitimate educational interest in the records. A college official is:
- A person employed by the college in an administrative, supervisory, academic, research or support staff position.
- A person elected to the Board of Trustees.
• A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.

A college official has a legitimate educational interest if the official is:
• Performing a task that is specified in his or her position description or by a contract agreement.
• Performing a task related to the student’s education.
• Performing a task related to the discipline of a student, or
• Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement or financial aid.

1. To officials of another school or college, upon request, in which a student seeks or intends to enroll.
2. To certain officials of the U.S. Department of Education, the Controller General and state and local educational authorities, in connection with certain state or federally supported education programs.
3. In connection with a student’s request for, or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for, or on behalf of the college.
5. To accrediting organizations to carry out their functions.
6. To comply with a judicial order or a lawfully issued subpoena.
7. To appropriate parties in a health or safety emergency.

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

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

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

Record of Request for Disclosure

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

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 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.

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

<table>
<thead>
<tr>
<th>Non-Evaluative Symbols</th>
<th>definition</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

Calculation of Grade-Point Average

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

In calculating students’ degree applicable grade point averages, grades earned in nondegree credit courses shall not be included.

GPA is determined by:

Multiplying the number of grade points equivalent to the letter grade received by the number of semester hours for that course.

Adding the grade points received in all courses during the semester.

Dividing the total number of grade points by the total number of semester hours attempted. (See example)

<table>
<thead>
<tr>
<th>Example</th>
<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>
<td></td>
</tr>
<tr>
<td>PSYC-100</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>MATH-112</td>
<td>C</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>BIOL-110</td>
<td>D</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PE-112</td>
<td>A</td>
<td>4</td>
<td>1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16</td>
<td>40</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

1. **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.

2. **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 15th 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 of “W” or other grade or course entry shall be made on the academic record of the student who withdraws prior to the census date. The census date in a 17-week term is Monday of the third week of instruction. The census date in an 18-week term is Monday of the fourth week of instruction. 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.

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

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.
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 load in accordance with the demonstrated aptitudes and achievements.

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

Removal from Probation

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

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

STANDARDS FOR DISMISAL

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.

All probationary/dismissal students must meet with a MSJC counselor to develop an education plan and strategies for success.

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”
General Regulations

(representing academic renewal) will be annotated next to each course affected in such a manner that all work will remain legible, thereby ensuring a true and complete academic history.

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

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

Course Repetition

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

- The student is repeating the course to alleviate substandard work, which has been recorded on the student’s record. The term “substandard” shall be defined as course work for which the grading symbol “D,” “F” or “NC” has been recorded; or
- The district finds that the student’s previous semester grades are, at least in part, the result of extenuating circumstances beyond control of the student; or
- The district has determined that a student may repeat a course because there has been a significant lapse of time since the student previously took the course. This applies only when substandard work has not been recorded. If approved, the units, grade and grade points will not be computed in a grade point average, annotating a true and complete academic record.

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

Course repetition requires prior written permission. Forms may be obtained in the Enrollment Services Office. (District policy is currently being revised.)

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
- Eligibility to participate in intercollegiate athletics:
  - 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.

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.

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
General Regulations

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 G</td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>Political Science 101</td>
<td>50</td>
<td>3 B1 or B2</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>Biology 115 (no lab)</td>
<td>50</td>
<td>3 A</td>
<td></td>
</tr>
<tr>
<td>Calculus/Analytic Geometry</td>
<td>Math 211</td>
<td>50</td>
<td>5 G</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>General Physical Science</td>
<td>50</td>
<td>6 A</td>
<td></td>
</tr>
<tr>
<td>English Composition</td>
<td>English 101</td>
<td>50</td>
<td>4 D1 or D2</td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>English 230 &amp; 231</td>
<td>50</td>
<td>6 C</td>
<td></td>
</tr>
<tr>
<td>French Language</td>
<td>French 101</td>
<td>50</td>
<td>5 C</td>
<td></td>
</tr>
<tr>
<td>Freshman College Composition</td>
<td>English 101</td>
<td>50</td>
<td>4 D1 or D2</td>
<td></td>
</tr>
<tr>
<td>Geology</td>
<td>Geology 101 (no lab)</td>
<td>50</td>
<td>3 A</td>
<td></td>
</tr>
<tr>
<td>History of the U.S. I: Early Colonization to 1877</td>
<td>History 111</td>
<td>50</td>
<td>3 B1 or B2</td>
<td></td>
</tr>
<tr>
<td>History of the U.S. II: 1865 to the Present</td>
<td>History 112</td>
<td>50</td>
<td>3 B1 or B2</td>
<td></td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>Psychology 103</td>
<td>50</td>
<td>3 B2</td>
<td></td>
</tr>
<tr>
<td>Principles of Macro Economics</td>
<td>Economics 201</td>
<td>50</td>
<td>3 B2</td>
<td></td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>Business Administration 205</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>College Mathematics</td>
<td>Math 90</td>
<td>50</td>
<td>4 G</td>
<td></td>
</tr>
<tr>
<td>Microbiology</td>
<td>Biology 125 (no lab)</td>
<td>50</td>
<td>5 A</td>
<td></td>
</tr>
<tr>
<td>Principles of Micro Economics</td>
<td>Economics 202</td>
<td>50</td>
<td>3 B2</td>
<td></td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>Psychology 101</td>
<td>50</td>
<td>3 B2</td>
<td></td>
</tr>
<tr>
<td>(with essay component)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>Sociology 101</td>
<td>50</td>
<td>3 B2</td>
<td></td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Spanish 101, 102, 201, 202</td>
<td>50</td>
<td>18 C</td>
<td></td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Spanish 101, 102</td>
<td>45-49</td>
<td>10 C</td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>Math 140</td>
<td>50</td>
<td>3 G</td>
<td></td>
</tr>
</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
### Advanced Placement Examination Equivalents

<table>
<thead>
<tr>
<th>Name of Test</th>
<th>Course Equivalent</th>
<th>Minimum Score</th>
<th>AA/AS GE Area</th>
<th>MSJC Units</th>
<th>CSU GE Area</th>
<th>CSU Units</th>
<th>IGETC Area</th>
<th>IGETC Units</th>
<th>UC Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART STUDIO (maximum UC credit of 5.3 semester units for all three exams)</td>
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<tr>
<td>Drawing Portfolio</td>
<td>Art 108 – Beginning Drawing</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>*5.3</td>
<td></td>
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<tr>
<td>2-D Design Portfolio</td>
<td>Art 120 – Design I</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>*5.3</td>
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<tr>
<td>3-D Design Portfolio</td>
<td>Art 122 – 3D Design</td>
<td>3, 4 or 5</td>
<td>C</td>
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<td>n/a</td>
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<tr>
<td>ART HISTORY (UC both courses; CSU 1 course)</td>
<td>ART 101 – Art History: Prehistoric Through Medieval Art</td>
<td>3, 4 or 5</td>
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<td>3A or 3B</td>
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<td>BIOLOGY</td>
<td>BIOL 115 – Topics in Biology</td>
<td>3, 4 or 5</td>
<td>A</td>
<td>B2</td>
<td>5B</td>
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<td>CHEMISTRY</td>
<td>CHEM 101 – General Chemistry I</td>
<td>3, 4 or 5</td>
<td>A</td>
<td>+</td>
<td>5</td>
<td>3</td>
<td>*5.3</td>
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<td></td>
<td>CHEM 102 – General Chemistry II</td>
<td>3, 4 or 5</td>
<td>A</td>
<td>+</td>
<td>5</td>
<td>B1+ B3</td>
<td>6</td>
<td>5A</td>
<td>5</td>
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<tr>
<td>COMPUTER SCIENCE (maximum UC credit of 2.67 semester units for both exams)</td>
<td>CSIS 113B – Java Programming – Level 1</td>
<td>3, 4 or 5</td>
<td>D2</td>
<td>3</td>
<td>n/a</td>
<td>3</td>
<td>n/a</td>
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<td></td>
<td>Computer Science AB</td>
<td>3, 4 or 5</td>
<td>n/a</td>
<td>3</td>
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<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>ECONOMICS</td>
<td>ECON 202 – Principles of Microeconomics</td>
<td>3, 4 or 5</td>
<td>B2</td>
<td>3</td>
<td>D2</td>
<td>3</td>
<td>4B</td>
<td>3</td>
<td>*2.67</td>
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<tr>
<td></td>
<td>ECON 201 – Principles of Macroeconomics</td>
<td>3, 4 or 5</td>
<td>B2</td>
<td>3</td>
<td>D2</td>
<td>3</td>
<td>4B</td>
<td>3</td>
<td>*2.67</td>
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<tr>
<td>ENGLISH (maximum UC credit of 5.3 semester units for both exams)</td>
<td>ENGL 101 – Freshman Composition</td>
<td>3, 4 or 5</td>
<td>D1</td>
<td>4</td>
<td>A2</td>
<td>3</td>
<td>1A</td>
<td>4</td>
<td>*5.3</td>
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<td>ENGL 101 – Freshman Composition</td>
<td>3, 4 or 5</td>
<td>D1</td>
<td>4</td>
<td>A2 + C2</td>
<td>6</td>
<td>1A or 3B</td>
<td>4</td>
<td>*5.3</td>
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<tr>
<td>ENVIRONMENTAL SCIENCE</td>
<td>ENV 101 – Environmental Science</td>
<td>3, 4 or 5</td>
<td>A</td>
<td>3</td>
<td>B1 or E</td>
<td>3</td>
<td>5A</td>
<td>3</td>
<td>*5.3</td>
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<tr>
<td>GOVERNMENT AND POLITICS</td>
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<tr>
<td>United States</td>
<td>PS 101 – Introduction to American Government and Politics</td>
<td>3, 4 or 5</td>
<td>B1 or B2</td>
<td>3</td>
<td>D8</td>
<td>3</td>
<td>4H</td>
<td>3</td>
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<tr>
<td>Comparative</td>
<td>PS 102 – Comparative Polities and Government</td>
<td>3, 4 or 5</td>
<td>B2</td>
<td>3</td>
<td>D8</td>
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<td>4H</td>
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<td>*2.67</td>
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<tr>
<td>HISTORY</td>
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<tr>
<td>United States History (CSU accepts 1 course)</td>
<td>HIST 111 – U. S. History to 1877</td>
<td>3, 4 or 5</td>
<td>B1 or B2</td>
<td>3</td>
<td>D6</td>
<td>3</td>
<td>3B or 4F</td>
<td>6</td>
<td>*5.3</td>
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<tr>
<td></td>
<td>HIST 112 – U. S. Since 1865</td>
<td>3, 4 or 5</td>
<td>B2</td>
<td>3</td>
<td>D6</td>
<td>3</td>
<td>3B or 4F</td>
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<tr>
<td>European History</td>
<td>HIST 102 – Western Civilization II: 1500 to the Present Era</td>
<td>3, 4 or 5</td>
<td>B2 or C</td>
<td>3</td>
<td>D6</td>
<td>3</td>
<td>3B or 4F</td>
<td>3</td>
<td>*5.3</td>
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<tr>
<td>World History</td>
<td>HIST 103 – History of World Civilization: to 1500</td>
<td>3, 4 or 5</td>
<td>B2 or C</td>
<td>6</td>
<td>n/a</td>
<td>6</td>
<td>3B or 4F</td>
<td>6</td>
<td>*5.3</td>
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<td></td>
<td>HIST 104 – History of World Civilization: Since 1500</td>
<td>3, 4 or 5</td>
<td>B2 or C</td>
<td>6</td>
<td>n/a</td>
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<td>3B or 4F</td>
<td>6</td>
<td>*5.3</td>
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<td>Course</td>
<td>Credit Units</td>
<td>Requirement</td>
<td>Grade</td>
<td>UC Units</td>
<td>University Credit</td>
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<tr>
<td><strong>HUMAN GEOGRAPHY</strong></td>
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<tr>
<td>GEOG 102 - Cultural Geography</td>
<td>3, 4 or 5</td>
<td>B2</td>
<td>3</td>
<td>n/a</td>
<td>4E</td>
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<tr>
<td><strong>LANGUAGE OTHER THAN ENGLISH</strong></td>
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<tr>
<td>Chinese Language &amp; Culture</td>
<td>No Comparable/elective</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>2.67</td>
<td>N/A 3B + 6A 2.67</td>
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<tr>
<td>FREN 101 – Elementary French I +</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>10</td>
<td>C2</td>
<td>6 3B + 6A 10 *5.3</td>
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<tr>
<td>FREN 102 – Elementary French II</td>
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<tr>
<td>FREN 101 – Elementary French I +</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>10</td>
<td>C2</td>
<td>6 3B + 6A 10 *5.3</td>
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<tr>
<td>FREN 102 – Elementary French II</td>
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<tr>
<td>German Language No Comparable/elective</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>3</td>
<td>C2</td>
<td>6 3B + 6A 5.3 *5.3</td>
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<tr>
<td>Italian Language &amp; Culture No Comparable/elective</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>2.67</td>
<td>N/A</td>
<td>3B + 6A 2.67 *2.67</td>
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<tr>
<td>Spanish Language No Comparable/elective</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>2.67</td>
<td>N/A</td>
<td>3B + 6A 2.67 *2.67</td>
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<tr>
<td>Spanish Literature No Comparable/elective</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>2.67</td>
<td>N/A</td>
<td>3B + 6A 2.67 *2.67</td>
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<tr>
<td>Latin Literature No Comparable/elective</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>2.67</td>
<td>n/a</td>
<td>3B + 6A 2.67 *2.67</td>
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<tr>
<td>Latin Vergil No Comparable/elective</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>2.67</td>
<td>n/a</td>
<td>3B + 6A 2.67 *2.67</td>
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<tr>
<td><strong>MATHEMATICS</strong> (maximum UC credit of 5.3 semester units for both exams)</td>
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<tr>
<td>Calculus AB MATH 211 – Calculus I and Analytic Geometry</td>
<td>3, 4 or 5</td>
<td>G</td>
<td>5</td>
<td>B4</td>
<td>3 2A 5 *2.67</td>
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<tr>
<td>Calculus BC MATH 211 – Calculus I and Analytic Geometry + MATH 212 – Analytic Geometry and Calculus II</td>
<td>3, 4 or 5</td>
<td>G</td>
<td>10</td>
<td>B4</td>
<td>3 2A 10 *5.3</td>
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<td><strong>MUSIC THEORY</strong> (maximum UC credit of 5.3 semester units for full exam)</td>
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<tr>
<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>n/a n/a *5.3</td>
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<td><strong>PHYSICS</strong> (maximum UC credit of 5.3 semester units for all three exams)</td>
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<tr>
<td>Physics B PHY 101 – Basic Physics: Energy and Motion or PHY 102 – Basic Electricity and Modern Physics</td>
<td>3, 4 or 5</td>
<td>A</td>
<td>8</td>
<td>B1+B3</td>
<td>6 5A 4 *5.3</td>
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<tr>
<td>Physics C Mechanics PHY 201 – Mechanics and Wave Motion</td>
<td>3, 4 or 5</td>
<td>A</td>
<td>4</td>
<td>B1+B3</td>
<td>3 5A 3 *2.67</td>
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<tr>
<td>Physics C Electricity and Magnetism PHY 202 – Electricity and Magnetism</td>
<td>3, 4 or 5</td>
<td>A</td>
<td>4</td>
<td>B1+B3</td>
<td>3 5A 3 *2.67</td>
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<tr>
<td>PSYCHOLOGY PSYC 101 – Introduction to Psychology</td>
<td>3, 4 or 5</td>
<td>B2</td>
<td>3</td>
<td>D9</td>
<td>4I 3 *2.67</td>
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<tr>
<td>STATISTICS MATH 140 – Introduction to Statistics</td>
<td>3, 4 or 5</td>
<td>G</td>
<td>4</td>
<td>B4</td>
<td>3 2A 4 *2.67</td>
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</tr>
</tbody>
</table>

Please note: AP exam credit is accepted differently for each major at each university. University campus Admissions Offices can advise counselors and students about these issues.

7/24/08
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>Subject</th>
<th>Number of Semester Units Applicable to General Education-Breadth Requirements for Students AP Subject Obtaining Full or Subject-Area Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History of Art</td>
<td>3 semester units toward Area C1</td>
</tr>
<tr>
<td>Biology</td>
<td>3 semester units toward Area B2</td>
</tr>
<tr>
<td>Chemistry</td>
<td>6 semester units toward Areas B1 and B3</td>
</tr>
<tr>
<td>Economics: Macroeconomics</td>
<td>3 semester units toward Area D2</td>
</tr>
<tr>
<td>Economics: Microeconomics</td>
<td>3 semester units toward Area D2</td>
</tr>
<tr>
<td>English: English Language &amp; Composition</td>
<td>3 semester units toward Area A2</td>
</tr>
<tr>
<td>English: English Literature &amp; Composition</td>
<td>6 semester units toward Areas A2 and C2</td>
</tr>
<tr>
<td>French: French Language</td>
<td>6 semester units toward Area C2</td>
</tr>
<tr>
<td>French: French Literature</td>
<td>6 semester units toward Area C2</td>
</tr>
<tr>
<td>German Language</td>
<td>6 semester units toward Area C2</td>
</tr>
<tr>
<td>Government and Politics: United States</td>
<td>3 semester units toward Area D8</td>
</tr>
<tr>
<td>Government and Politics: Comparative</td>
<td>3 semester units toward Area D8</td>
</tr>
<tr>
<td>History: European History</td>
<td>3 semester units toward Area D6</td>
</tr>
<tr>
<td>History: United States History</td>
<td>3 semester units toward Area D6</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>3 semester units toward Area C2</td>
</tr>
<tr>
<td>Latin: Latin Literature</td>
<td>3 semester units toward Area C2</td>
</tr>
<tr>
<td>Mathematics: Calculus AB</td>
<td>3 semester units toward Area B4</td>
</tr>
<tr>
<td>Mathematics: Calculus BC</td>
<td>3 semester units toward Area B4</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3 semester units toward Area C1</td>
</tr>
<tr>
<td>Physics B</td>
<td>6 semester units toward Areas B1 and B3</td>
</tr>
<tr>
<td>Physics C (mechanics)</td>
<td>3 semester units toward Areas B1 and B3</td>
</tr>
<tr>
<td>Physics C (electricity and magnetism)</td>
<td>3 semester units toward Areas B1 and B3</td>
</tr>
<tr>
<td>Psychology</td>
<td>3 semester units toward Area D9</td>
</tr>
<tr>
<td>Spanish: Spanish Language</td>
<td>6 semester units toward Area C2</td>
</tr>
<tr>
<td>Spanish: Spanish Literature</td>
<td>6 semester units toward Area C2</td>
</tr>
<tr>
<td>Statistics</td>
<td>3 semester units toward Area B4</td>
</tr>
</tbody>
</table>

NOTES: AP Studio Art examination is not approved for CSU GE Breadth certification. AP examination will not be accepted to fulfill the Area A3 (Critical Thinking) requirement. AP Government & Politics: US does not meet the CSU California State and local government requirement for graduation.

ALL UC CAMPUSES

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

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

2+2 Articulation

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

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.

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

Grievance Levels

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

Level I – If the concern or complaint is not resolved satisfactorily, then the student should meet with the department head or lead instructor and the appropriate dean.
- Must be within 20 working days of the alleged act.

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

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

Level IV – Formal request for hearing
- Individual designated by the college Superintendent/President reviews charges and determines if a case exists based upon the following:
General Regulations

- The alleged act must have taken place on campus or during a college-sponsored event or be connected to the student’s college-relationship to the employee named. This also includes any time when the employee is acting in their official capacity as an employee of the district.
- Must include all evidence, including names of witnesses to be called and copies of pertinent documents.
- Must include evidence that steps I and II have been completed or attempted but have been unsuccessful.
- The alleged act must have had an inappropriate negative impact on the student.
- The student must identify the desired remedy if the grievance is found in their favor.

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

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

  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 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 and activities operated by the district or in the employment procedures and practices of the district. The district’s policies include provisions that:
• Admission to the campuses within the district and admission to classes shall not be made on the basis of sex. No preference shall be given on the basis of sex, by ranking applicants separately on such basis, and no test shall be administered which has a disproportionately adverse affect on persons on the basis of sex.
• No rule shall be applied concerning the actual or potential parental, family or marital status of a student or applicant, which treats persons differently on the basis of sex.
• Pregnancy, childbirth, termination of pregnancy and disabilities related thereto shall be treated in the same manner and under the same policies as any other temporary disability or condition.
• No person shall on the basis of sex be excluded from participation in or denied the benefits of any academic, extracurricular, research, occupational training program or activity.

• All toilets, locker room and shower facilities provided for students of one sex shall be comparable to facilities provided for students of the other sex.
• No counselor shall discriminate against any person on the basis of sex in the counseling or guidance of students or applicants for admission and no course shall be offered separately on the basis of sex, including health, physical education, industrial, business, vocational, technical, home economics, music and adult education courses.
• The district may operate separate teams for members of each sex where selection is based on competitive skill or the activity is a contact sport, providing sufficient members of the particular sex indicate interest in a separate team. Title IX does not prohibit the grouping of students in physical education classes by ability assessed by standards of individual performance developed and applied without regard to sex. The law further does not prohibit the separation of students by sex within physical education classes during participation in rugby, wrestling, boxing, ice hockey, football, basketball and other sports, the majority activity of which involves bodily contact.
• No student shall be discriminated against or excluded from any educational program, including extracurricular activities, on the basis of such student’s pregnancy, childbirth, false pregnancy or termination of pregnancy, but the district may require the student to obtain a physician’s certificate that the student is physically and emotionally able to participate in the normal education program, so long as other students with disabilities are required to submit a physician’s certificate.
• When offering interscholastic, intercollegiate club or intramural athletics, there shall be equal athletic opportunity for members of both sexes. While the aggregate monetary expenditures need not be equal, the provision of equipment and supplies, scheduling of games and practice time, quality of coaching and academic tutoring, compensation of coaches and publicity, will be substantially equal.
• There shall be no discrimination in recruitment, hiring, promotion, consideration for tenure, demotion, transfer, layoff, and application of nepotism policy, as to any employee based on sex.
• There shall be grievance procedures providing prompt resolution of complaints of students and employees alleging any violation of the provisions of Title IX.

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

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,
General Regulations

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

References

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

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

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

Monitoring Responsibility

The Vice President of Human Resources and Title IX Coordinator, as designated by the 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 remediating 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:

- 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.
General Regulations

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

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

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

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

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

• Reports/Complaints to Law Enforcement Authorities

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

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

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

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

  Vice President of Human Resources (employees or students)
  Any administrator or supervisor (employees or students)
  Title IX Coordinator (students only)

Confidentiality

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

Initial Investigation and (Informal) Resolution Procedures

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

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

• As soon as possible, but no later than three (3) working days following receipt of a complaint, the Vice President of Human Resources shall commence an investigation of the complaint according to the following steps:

  • Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically what action he or she wants taken in order to resolve the complaint.

  • Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities who have difficulty writing.

  • Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.

  • Instruct the alleged harasser to have no contact or communication regarding the complaints with the victim and to not retaliate against the victim. If the alleged harasser does not comply with this instruction, he or she shall be subject to immediate disciplinary action.

  • Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his or her statement confidential.

  • Review all documentation and information relevant to the complaint.
Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, utilize appropriate informal methods to resolve the complaint, including but not limited to:

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

Student or Employee Involvement and Notification

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

- Report back to both the victim and the alleged harasser, notifying them in writing, and also in person as appropriate, regarding the outcome of the investigation and the action taken to resolve the complaint. Instruct the victim to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him or her.

- Notify the victim that if he or she desires further investigation and action, he or she may request a formal district investigation by contacting the Vice President of Human Resources or Title IX Coordinator. Also, notify the victim of his or her right to contact the U.S. Department of Education’s Office for Civil Rights, the Department of Fair Employment and Housing (DFEH), and/or a private attorney.

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.
General Regulations

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.

  o Should a hearing be called, it will take place within
    thirty (30) working days from the date of notice.

  o Following the hearing, the A.D.A. Task Force will
    provide a written response within ten (10) working
days following the hearing.

- If the response of the Vice President of Human
  Resources (or designee) or of the hearing does not
  resolve the concerns of the petition, an appeal may
  be filed with the Superintendent/President who shall
  respond to the petition within ten (10) working days.

- Should the Superintendent/President’s response not
  satisfy the petitioner, the Board of Trustees shall be
  the last level of appeal. The decision of the Board of
  Trustees shall be final.

**Freedom of Speech**

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

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

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

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.

No printed material may contain the name Mt. San Jacinto College or in any way imply sponsorship or approval by Mt. San Jacinto College without advanced approval in writing. Use of the institution’s name requires advance approval of the Board of Trustees.

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

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

- All items posted will be posted on designated bulletin boards/kiosks.
- Posting will be done with thumbtacks or pushpins only. No staples, brads, nails, tape or other objects will be used.
- No materials will be taped or in any way attached to walls, pillars, painted surfaces, windows or other glass surfaces, trees, doors or other surfaces not specifically designated for the purpose of posting printed materials.
- It is not permissible to enter a classroom or laboratory for the purpose of posting printed materials when the classroom or laboratory is in use.
- Individuals damaging college property as a result of violating the above rules shall be required to pay for appropriate repair/replacement of the damaged property.
- No printed materials will be distributed on automobiles or other vehicles in Mt. San Jacinto College parking lots.

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

- Printed materials may not contain any obscene, slanderous or libelous content.
- Printed materials may not contain any material, verbal or graphic, which incites so as to create a clear and present danger of imminent commission of unlawful acts on college premises or of the violation of college regulations or the substantial disruption of college activities.
- Bulletin boards in the classrooms are designated for instructional and college materials only.
- No non-college material may be posted or distributed for which there is a charge or request for donation, or for which explicitly or implicitly suggests a charge or donation.
- Specific materials which benefit students, i.e. college book sales, local rooms for rent, health services, local employment opportunities, child care, secretarial services, tutoring services, carpooling information, etc., may be posted in designated areas.

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

**Smoking Policy**

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

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

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

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.
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 12 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.

Enrollment Services

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

Extended Opportunity Programs & Services (EOP&S)

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

Who is Eligible?

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

- Be a resident of California;
- Be enrolled full-time (12 units) when accepted by the EOP&S program;
- Qualify to receive a Board of Governor's Grant A or B and apply for financial aid by filing a Free Application for Federal Student Aid (FAFSA);
- Be educationally disadvantaged as determined by the EOP&S program;
- Not have completed more than 70 units (or 6 consecutive semesters) of college level course work.

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

How can I apply for EOP&S?

EOP&S and CARE applications are available in the EOPS/CARE office in room 1113 at Mt. San Jacinto College or at the EOP&S/CARE office in the 100 building at the Menifee Valley Campus. Students can submit EOP&S applications for the 2008-2009 academic year until July 1, 2008, 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, EOP&S reached our program enrollment capacity in August and our CARE program enrollment capacity later in the academic year.

The EOP&S/CARE offices at Mt. San Jacinto College and the Menifee Valley Campus will be open Mondays through Thursdays from 8:00 AM to 5:00 PM and on Fridays from 8:00 AM to 12:00 noon.
Student Services

Additional information on the EOP&S program will be posted on our website during the 2008-2009 academic year at http://www.msjc.edu/eops. You may also contact the EOP&S/CARE staff by calling our Mt. San Jacinto office at (951) 487-3295 and our Menifee Valley Campus office at (951) 639-5295.

Cooperative Agencies Resources for Education (CARE)

Cooperative Agencies Resources for Education (CARE) is a service provided through Extended Opportunity Program and Services (EOP&S) to assist single parents receiving Temporary Assistance for Needy Families (TANF) to increase their educational skills, become more confident and self-sufficient, enhance their employability and move from welfare to independence.

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

EOP&S 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 EOP&S/CARE Offices at the San Jacinto or the Menifee Valley campuses.

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 mediial 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.

PUENTE Program

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

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

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

Available services range from: 1) administration of various Federal Financial Aid programs, including Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Work Study, and Stafford Loans; 2) Bureau of Indian Affairs (BIA) Tribal Grants; 3) State of California aid programs, including enrollment fee waivers through the Board of Governor's Waiver (BOGW), and Cal Grants; 4) application for locally administered scholarships; 5) a locally administered short-term book loan program, awarded on a first-come, first-served basis; and 6) Veterans Educational Benefits.

Application

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

To apply for financial aid from 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.

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

Financial Aid Refund/Repayment Policy

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

Housing

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

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

LEARNING SKILLS PROGRAM (LSP)

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

The LSP offers an assessment workshop designed to assess learning strengths and weaknesses, provide instruction in learning strategies, determine educational limitations, and develop an educational plan based on diagnostic assessment. Specialized classes and tutoring in mathematics, 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 single college, multi-campus district with library facilities at both locations. The library at the Menifee Valley Campus is located in the Learning Resource Center, building 800. The Milo P. Johnson Library at the San Jacinto Campus is located in building 300.

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

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

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

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

Library hours and contact information are posted on each library webpage.
Menifee Valley Campus Library: http://www.msjc.edu/mvclibrary/
San Jacinto Campus Library: http://www.msjc.edu/sjclibrary/

ROTC PROGRAMS

Air Force

Through arrangements with Loyola Marymount University in west Los Angeles, students may participate in the Air Force Reserve Officer Training Corps (AFROTC) program.

AFROTC offers a variety of two-, three- and four-year scholarships, many of which pay the full costs of tuition, books and fees.

Successful completion of as little as four semesters of AFROTC academic classes and leadership laboratories can lead to a commission as a second lieutenant in the United States Air Force.

Classes consist of one hour of academics and two hours of laboratory for freshmen and sophomores and three hours of academics and two hours of laboratory for juniors and seniors. The academic hours earned can normally be counted as elective credit toward graduation. All AFROTC classes and laboratories are held on Fridays to better accommodate students commuting from other colleges and universities.

Currently, LMU does not charge for the courses and offers cross-town student’s free parking while attending AFROTC activities. Additionally, AFROTC cadets under scholarship and all juniors and seniors receive a $150 per month tax-free stipend.

Air Force ROTC (AFROTC) classes and laboratories are also conducted each week at California State University, San Bernardino (CSUSB), University of Southern California (USC), and Harvey Mudd College (HMC).

To better accommodate students commuting from other colleges and universities, students can choose any one of the three locations to enroll in AFROTC: Tuesdays at HMC, Thursdays at USC, and Fridays at CSUSB.

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

In addition, the individual must be a United States citizen prior to entering the last two years of the program, be able to pass an Air Force medical exam, be of high moral character and be in good academic standing in school. Entry into the last two years of the program is on a competitive basis.

The program consists of one Aerospace Studies (ROTC) class and a one-hour per week laboratory each term.

The subject of the course varies depending on the student’s year in school, but generally covers the air management principles and American defense policy. The laboratory is a leadership and management workshop, which develops these skills in the students.

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 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:

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<tr>
<th>Time</th>
<th>Units</th>
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<tr>
<td>Full-time</td>
<td>12</td>
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<tr>
<td>¼ time</td>
<td>9–11½</td>
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<tr>
<td>½ time</td>
<td>6–8½</td>
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<tr>
<td>¾ time</td>
<td>3–5½</td>
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</table>

Summer Session: Full-time is considered 4 units in a six-week course or 6 units in an eight-week course.

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 superintendent/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 2008-2009 college years. Continuous attendance is defined as attendance in at least one semester excluding summer sessions each calendar year (January 1-December 31) as indicated on a permanent record at any accredited college.
<table>
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<tr>
<th>Majors</th>
<th>Certificate</th>
<th>AA Degree General Education OPTION A</th>
<th>AS Degree General Education OPTION A</th>
<th>AA/AS Degree Transfer Emphasis General Education OPTIONS B or C</th>
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<td>Administration of Justice</td>
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<td>Alcohol/Drug Studies</td>
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<td>Art</td>
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<td>Audio Technology</td>
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<td>Automotive/Transportation Technician</td>
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<tr>
<td>Business Administration</td>
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<td>Small Business Operations</td>
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<tr>
<td>Child Development &amp; Education</td>
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<tr>
<td>Computer Information Systems</td>
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<td>General Track</td>
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<td>Internet Authoring/Networking</td>
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<td>Programming</td>
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<td>Dance</td>
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<td>Environmental Studies</td>
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<tr>
<td>Fire Technology</td>
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<td>Geographic Information Systems</td>
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<td>Gerontology</td>
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<tr>
<td>Golf Course/Turf Management</td>
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<tr>
<td>Humanities</td>
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<tr>
<td>Legal Assistant</td>
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<td>Liberal Arts:</td>
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<td>Arts &amp; Humanities</td>
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<td>Business &amp; Technology</td>
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<tr>
<td>Mathematics &amp; Science</td>
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<tr>
<td>Social &amp; Behavioral Science</td>
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<td>Management/Supervision</td>
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<tr>
<td>Mathematics/General</td>
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Degrees, Certificates and Curricula

**Graduation Requirements**

Mt. San Jacinto College provides occupational as well as general education for students who plan to complete their formal education at the community college level, and provides lower-division requirements in general education and in pre-professional concentrations for students who plan to transfer to four-year colleges and universities.

This section of the catalog describes the graduation requirements for the associate of arts degree, the associate in science degree and the requirements for certificate programs, as well as the types of courses and programs offered for credit at Mt. San Jacinto College. Coursework completed at other accredited colleges or institutions is evaluated based on today's standards. This work may be reviewed by an evaluator, department chair, or Dean of Instruction. It is the student's responsibility to provide course descriptions on courses taken longer than 5 years ago.

**Evaluation Requirements for Associate Degree**

The Associate of Arts Degree and Associate of Science Degree are not automatically awarded when a student completes the requirements. Students must file an "Application for Graduation" in the Enrollment Services Office by the deadline date. The deadline to complete this form is found in the class schedule. All official transcripts from other colleges must be on file before an application for graduation can be filed.

**Graduation**

Formal graduation activities are held at the end of the spring semester. Students who complete degree requirements during the spring or preceding fall and summer terms are invited to participate in the commencement program.

**Award of Multiple Degrees**

First Degree from MSJC

Students seeking additional associate degrees after having previously received an associate degree from Mt. San Jacinto College may qualify for an additional degree if (1a) they have met the minimum requirements for the second major and (1b) at least 12 required units in the second major are separate and distinct from the required units of their first major; (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.

** records 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 meet with 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 meet with 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)

Option C: Students completing the IGETC pattern must also complete 3 units of the following as part of the 60-unit requirement to earn the Associate of Arts or Science Degree with Transfer Emphasis.
  - American Sign Language 110 (Area 3B)

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 meet with a counselor.

(Minimum 3 units: required for any AA/AS Degree at MSJC)
  - American Sign Language 110 (Area 3B)
  - Anthropology 102 or 102H or 103 (Area 4)
  - History 103 or 103H or 104 or 104H or 106 or 106H or 114+ or 115 or 121+ or 136+ or 141 or 142 or 150 or 150H or 151+ or 160 (Area 3B or Area 4)
  - Music 107+ (Area 3A)
  - Political Science 102 or 102H or 103 (Area 4)
  - Psychology 104 or 112+ (Area 4)
  - Sociology 106 or 112+ or 115 (Area 4)
  - Spanish 270+ (Area 3B)
  - Theater Arts 136+ (Area 3B or Area 4)

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 is required. However, UC and CSU systems have specific GPA requirements for majors. Please see a counselor.
Residence Requirements for Graduation

A minimum of 12 units must be earned at Mt. San Jacinto College.

Application for Graduation

Students must file a formal application for graduation in Enrollment Services. Students may graduate from Mt. San Jacinto College at the end of any semester. Refer to the schedule of classes for application deadline dates.

Counseling

All students pursuing certificate or degree programs, either Associate or Baccalaureate, should see their counselor each semester to review their educational plan.

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.

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

University of California, Los Angeles

Mt. San Jacinto College has entered into a contractual Honors agreement with the University of California, Los Angeles. This Honors Agreement (TAP) provides MSJC Honor’s students with a blueprint for priority consideration for admission to UCLA’s College of Letters and Science. While this is not a guarantee for admissions to UCLA, it significantly increases a 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 (2008–09)

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).

Alliant Bound Scholarship Program

Mt. San Jacinto College and Alliant International University agree to partner in offering enhanced educational opportunities for Mt. San Jacinto College students to transfer to one of Alliant’s undergraduate programs. Mt. San Jacinto College and Alliant also agree to provide academic and student services cooperatively so that the transition from the Mt. San Jacinto College to Alliant will be seamless and user friendly for the student. Students will have the opportunity to participate in the Alliant Bound Scholars Program (ABS) and receive guaranteed admission to Alliant and financial benefits detailed in this MOU.

Transferable Curriculum

Mt. San Jacinto College courses numbered 100 or above are generally accepted for transfer. These courses are designed to parallel lower-division offerings at four-year colleges and universities. Through the transfer curriculum at MSJC, students may complete freshman and sophomore level requirements in two years and transfer to the university with junior level or upper division status. These courses are intended as lower division transferable coursework only and may be used toward elective units, general education, in-lieu-of courses, prerequisite requirements, major preparation requirements, or direct course-to-course equivalence. Each receiving institution determines the transferability of a course and the maximum units accepted during the transfer process. Knowing the transfer status of a course does not inform the student if a particular course satisfies requirements for admissions, subject area, major preparation, general education, or other graduation requirements at each university. At the very least, course credit does equate to elective unit credit when transferred. Please refer to the UC Transfer Course Agreement or CSU Baccalaureate list for credit limitations. These documents are located at www.assist.org or in the Career/Transfer Center. For clarification make regular appointments with MSJC counselors to expedite your educational goals.

A student may transfer a maximum of 70 transferable units from a community college to campuses of either the University of California or the California State University systems. Private Universities may accept more than the 70 unit maximum. It is advised that students transfer with a minimum of 60 transferable units to ensure that they are admitted to the four-year institution with junior or upper division status. Students who have not taken the SAT or ACT during their senior year in high school MUST have a minimum of 60 transferable units. SAT or ACT score are not necessary when transferring with upper division status from a community college.

General Education-Breadth Agreements for Transfer

These agreements are the Intersegmental General Education Transfer Curriculum (IGETC) and the CSU General Education-Breadth Requirements (CSU-GE). These agreements are updated in late spring each year and the most current information is available in the MSJC Counseling Offices and Career/Transfer Centers.

IGETC is the pattern a California Community College student may follow to complete lower-division general education requirements for either the CSU or UC system prior to transfer. A grade of “C” or better is required in each area of IGETC and when certified, the transfer student will not need to take additional lower-division general education after transfer. The IGETC transfer pattern is not recommended for high-unit majors like Math & Science. Students transferring to the UC system are not required to take Area 1C and students transferring to CSU are not required to take Area 6. See the following pages for the acceptable MSJC courses on the 2008-2009 IGETC transfer patterns.

CSU-GE Breadth is the pattern a California Community College student may follow for a smooth transition into the CSU system. When fully certified, the CSU-GE transfer pattern eliminates the CSU campus-specific lower-division general education requirements and allows transfer students the option of applying to any CSU campus. The community college is responsible for certifying no more than 39 semester units on the CSU-GE pattern. See the following pages for the acceptable MSJC courses on the 2008-2009 CSU-GE transfer patterns.

Non-Transferable Courses

To achieve its goal of serving all students who desire to learn the curriculum, Mt. San Jacinto College includes both transfer and non-transfer courses. Non-transfer courses simultaneously fill a variety of purposes. Some are designed to provide remedial education for students not yet prepared to attempt college-level work in specific subject areas like English or mathematics. Other courses are designed to meet the specific needs of an associate’s degree program or certificate program that has no parallel at the four-year level. Still others are intended to satisfy the requirements for an associate’s degree or certificate only.
Due to the nature of transfer and articulation along with the various four-year institution admissions requirements, transfer students are encouraged to utilize the services of the Career/Transfer Center and meet with an MSJC counselor on a regular basis to fulfill their educational goal in a timely manner.

Special Projects (299’s)

For students with previous course work in the specific program area, arrangements may be made with an instructor to supervise the special project. These projects are available for variable units (see individual Program Planning Guides for number of units) and involve research and special study in areas of interest within a given subject field.

The actual nature of the project MUST be determined in consultation with the supervising instructor. See specific subject areas for the course number of the special project class. Times are by arrangement. No student may claim more than 12 units of special project credits toward graduation.

Occupational Internship (149’s)

Through Occupational Internships (OI), MSJC permits eligible students to include supervised, on-the-job learning experience as an integral part of their college education.

Through a planned training agreement between the college and employer, students are able to broaden occupational skills and improve competency and experience in the real world of work. During the term of the training agreement, performance and advancement are evaluated cooperatively by the employer and the college coordinator. In addition, students 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.

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.

California Articulation Number System

The California Articulation Number (CAN) System is a statewide numbering system independent from the course numbers assigned by local colleges that identifies some of the transferable, lower division courses commonly taught within academic disciplines on college campuses. The CAN number indicates that participating California colleges and universities have determined that courses offered by other campuses are comparable in content and scope to courses offered on their own campuses, regardless of each campus’s unique titles or local identifying numbers. If a schedule of classes or catalog shows a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or schedule of classes of another campus. At Mt. San Jacinto College, the CAN designation may be found in the chart below.

*The CAN system is being phased out; a new program, the Lower Division Transfer Pattern (LDTP) Project, is being implemented. For an interim period, some CAN designated courses are accepted as meeting the associated statewide LDTP requirements. The interim articulation will be superseded by full articulation once course outlines have been approved through the LDTP submission and review process, and additional courses may be approved during that process. Course having interim approval reflect both TCSU and CAN designations in the table below. Students are encouraged to check with the Counseling departments at Mt. San Jacinto College and/or at the CSU campus to which they intend to transfer to obtain more current information.

CAN courses qualified as of November 2004.
TCSU courses qualified as of January 2008.
## CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)

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<td>CHEM 6</td>
<td>CHEM 100, Introduction to Chemistry</td>
<td>HIST SEQ C</td>
<td>HIST 103+104, History of Worlds Civilization to 1500 + History of Worlds Civilization: Since 1500</td>
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<td>CHEM SEQ A</td>
<td>CHEM 101 + 102, General Chemistry I +, General Chemistry II</td>
<td>MATH 10</td>
<td>MATH 105, College Algebra</td>
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<td>CSCI 2</td>
<td>CSIS 101, Introduction to Computers and Data Processing</td>
<td>MATH 12</td>
<td>MATH 102, Finite Mathematics</td>
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<td>CSCI 18</td>
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<td>CSIS 113A, C++ Programming: Level I</td>
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<td>MATH 110, Pre-Calculus</td>
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<td>DRAM 6</td>
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<td>THA 105, Voice and Diction (formerly Voice for the Actor)</td>
<td>MATH 210</td>
<td>MATH 18</td>
<td>MATH 211, Analytical Geometry and Calculus I</td>
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<td>DRAM 8</td>
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<td>THA 110, Fundamentals of Acting</td>
<td>MATH 20</td>
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<td>MATH 212, Analytical Geometry and Calculus II</td>
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<td>DRAM 12</td>
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<td>THA 117, Stagecraft</td>
<td>MATH 230</td>
<td>MATH 22</td>
<td>MATH 213, Analytical Geometry and Calculus III</td>
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<td>DRAM 18</td>
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<td>THA 101, Introduction to Theatre</td>
<td>MATH 34</td>
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<td>MATH 211+212, Analytical Geometry and Calculus I + Analytical Geometry and Calculus II</td>
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<td>DRAM 22</td>
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<td>THA 111, Intermediate Acting</td>
<td>MATH SEQ B</td>
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<td>MATH 211+212+213, Analytical Geometry and Calculus I + Analytical Geometry and Calculus II + Analytical Geometry and Calculus III</td>
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<td>MATH SEQ C</td>
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<td>MATH 218, Linear Algebra</td>
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<td>ECON 202, Principles of Macroeconomics</td>
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<td></td>
<td>ENGL 101, Freshman Composition</td>
<td>PHIL 2</td>
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<td>PHIL 101, Introduction to Philosophy I</td>
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<td>ENGL 4</td>
<td></td>
<td>ENGL 103, Critical Thinking and Writing</td>
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<td>PHIL 105, Introduction to Ethics</td>
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<td>ENGL 130, Introduction to Creative Writing</td>
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<td>PHIL 103, Logic</td>
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<td>ENGL 230, English Literature: Anglo Saxon to 1775</td>
<td>PHYS 2</td>
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<td>PHY 101, Basics Physics: Energy and Motion</td>
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<td>ENGL 10</td>
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<td>ENGL 231, English Literature: 1775 to Present (formerly English Literature: 1775-1950)</td>
<td>PHYS 4</td>
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<td>PHY 102, Basic Electricity and Modern Physics</td>
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<td>ENGL 14</td>
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<td>ENGL 207, American Literature: Pre: Colonial to 1865</td>
<td>PHYS 8</td>
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<td>PHY 201, Mechanics and Wave Motion</td>
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<td>ENGL 208, American Literature: 1865 - Present</td>
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<td>ENGL 101+103, Freshman Composition + Critical Thinking and Writing</td>
<td>PHYS SEQ A</td>
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<td>PSY 110</td>
<td>PSY 2</td>
<td>PSYC 101, Introduction to Psychology</td>
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<td>SOCI 102, Contemporary Social Problems</td>
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<td>SPAN 101, Elementary Spanish I</td>
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<td>SPAN 201, Intermediate Spanish I</td>
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<td>SPAN SEQ A</td>
<td>SPAN 101+102, Elementary Spanish I + Intermediate Spanish II</td>
<td>SPAN SEQ B</td>
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<td>STAT 2</td>
<td>MATH 140, Honors Introduction to Statistics</td>
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</table>
Understanding Program Planning

Using the Guides

Program patterns contained in the following “Academic Planning Guides” are designed to guide students concerning courses normally required for various degrees and certificates. Patterns are based primarily on requirements for campuses of the California State University system, unless otherwise indicated. Requirements may change and can vary greatly among colleges and universities, so students are urged to consult counselors for current and accurate information.

Course Descriptions

Course descriptions are arranged by subject and area distinguished by identifying numbers and course titles. The credit value of each course is indicated in semester units. Each unit represents one hour per week of lecture or recitation or a longer time in laboratory or other activity not requiring outside preparation. Some courses may be repeated for credit, but only when explicitly indicated. Students wishing to repeat a course for the purpose of recalculating the grade-point average should refer to rules regarding “Repeating a Course.” Prerequisite organization and the course description are listed below each course title. Students should read this material carefully to be sure that they meet prerequisites and that course content meets their needs and interest. A schedule of classes issued at the opening of each term lists courses offered.

Course Numbering System

Courses numbered 100 or higher are full collegiate courses for which transfer articulation should exist. The courses are certified by the college to be of baccalaureate level and meet the criteria in Title 5 termed “standards of rigor” for transfer–level courses.

Courses numbered 70-99 are not transferable to four-year institutions but are applicable to the associate’s degree. However, for purposes of associate-degree graduation, state regulation limit general English and math courses in the category to English 098, Math 090, and Math 096, only. Courses intended for students with learning disabilities are the only exceptions to this limitation.

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).

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.

Courses requiring a corequisite have conditions of enrollment requiring that a course be taken during the same time as enrollment in another course.

All course prerequisites and corequisites will be enforced. Student registration will be blocked from courses where a prerequisite or corequisite has not been met.

Challenge Procedure

If you feel that you have sufficient preparation to succeed in a course but have not completed the required prerequisite or corequisite, you may file a Challenge Form (available in the Enrollment Services Office or online at www.msjc.edu).

Students submitting a Challenge Form must be able to prove they currently have the required skills and knowledge to be enrolled in a higher-level course without completing the prerequisite, corequisite or having the appropriate placement scores. A student who challenges a prerequisite or corequisite may also be required to attach documentation to the Challenge Form.
A prerequisite/corequisite challenge is reviewed by the appropriate faculty members and may take up to 5 working days (holidays and weekends excluded) to process, so please plan ahead.

Other Limitations on Enrollment

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

Recommended Course Preparation

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

Prerequisite

A prerequisite is a course (or qualification) which must be taken before a student may register for a subsequent course. It is the student's responsibility to comply with prerequisites of all courses for which he or she enrolls. Course prerequisites are listed in this catalog and in the online Schedule of Classes.

The most stringent placement restrictions are prerequisites. If a prerequisite is listed for a course, it means that the district has determined that students who lack the prerequisite are highly unlikely to succeed in the course. Therefore, the student MUST meet the prerequisite listed before enrolling in the course.

Corequisite

A corequisite is a course which must be taken prior to or at the same time as another course. If a corequisite is listed for a course, it means that the district has determined that students who do not take the corequisite course are highly unlikely to succeed in the course. Therefore, the student either MUST have met the corequisite prior to enrollment in the course or MUST take the corequisite course in the same term.

Recommended Preparation

If recommended preparation is listed, it means that the faculty strongly recommends that the student meet the recommended preparation before enrolling. The skill or course listed in the note has been determined to be an important preparation to the course. While the student may well pass the course without the skill or course listed, a better grade, better understanding and better performance are likely if the note is followed.

Under some conditions, a student may be provisionally enrolled in a course while waiting to determine whether or not a pre-or corequisite has been met. If it is subsequently determined that the pre-or corequisite has not been met, the student may be dropped from the course administratively and enrollment fees related to the course refunded.

Verifying Prerequisites and Corequisites

If a student believes that he or she has met prerequisites, but the information is not reflected in college records, it is the student's obligation to supply supporting evidence to Enrollment Services. Such evidence might typically be transcripts from another college and/or test scores from standardized examinations which would demonstrate that student had indeed acquired the skills or information for which the prerequisite was established.

Challenging Prerequisites

Under very limited circumstances, a student may challenge either the legality of a prerequisite or the way in which the college has administered the prerequisites in his or her case. Forms are available from Enrollment Services Office. The grounds for challenge are limited to the following:

• The prerequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
• The district is not following its own policy;
• The basis for the prerequisite does not in fact exist.

In every challenge process, the student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner and the prerequisite waived for the student in question if the challenge is upheld. In the case of challenges, students are hereby advised that, subsequent to the completion of a challenge process, they may file a formal complaint of unlawful discrimination pursuant to Subchapter 5 of Chapter 10 of the California Administrative Code.
## MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
### A.A./A.S. DEGREE - GENERAL EDUCATION REQUIREMENTS
#### 2008 – 2009 Educational Plan

<table>
<thead>
<tr>
<th>(Please Print)</th>
<th>Student Name</th>
<th>Social Security Number/ID Number</th>
<th>Date</th>
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<tbody>
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<td><strong>MAJOR:</strong></td>
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</table>

<table>
<thead>
<tr>
<th>AREAS</th>
<th>COURSE OPTIONS</th>
<th>UNITS COMPLETED</th>
<th>UNITS IN PROGRESS</th>
<th>UNITS NEEDED</th>
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<tr>
<td><strong>A</strong></td>
<td><strong>NATURAL &amp; PHYSICAL SCIENCES</strong></td>
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<tr>
<td>- A minimum of 3 units required.</td>
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<tr>
<td><strong>B</strong></td>
<td><strong>SOCIAL &amp; BEHAVIORAL SCIENCES</strong></td>
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<tr>
<td>- A minimum of 6 units required.</td>
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<td>- History 110, 111, 112, 124; Political Science 101</td>
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<tr>
<td><strong>C</strong></td>
<td><strong>HUMANITIES</strong></td>
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<tr>
<td>- A minimum of 3 units required.</td>
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<tr>
<td><strong>D</strong></td>
<td><strong>LANGUAGE &amp; RATIONALITY</strong></td>
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<tr>
<td>- A minimum of 6 units required.</td>
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<tr>
<td>- English 098, 101, 104*; Business Administration 104*</td>
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<td><strong>E</strong></td>
<td><strong>PHYSICAL EDUCATION &amp; HEALTHFUL LIVING</strong></td>
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<tr>
<td>- A minimum of 3 units required.</td>
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<tr>
<td><strong>F</strong></td>
<td><strong>MULTI-CULTURAL GENDER STUDIES</strong></td>
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<tr>
<td>- A minimum of 3 units required; however, this course may be taken to fill other area requirements as designated, units count once.</td>
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<td><strong>G</strong></td>
<td><strong>MATH COMPETENCY</strong></td>
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<tr>
<td>- 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”.</td>
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<tr>
<td><strong>H</strong></td>
<td><strong>READING COMPETENCY</strong></td>
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<tr>
<td>- College-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”.</td>
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Over . . .
MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
ASSOCIATE DEGREE
2008 – 2009 Educational Plan OPTION A

I. TOTAL UNIT REQUIREMENT – 60 degree applicable semester units
   A. General Education = 24 unit minimum
   B. Major (minimum) = 18 units (Refer to catalog for specific requirements).
      1. In a defined major (see list in the general catalog)
      2. In a group major
         a. Humanities
         b. Science
         c. Social/Behavioral Science
   C. Electives (as needed for 60 degree units)
   D. For the A.A. Liberal Arts Degree with Area of Emphasis using 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 and see the current MSJC catalog and make an appointment with an MSJC Counselor.
   E. Areas of Emphasis: Art & Humanities, Social & Behavioral, Mathematics & Science, Business & Technology
   F. 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. ENGLISH COMPETENCY
     A grade of “C” or better in one of the following: English 098, 101 or 104
     (NOTE: English requirement will be raised to ENGL 101 in Fall 2009)

IV. MATH COMPETENCY
    A grade of "C" or better in Math 090 or Math 090A+090B or higher-level math course. (NOTE: Math requirement will be raised to Math 096
    in Fall 2009)

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

VI. RESIDENCY UNIT REQUIREMENT
    Must complete at least 12 units in residence at Mt. San Jacinto College.

VII. MULTI-CULTURAL GENDER STUDIES
    Please read section “F” on reverse side of this form.

    NOTE:
    1. Course Numbering: Only courses numbered 070 or higher are applicable for the AA or AS degrees.
    2. For some defined majors, completion of the certificate course work will also satisfy the major requirements for the AA or AS degree.
    3. General education credit for a single course may be used in only one category A – D.
    4. Course work may double count for satisfaction of both the general education and major requirements, however, units may be counted only
       once.
    5. Honors sections of a course may be used in lieu of the regular approved course.

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<th>MAJOR COURSEWORK</th>
<th>ELECTIVE COURSEWORK</th>
<th>NON-DEGREE COURSEWORK</th>
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<tr>
<td>NEED</td>
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GENERAL EDUCATION UNITS: MAJOR UNITS:
ELECTIVE UNITS: TOTAL UNITS:

NOTES:

AA/AS:
CERTIFICATE:

Associate Degree Certification: ___Yes ___No

Counselor or College Evaluator Signature Title Date

06/2008

Mt. San Jacinto College 2008-2009 Catalog
### Anticipated Major(s):

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<th>COURSE OPTIONS</th>
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<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>
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<tr>
<td>A1 Communication 100, 100M, 103, 104, 106, 201</td>
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<tr>
<td>A2 English 101 or 101H</td>
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<tr>
<td>A3 Communication 104: English 103 or 103H; Philosophy 103, 103H, 112, 112H</td>
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| **B** 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. |
| B1 Physical Universe: Astronomy 101*, 111*; Chemistry 100*, 101*, 102*, 112*, 113*; Earth Science 101*; Environmental Science 100, 101, 102, 111, 112, 125; Geology 100*, 103, 105*, 110*, 111*, 112*; Physics 100, 101*, 102*, 201*, 202*, 203*, 204*, 205*; Geosciences 100, 100M |
| B3 Laboratory Activity - All B1 and B2 courses with an “*” are lab courses which fulfill the B3 component |

| **C** ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE - 9 units with at least one course from the Arts and one course from the Humanities. |
| C1 Arts: Art 100, 101, 103M, 104, 106M, 109, 109M, 118, 120, 121, 121H, 140; Audio Technology 140+, 141+; Child Development & Education 109+; Communication 113+; Dance 100+, 121, 122, 123, 125, 126, 127, 128, 129, 133, 140, 212, 299; History 113+, 114+, 115+, 118+; Music 100, 100M, 101, 102, 103, 104, 107+, 108+, 109, 111, 112, 113+, 114, 118, 121, 140+, 141+, 151, 253; Humanities 137+, 138+; Theater Arts 101, 101M, 109, 110, 111, 112, 113+, 117, 132, 135, 137+, 155, 210 |

| **D** SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR - 9 units to include one course from at least 2 categories. |
| D1 Anthropology and Archeology: Anthropology 102, 102M, 103A, 103B, 103C, 103D, 103E, 104, 104M, 115, 116, 121+; History 121+ |
| D2 Economics: Economics 201, 202 |
| D3 Ethic Studies: Anthropology 121+, History 121+, 150H, 160; Political Science 103; Sociology 115 |
| D4 Gender Studies: History 115; Psychology 104, 104M, 112+; Sociology 112+ |
| D5 Geography: Geography 102, 108, 111 |
| D7 Interdisciplinary Social or Behavioral Science: American Sign Language 110; Child Development & Education 110, 110H; Communication 108, 108H; Education 136; Psychology 112+, Sociology 112+, 129 |
| D8 Political Science, Government and Legal Institutions: Administration of Justice 102, 111; Legal Assistant 100; Political Science 101, 101H, 102, 102M, 103, 104, 104H, 120, 120H |
| D9 Psychology: Child Development & Education 110M; Psychology 101, 101H, 102, 103, 103M, 104, 104M, 105+, 106, 107, 108, 125+; Gerontology 125+; Sociology 105+ |
| D10 Sociology and Criminology: Sociology 101, 101M, 102, 103, 105+, 106, 108, 110, 115, 129, 130+; Gerontology 130+; Psychology 105+ |

| **E** LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT - 3 units required |
| Dance 108+ (unit limitation, 1 unit max); Environmental Science 100, 101; Gerontology 110, 125+; Guidance 101, 101M; Health Science 121, 122; Nutrition 100, 101; Psychology 101, 102, 103, 103M, 104, 104M, 116, 112+, 125+; Sociology 102, 103, 108, 112+; Theater Arts 108+ (unit limitation, 1 unit max) |

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

This CSU Graduation Requirement may be certified prior to transfer or taken at the CSU after transfer. At the option of the receiving CSU institution, these two courses may also be used to meet 6 units in Area D of the General Education Breadth Requirements. Please consult with your California State University catalog or institution prior to CSU-GE certification and transfer.

| TOTAL UNITS | OVER... |

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Mt. San Jacinto Community College District A.A./A.S. Degree - General Education Requirements Educational Plan Option B

Mt. San Jacinto College 2008-2009 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 for the Liberal Arts degree.

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 or "Area of Emphasis" 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 Liberal Arts with 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 18 units within an "Area of Emphasis". Of these 60 semester units, 12 units must be 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. Please see an MSJC Counselor for an educational plan to expedite these degree options.

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

GENERAL EDUCATION UNITS: ELECTIVE UNITS: TOTAL UNITS:

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

06/2008

76 Mt. San Jacinto College 2008-2009 Catalog
### INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

**Transfer Pattern & Educational Plan 2008 – 2009 OPTION C** (see catalog or reverse for details)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Social Security Number and/or ID Number</th>
<th>Date</th>
</tr>
</thead>
</table>

**Anticipated Major(s):**

**Anticipated Transfer Institution(s):**

**DIRECTIONS:** Please Print - Indicates each college and list all college courses or Advanced Placement test taken if requirement was met. See back of this form for information.

### COURSE OPTIONS

#### AREA 1

**ENGLISH COMMUNICATION**

<table>
<thead>
<tr>
<th>CSU</th>
<th>UC</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses required one from each group A, B, C.</td>
<td>2 courses required, 1 from group A, 1 from Group B</td>
</tr>
</tbody>
</table>

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

| English | 101, 101H | Course from other college or AP |

**GROUP B: CRITICAL THINKING - ENGLISH COMPOSITION**

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

| Communication | 100, 100H, 101, 201 |

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

#### AREA 2

**MATHMATICAL CONCEPTS AND QUANTITATIVE REASONING**

| (1 course, 3 semester units) |
| Mathematics |


| Course from other college or AP |

#### AREA 3

**ARTS AND HUMANITIES**

| (At least 3 courses, 1 from the ARTS and 1 from the HUMANITIES: 9 semester units) |

**ART: 100, 101, 101H, 102, 102H, 103, 103H; Dance: 100+, 125, 133, 140; History: 113+, 114+, 151+, 158+; Humanities: 137+; Music: 100, 100H, 102, 107+, 108+, 109; Theater Arts: 101, 101H, 137+, 155 |

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

#### AREA 4

**SOSCIAL BEHAVIORAL SCIENCES**

| (At least 3 courses from at least two disciplines or an interdisciplinary sequence: 9 semester units) |


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

#### AREA 5

**PHYSICAL AND BIOLOGICAL SCIENCES**

| At least 2 courses (1 Physical Science, 1 Biological Science) |


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

#### AREA 6

**LANGUAGE OTHER THAN ENGLISH**

| (UC requirement only) |

| American Sign Language: 100*, French: 101A, 101B, Spanish: 101A, 103A |

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

| **500 HOURS** |

| **NEEDED** |

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

**Political Science: 101**

**History: 110, 111, 112**

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

---

**NOTE:** Courses used to meet this requirement may not be used to satisfy other requirements for IGETC.

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

| (CSU Graduation Requirement Only) |

| This is not a part of IGETC; these courses may be completed prior to transfer or taken at the CSU after transfer. |

| NOTE: Courses used to meet this requirement may not be used to satisfy other requirements for IGETC. |

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**OVER . . .**

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Mt. San Jacinto College 2008-2009 Catalog
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 courses taken at foreign institutions: 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.请see an MSJC Counselor for an.

The IGETC is not advisable for all transfer students. The IGETC is most advantageous for transfers who have not yet decided on a major or a campus. Once a student has identified a major, it is important to give priority toward fulfilling all required major preparation courses, particularly in "high unit" majors that select applicants on the basis of satisfaction of lower division major requirements. If a student is pursuing a major that requires extensive lower division preparation, they may be better served by taking courses which fulfill the CSU General Education/Breadth requirements or the general education of the specific UC campus or college to which they plan to transfer, examples of such majors include, but are NOT LIMITED to: Computer Science, Business, Engineering, Pre-professional schools, and Sciences. (Note: Students transferring to UC San Diego’s Eleanor Roosevelt and Revelle Colleges may complete IGETC, but they must also meet specific general education requirements of those colleges).

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 campuses that you plan to attend for information about whether completing the IGETC is advisable. Restrictions: A student who is initially enrolled at a UC and is returning to the same UC campus (after attending a community college) is considered a "readmit" and cannot use IGETC. However, students who initially enroll at a UC, attend a community college and return to a different UC campus, may be able to use IGETC, but should check with the campus they wish to attend. This restriction does not apply to students who have taken UC summer session or Extension classes only.

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

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

CERTIFICATION: Certification is done by the last Community College attended. Certification of lower division Intersegmental General Education Transfer Curriculum requirements must be requested at the time final transcripts are due at the university. It is the student's responsibility to request "certification" during the last semester of attendance at MSJC prior to transfer. Full completion of the IGETC is expected. Partial certification of up to two (2) classes is allowed for the following causes: illness, unavailable or cancelled courses, military service, family or employment problems, experienced in the final semester before transfer. The student is responsible for filling out the "Petition for Eligibility to Complete IGETC After Transfer" form. NOTE: AREA 1 and AREA 2 must be completed prior to transfer.

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 AA/AS Transfer Emphasis Degrees

This general education option provides the opportunity to complete transfer curriculum while completing an Associate Degree at Mt. San Jacinto College. This Degree requires sixty (60) UC/CSU transferable semester units with an overall G.P.A. of 2.4 and a minimum of 18 units within an "Area of Emphasis". Of these 60 semester units, 12 units must be 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. Please see an MSJC Counselor for an educational plan to expedite these degree options.
Administration of Justice

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

Certificate(s)
Certificate in Administration of Justice *(with General Education Requirements Option A)*

Employment Concentration Certificate(s)
Corrections *(with General Education Requirements)*

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)

Required Courses (15 units)
AJ-101 Criminal Law 3 units
AJ-102 Introduction to Law Enforcement 3 units
AJ-106 Juvenile Procedures I 3 units
AJ-111 Administration of Justice 3 units
AJ-118 Police Community Relations 3 units

 Elective Courses (9 units)
AJ-071 Penal Code 832 Instruction 3 units
AJ-103 Criminal Evidence 3 units
AJ-104 Patrol Procedures & Defensive Tactics 3 units
AJ-105 Public Safety Communications 3 units
AJ-108 Criminal Investigation 3 units
AJ-114 Laws of Arrest, Search and Seizure 3 units
AJ-125 Vice Control 3 units
AJ-128 Traffic Control, Enforcement and Investigation 3 units
AJ-140 Principles of Biology in Forensics 4 units
AJ-141 Principles of Chemistry in Forensics 4 units
AJ-142 Principles of Toxicology in Forensics 4 units
AJ-149 Occupational Internship: Administration of Justice 1-4 units
AJ-299 Special Projects: Administration of Justice 1-3 units
CORR-101 Introduction to Correctional Science 3 units
EMPLOYMENT CONCENTRATIONS

Correctional Peace Officer Standards and Training (CPOST) has developed a recommended pattern of courses 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.

Alcohol/Drug Studies

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

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

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

Program Description

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

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

Distinctive Features

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

Required Courses (15 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORR-101</td>
<td>Introduction to Correctional Science</td>
<td>3</td>
</tr>
<tr>
<td>CORR-102</td>
<td>Control and Supervision in Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CORR-103</td>
<td>Correctional Interviewing and Counseling</td>
<td>3</td>
</tr>
<tr>
<td>AJ-101</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ-105</td>
<td>Public Safety Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Career Opportunities

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

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

Transfer Preparation

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

Degree

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

Certificate in Alcohol/Drug Studies (39 units)

In addition to the course work below, certificate recipients must demonstrate English proficiency by passing 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 Consulting</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>

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>
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<tbody>
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<tr>
<td>ADS-102</td>
<td>Pharmacology and Biomedical Aspects of Alcohol and Other Drugs</td>
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<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 Consulting</td>
<td>3</td>
</tr>
</tbody>
</table>

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 this course qualifies the applicant for taking the Emergency Medical Technician national exam.

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.

**A.S. in Medical Assisting**

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

**Required Courses (24 units)**

(Suggested 1st Semester)
- AH-072 Introduction to Anatomy & Physiology 3 units
- AH-069 Medical Terminology 3 units
- OTEC-144 Keyboarding and Document Formatting 3 units
- NURS-100 Medical Assistant: Administrative Procedures 3 units
- COMM-103 Interpersonal Communication (D2) 3 units

(Suggested 2nd Semester)
- AH-073 Medical Assistant: Clinical Procedures 4 units
- AH-078 Medical Assistant: Computerized Office Professional 3 units
- NURS-182 Dosage Calculations for Allied Health 1 unit
- PSYC-103 Human Development (B2) 3 units
- NUTR-101 Nutrition (A) 3 units

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

(Suggested 4th Semester)
- NURS-182 Dosage Calculations for Allied Health 1 unit
- AH-149 Occupational Internship 4 units

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

**CERTIFICATES**

Certificate in Medical Assisting (24 units)

**Required Courses (24 units)**

(Suggested 1st Semester)
- AH-072 Medical Assistant: Administrative 3 units
- AH-069 Medical Terminology 3 units
- OTEC-144 Keyboarding and Document Formatting 3 units
- NURS-100 Introduction to Anatomy & Physiology 3 units

(Suggested 2nd Semester)
- AH-073 Medical Assistant: Clinical Procedures 4 units
- AH-078 Medical Assistant: Computerized Office Professional 3 units
- NURS-182 Dosage Calculations for Allied Health 1 unit
- AH-149 Occupational Internship 4 units

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

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

**Degree**
An Associate degree is not available in this major. Students wishing an Associate degree should major in Humanities from Area C of the General Education Requirements in Option A. Students are advised to see a counselor.
Anthropology

Program Description

The Anthropology program at MSJC was developed to provoke student interest in human issues. It provides basic information about humankind. It is also designed to stimulate critical thinking about existing stereotypes regarding the people around us in the world now and those who came before.

Anthropology is the study of ancient and modern human beings and their ways of living. This study is based upon several kinds of information and is divided into four sub-disciplines which attempt to understand basic aspects of humankind. Cultural Anthropology studies human behavior to understand the cultural values that guide the behaviors. Archaeology examines the material record of human activity in order to understand how ideas change over time. Anthropological Linguistics is the study of the human capacity for language and its use. Physical Anthropology (also called Biological Anthropology) is the study of human evolution which includes human biological diversity.

Distinctive Features

It would be difficult to find a college major or a career that would not benefit from the study of anthropology. This is the discipline that studies both the biological diversity inherent in the human species and the cultural diversity that has developed in human populations over time.

Career Opportunities

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

Transfer Preparation

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

Degree

An Associate degree is not available in this major. Students wishing an Associate degree should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A and/or 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.
Art

Degree(s)
- A.A. in Art (AA.ART)
- A.A. in Visual Communication (Graphic Design) (AA.ART.VISCOM)

Certificate(s)
- None

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

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

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

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

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

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

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)
- ART-101 Art History: Prehistoric through Medieval Art 3 units
- ART-102 Art History: Renaissance to 20th Century Art 3 units
- ART-108 Beginning Drawing 3 units
- ART-120 2D Design 3 units

Elective Courses (6 units)
- ART-105 History of Graphic Design 3 units

Two Dimensional Art

Three Dimensional Art

A.A. in Visual Communication (22 units)

The Associate of Arts degree program in Visual Communication is designed for students who are interested in transferring to a 4-year university that specializes in professional design practices like Graphic Design, Multimedia, etc. The academic emphasis of the program is for students to develop creative solutions to solve visual problems by combining research, concept, and production. To earn this degree, the student must complete the required
and elective courses along with the Mt. San Jacinto Transfer Emphasis General Education Requirements Option B or C patterns.

**Required Core Courses (16 units)**

<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-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>
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</table>

**Art Electives (6 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</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>
<tr>
<td>ART-249</td>
<td>Portfolio and Professional Development</td>
<td>3</td>
</tr>
</tbody>
</table>

### Astronomy

**Degree(s)**

None

**Certificate(s)**

None

**Employment Concentration Certificate(s)**

None

#### Program Description

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

#### 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.
### Audio & Video Technology

#### San Jacinto Campus
- (951) 487-MSJC (6752)
- 1-800-624-5561
- Phill Morrione (951) 487-3665
  - pmorrione@msjc.edu

#### Program Description
Audio and Video Technology Program offers instruction in audio and video 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. Most 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.

### Certificates

#### Certificate in Audio Technology (18 units)

<table>
<thead>
<tr>
<th>Required Courses (12 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-140/AUD-140</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-141/AUD-141</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-142/AUD-142</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-143/AUD-143</td>
<td>3 units</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses (6 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-100/HIST-113</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-101</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-107/HIST-114</td>
<td>3 units</td>
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<tr>
<td>MUS-141/AUD-141</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-142/AUD-142</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-143/AUD-143</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-145/AUD-145</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate in Advanced Audio Technology (27 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses (18 units)</td>
<td></td>
</tr>
<tr>
<td>MUS-140/AUD-140</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-141/AUD-141</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-142/AUD-142</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-143/AUD-143</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-145/AUD-145</td>
<td>3 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Courses (9 units from the following)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-100/HIST-113 Intro. &amp; Appreciation of Music</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-101 Music Fundamentals</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-107/HIST-114 Intro. &amp; Appreciation of American Music</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-147/AUD-147/BAEM-147 The Music &amp; Audio Business</td>
<td>3 units</td>
</tr>
<tr>
<td>MUS-148/AUD-148 Radio Production</td>
<td>3 units</td>
</tr>
<tr>
<td>AUD-152/MUL-123 Video Production I</td>
<td>3 units</td>
</tr>
<tr>
<td>AUD-153/MUL-223 Video Production II</td>
<td>3 units</td>
</tr>
</tbody>
</table>

### Additional Notes
- [Certificate in Audio Technology](#)
- [Certificate in Advanced Audio Technology](#)
- [Employment Concentration Certificate(s)](#) None
Instructional Programs

Automotive/Transportation Technology

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

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

Employment Concentration Certificate(s)
General Technician 99999 ECC.AUME.GENTECH
Engine Performance Technician 99999 ECC.AUME.ENG.PERF
Bus/Heavy Duty Vehicle Servicer 99999 ECC.AUME.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
Automotive Emission Technician 99999 ECC.AUME.AET

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

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

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

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

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

Certificates
Certificate in Automotive/Transportation Technology (27 units)

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

Elective Courses (11 units)
- 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
- 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-133 Auto Service Shop Management 2 units

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

**Automotive Emission Technician (22 units)**
- AUME-110 Basic and Advanced Clean Air Car Course 4.5 units
- AUME-111 Emission Controls Part II, A6/A8/L1 4.5 units
- AUME-112 Bureau of Automotive Repair State of Ca 2007 Update Course 1 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

**Program Description**

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

**Distinctive Features**

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

**Career Opportunities**

The biological science major prepares the student for a wide variety of professional and paraprofessional occupations in both the applied and academic fields.
Instructional Programs

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

TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to review the MSJC catalog with a counselor to determine which MSJC courses are transferrable 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 4308 AS.BADM
(with General Education Requirements Option A)

Office Administration
A.S. in Office Administration 4675 AS.BUS.OADM/TP & 1676 AS.BUS.OATP
(with General Education Requirements Option A)

Certificate(s)

Business Administration
Certificate in Business Administration 4308 CT.BADM/Tech
Certificate in Small Business Operations 4309 CT.BUS.EM/Technician

Office Administration
Certificate in Business, Clerical 4301 CT.BUS.CLER/TP & 1675 CT.BUS.OM/TP & 1676 CT.BUS.OATP
Certificate in Business, Office Administration Technician 4675 AS.BUS.OADM/TP & 1676 AS.BUS.OATP
Certificate in Microsoft Applications Specialist 1674 CT.BUS.MCA/TP & 1678 CT.BUS.MAS/TP

Employment Concentration Certificate(s)

Business Administration
Accounting and Tax Preparation Concentration 99999 ECC.BUS.ACC_TILE
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
Virtual Office Professional Concentration 99999 ECC.BUS.VOPC

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

Distinctive Features

There are two areas of focus:

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

Career Opportunities

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

Transfer Preparation

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to review the MSJC catalog with a counselor to determine which MSJC courses are transferable. The American Assembly of Collegiate Schools of Business (AACSB), a national business/management program accrediting agency, stipulates that lower division course work is preparatory to a bachelor’s degree. Thus, this program is designed to provide a basic overview of the area.

Degree

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

Business Administration Major (18 units)

Required Courses (6 units)

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

Additional Required Courses (9 units from this list)

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

Electives (3 units from this list)

<table>
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<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>ACCT-080</td>
<td>Deducting the Cost of Business Assets</td>
<td>1 unit</td>
</tr>
<tr>
<td>ACCT-081</td>
<td>General Concepts Concerning Corporate Taxation</td>
<td>1 unit</td>
</tr>
<tr>
<td>ACCT-082</td>
<td>General Concepts Concerning Partnership Taxation</td>
<td>1 unit</td>
</tr>
<tr>
<td>ACCT-125</td>
<td>Managerial Accounting - Principles of Accounting II</td>
<td>3 units</td>
</tr>
<tr>
<td>ACCT-127</td>
<td>Federal and California Income Tax Accounting</td>
<td>4 units</td>
</tr>
<tr>
<td>BADM-098A</td>
<td>Developing Time Management Techniques</td>
<td>.5 unit</td>
</tr>
<tr>
<td>BADM-098B</td>
<td>Reducing Stress and Improving Performance</td>
<td>.5 unit</td>
</tr>
<tr>
<td>BADM-098C</td>
<td>Developing Leadership in Organizations</td>
<td>.5 unit</td>
</tr>
<tr>
<td>BADM-098D</td>
<td>Dynamics of Successful Teamwork</td>
<td>.5 unit</td>
</tr>
<tr>
<td>BADM-098E</td>
<td>Raising Performance Levels Through Motivation</td>
<td>.5 unit</td>
</tr>
<tr>
<td>BADM-098F</td>
<td>Developing Customer Relations and Rapport</td>
<td>.5 unit</td>
</tr>
<tr>
<td>BADM-098G</td>
<td>Business Ethics</td>
<td>.5 unit</td>
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Instructional Programs

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>BADM-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BADM-150</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ECON-202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

**CERTIFICATES**

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

**Certificate in Business Administration (24 units)**

**Required Courses (15 units)**

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

**Recommended Courses** *(Take 3 units from this list)*

- 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 Deducing the Cost of Business Assets 1 unit
- ACCT-081 General Concepts Concerning Corporate Taxation 1 unit
- ACCT-125 Managerial Accounting - Principles of Accounting II 3 units
- ACCT-126 Beginning Computer Accounting 3 units
- ACCT-127 Federal and California Income Tax Accounting 4 units
- BADM-104/ENGL-104 Business Communications 3 units
- BADM-150 Small Business Entrepreneurship 3 units
- BADM-157 Principles of Salesmanship 3 units
- BADM-201 Legal Environment of Business 3 units
- ECON-202 Principles of Microeconomics 3 units
- MGT-132 Labor Management Relations 3 units
- MGT-133 Productivity Management 3 units
- MGT-134 Communications in the Organization 3 units
- MGT-137 Human Relations at Work 3 units
- MGT-138 Personnel Management 3 units

**Certificate in Small Business Operations (24 units)**

**Required Courses (15 units)**

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

**Elective Courses (9 units)**

- ACCT-125 Managerial Accounting - Principles of Accounting II 3 units
- ACCT-126 Beginning Computer Accounting 3 units
- BADM-157 Principles of Salesmanship 3 units
- BADM-170 Introduction to International Business 3 units
- CSIS-101 Introduction to Computers and Data Processing 3 units
- ECON-202 Principles of Microeconomics 3 units
- MGT-103 Introduction to Management 3 units
- MGT-132 Labor Management Relations 3 units
- MGT-134 Communications in the Organization 3 units
- MGT-137 Human Relations at Work 3 units
- MGT-138 Personnel Management 3 units

**Employment Concentrations**

Certificate classes must be completed within a two-year period to be valid. Certificate is valid for two years after issuance. Students must complete an employment concentration certificate application form (available in the Business Department office) after completion of all certificate classes in order to receive certificate.

**Accounting and Tax Preparation Concentration (16 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-124</td>
<td>Financial Accounting - Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT-125</td>
<td>Managerial Accounting – Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT-127</td>
<td>Federal and California Income Tax Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CAPP-122D</td>
<td>Using Microsoft Excel 2007 – 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>
</tbody>
</table>

**Management Communications Concentration (9 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM-104/ENGL-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-121D</td>
<td>Using Microsoft Word 2007 – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>MGT-103</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Resort Operations Concentration (10 units)**

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTEC-160</td>
<td>Creating and Managing the Virtual Office</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-163</td>
<td>Operating and Marketing the Virtual Office</td>
<td>3</td>
</tr>
<tr>
<td>ACCT-075</td>
<td>Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>BADM-104/ENGL-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BADM-098A</td>
<td>Developing Effective 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-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>CAPP-120D</td>
<td>Using Microsoft Office 2007 – Level 1</td>
<td>3</td>
</tr>
</tbody>
</table>
Business  
Office Administration

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

Certificate(s)
Certificate in Business, Clerical
Certificate in Business, Office Administration Technician
Certificate in Microsoft Applications Specialist

Employment Concentration Certificate(s)
Accounting Applications Concentration
Office Communications Concentration
Office Technologies Concentration

San Jacinto Campus  
(951) 487-MSJC (6752)  
1-800-624-5561  
Ron Bowman (951) 487-3520  
rbowman@msjc.edu  
Belinda Heiden-Scott (951) 487-3521  
bscott@msjc.edu

Menifee Valley Campus  
(951) 672-MSJC (6752)  
1-800-452-3335  
David Candelaria (951) 639-5522  
dcandelaria@msjc.edu  
Caren Hennessy (951) 639-5526  
chennessy@msjc.edu  
Donna Holts (951) 639-5521  
dholts@msjc.edu

Program Description
This program provides for the study of a wide range of subjects related to positions and careers in the modern office. The program includes the training necessary to successfully perform in the many and varied Office Technician and Administrative Assistant positions available in the job market.

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

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

Degree
The 18 units in the major plus all MSJC General Education Option A requirements for a total of 60 units is required to earn an Associate of Science degree in Office Administration. Office Administration students are required to take BADM-104 - Business Communications - 3 units to meet the English requirement and MATH-090 or higher - 4 units to meet the math requirement for the Associate of Science degree.

A.S. in Office Administration (18 units)

Required Courses (6 units)
OTEC-178 Office Procedures 3 units
CAPP-121D Using Microsoft Word 2007 – Level I 3 units

Elective Courses (12 units)
ACCT-075 Bookkeeping 3 units
ACCT-080 Deducting the Cost of Business Assets 1 unit
ACCT-081 General Concepts Concerning Corporate Taxation 1 unit
ACCT-082 General Concepts Concerning Partnership Taxation 1 unit
ACCT-124 Financial Accounting - Principles of Accounting I 3 units
ACCT-125 Managerial Accounting, Principles Of Accounting II 3 units
ACCT-126 Beginning Computer Accounting 3 units
ACCT-127 Federal and California Income Tax Accounting 4 units
BADM-098A Developing Time Management Techniques .5 unit
BADM-098B Reducing Stress and Improving Performance .5 unit
BADM-098C Developing Leadership in Organizations .5 unit
BADM-098D Dynamics of Successful Teamwork .5 unit
BADM-098E Raising Performance Levels Through Motivation .5 unit
BADM-098F Developing Customer Relations and Rapport .5 unit
BADM-098G Business Ethics .5 unit
BADM-149 Occupational Internship: Business 1-4 units
BADM-150 Small Business Entrepreneurship 3 units
BADM-201 Legal Environment of Business 3 units
CAPP-120D Using Microsoft Office 2007 – Level I 3 units
CAPP-122D Using Microsoft Excel 2007 – Level I 3 units
CAPP-125C Excel For Business and Accounting 3 units
or CAPP-125C1 Excel 1-Basics for Business and Accounting 1 unit
or CAPP-125C2 Excel 2-For Business Users 1 unit
or CAPP-125C3 Excel 3-For Accounting Users 1 unit
or CAPP-125D Using Microsoft Access 2007 – Level I 3 units

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Mt. San Jacinto College 2008-2009 Catalog 93
### Certificates

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

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

**Required Courses (16 units)**

- BADM-104/ENGL-104 Business Communications 3 units
- CAPP-120D Using Microsoft Office 2007 – Level 1 3 units
- CAPP-121D Using Microsoft Word 2007 – Level 1 3 units
- CAPP-122D Using Microsoft Excel 2007 – Level 1 3 units
- CAPP-125C Excel For Business and Accounting 3 units
- CAPP-125C1 Excel 1-Basics for Business and Accounting 1 unit
- CAPP-125C2 Excel 2-For Business Users 1 unit
- CAPP-125C3 Excel 3-For Accounting Users 1 unit

**Elective Courses (9 units)**

- ACCT-075 Bookkeeping 3 units
- BADM-098A Developing Time Management Techniques .5 unit
- BADM-098B Reducing Stress and Improving Performance .5 unit
- BADM-098C Developing Leadership in Organizations .5 unit
- BADM-098D Dynamics of Successful Teamwork .5 unit
- BADM-098E Raising Performance Levels Through Motivation .5 unit
- BADM-098F Developing Customer Relations and Rapport .5 unit
- BADM-098G Business Ethics .5 unit
- CAPP-120D Using Microsoft Office 2007 – Level 1 3 units
- CAPP-121D Using Microsoft Word 2007 – Level 1 3 units
- CAPP-122D Using Microsoft Excel 2007 – Level 1 3 units
- CAPP-123D Using Microsoft Access 2007 – Level 1 3 units
- CAPP-125D Using Microsoft Access 2007 – Level 2 3 units
- CAPP-125E Using Microsoft Excel 2007 – Level 2 3 units
- CAPP-125F Using Microsoft Access 2007 – Level 2 3 units
- CSIS-103 Introduction to the Internet 3 units
- CSIS-105 Networks 3 units
- CSIS-106 Operating System Concepts 3 units
- CSIS-107 Internet and the World Wide Web 3 units
- CSIS-108 Internet Security 3 units
- CAPP-121D Using Microsoft Word 2007 – Level 2 3 units
- CAPP-122D Using Microsoft Excel 2007 – Level 2 3 units
- CAPP-123D Using Microsoft Access 2007 – Level 2 3 units
- CAPP-125D Using Microsoft Access 2007 – Level 2 3 units
- OTEC-144 Keyboarding and Document Formatting 3 units

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

**Required Courses (18 units)**

- CAPP-120D Using Microsoft Office 2007 – Level 1 3 units
- CAPP-121D Using Microsoft Word 2007 – Level 1 3 units
- CAPP-122D Using Microsoft Excel 2007 – Level 1 3 units
- CAPP-123D Using Microsoft Access 2007 – Level 1 3 units
- CAPP-125D Using Microsoft Access 2007 – Level 2 3 units
- CAPP-125E Using Microsoft Excel 2007 – Level 2 3 units
- CAPP-125F Using Microsoft Access 2007 – Level 2 3 units
- CAPP-121D Using Microsoft Word 2007 – Level 2 3 units
- CAPP-122D Using Microsoft Excel 2007 – Level 2 3 units
- CAPP-123D Using Microsoft Access 2007 – Level 2 3 units
- CAPP-125D Using Microsoft Access 2007 – Level 2 3 units
- OTEC-144 Keyboarding and Document Formatting 3 units

#### Employment Concentrations

Certificate classes must be completed within a two-year period to be valid. Certificate is valid for two years after issuance. Students must complete an employment concentration certificate application form (available both in the Business Department and Counseling office) after completion of all classes in order to receive certificate.

#### Accounting Applications Concentration (9 units)

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

#### Office Communications Concentration (9 units)

- BADM-104/ENGL-104 Business Communications 3 units
- CAPP-120D Using Microsoft Office 2007 – Level 2 3 units
- CAPP-121D Using Microsoft Word 2007 – Level 2 3 units
- OTEC-095/ENGL-095 Business English 3 units

#### Office Technologies Concentration (9 units)

- CAPP-120D Using Microsoft Office 2007 – Level 2 3 units
- CAPP-121D Using Microsoft Word 2007 – Level 2 3 units
- OTEC-144 Keyboarding & Document Formatting 3 units
**Tech Prep Option**

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

**Chemistry**

**Program Description**

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

**Distinctive Features**

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

**Career Opportunities**

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


**Transfer Preparation**

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

**Degree**

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

Child Development and Education

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

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

Employment Concentration Certificate(s)
Administration 9999 ECC.CDE.ADMIN
Art 9999 ECC.CDE.ART
Assistant Teacher 9999 ECC.CDE.ASSTTT
Associate Teacher 9999 ECC.CDE.ASSOC
Communication 9999 ECC.CDE.COMM
Deaf Culture 9999 ECC.CDE.DEF
Early Childhood Special Education 9999 ECC.CDE.ECSE
Elementary Education 9999 ECC.CDE.EE
First Aid 9999 ECC.CDE.FA
Health & Safety 9999 ECC.CDE.H&S
Healthy Living 9999 ECC.CDE.HL
Infant/Toddler 9999 ECC.CDE.IT
K-12 Special Education 9999 ECC.CDE.K12
Language and Literacy 9999 ECC.CDE.LAL
Music and Movement 9999 ECC.CDE.M&M
Nutrition 9999 ECC.CDE.NUT
School-Age Child Care 9999 ECC.CDE.SACC
School-Age Permit 9999 ECC.CDE.SAP
Science 9999 ECC.CDE.SCI
Substance Abuse Awareness 9999 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.
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
- 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

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 43 units required for the MSJC Child Development and Education Certificate, and all MSJC General Education Option A requirements.

* Indicates that these courses are recommended for the 12-unit Title XXII licensing requirement for employment in privately owned early childhood education programs.

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

### Required Courses (27 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE-101*</td>
<td>Principles of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CDE-102</td>
<td>Language and Literacy Experiences for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CDE-103*</td>
<td>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>
</tr>
<tr>
<td>CDE-148**</td>
<td>Early Childhood Education Practicum II</td>
<td>3</td>
</tr>
</tbody>
</table>

### General Education Courses (16 units)

Students must complete one or more courses from each of the following areas: 1) Humanities, 2) Social Sciences, 3) Science and/or Mathematics (90 or above), and 4) English (98 or above).

### Continuing Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE-109/MUS-113</td>
<td>Children’s Music</td>
<td>3</td>
</tr>
<tr>
<td>CDE-112A</td>
<td>Disaster Preparedness for Teachers of Young Children</td>
<td>1</td>
</tr>
<tr>
<td>CDE-112B</td>
<td>Child Maltreatment</td>
<td>1</td>
</tr>
<tr>
<td>CDE-112C</td>
<td>Becoming A Health Advocate in the Early Childhood Setting</td>
<td>1</td>
</tr>
<tr>
<td>CDE-113</td>
<td>Art for the Young Child</td>
<td>2</td>
</tr>
<tr>
<td>CDE-114/DAN-114/MUS-110</td>
<td>Music/Movement Experiences for Teachers of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CDE-115</td>
<td>Science and Math in Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
<td>CDE-119</td>
<td>Infant and Toddler Education and Care</td>
<td>3</td>
</tr>
<tr>
<td>CDE-120</td>
<td>Administration and Supervision of Early Childhood Programs I</td>
<td>3</td>
</tr>
<tr>
<td>CDE-128</td>
<td>Administration and Supervision of Early Childhood Programs II</td>
<td>3</td>
</tr>
<tr>
<td>CDE-129</td>
<td>Family Child Care Home</td>
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</tr>
<tr>
<td>CDE-129A</td>
<td>Home Child Care Operation</td>
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</tr>
<tr>
<td>CDE-129B</td>
<td>Guidance in Home Child Care</td>
<td>1</td>
</tr>
<tr>
<td>CDE-129C</td>
<td>Curriculum for Home Child Care</td>
<td>1</td>
</tr>
<tr>
<td>CDE-131/ENGL-131</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>CDE-134</td>
<td>Adult Supervision</td>
<td>2</td>
</tr>
<tr>
<td>ED-135</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>ED-136</td>
<td>Child Growth and Development 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>CDE-141</td>
<td>Exceptional Child – Adapting Early Childhood Curricula</td>
<td>3</td>
</tr>
<tr>
<td>ED-142</td>
<td>The Exceptional Child – Adapting Curricula in Elementary and Secondary Settings</td>
<td>3</td>
</tr>
<tr>
<td>ED-160</td>
<td>Technology in the Classroom</td>
<td>3</td>
</tr>
<tr>
<td>CDE-201A-N</td>
<td>Topics in Early Childhood: Learning Environments and Activities</td>
<td>0.5</td>
</tr>
<tr>
<td>CDE-202A-G</td>
<td>Topics in Early Childhood: Program and Curricular Options</td>
<td>0.5</td>
</tr>
<tr>
<td>CDE-203A-G</td>
<td>Topics in Early Childhood: Program Management</td>
<td>0.5</td>
</tr>
<tr>
<td>CDE-204A-G</td>
<td>Topics in Early Childhood: Personal and Professional Development</td>
<td>0.5</td>
</tr>
<tr>
<td>CDE-205A-F</td>
<td>Topics in Early Childhood: Guidance Observation and/or Assessment</td>
<td>0.5</td>
</tr>
<tr>
<td>CDE-299</td>
<td>Special Projects: Early Childhood Studies</td>
<td>1-3</td>
</tr>
</tbody>
</table>

### 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.
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
or
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

Health & Safety (6 units)

CDE-111 Child Health, Safety and Nutrition 3 units
CDE-112A Disaster Preparedness for Teachers of Young Children 1 unit
CDE-112B Child Maltreatment 1 unit
CDE-112C Becoming A Health Advocate in the Early Childhood Setting 1 unit

Healthy Living (6 units)

CDE-111 Child Health, Safety and Nutrition 3 units
HS-121 Fundamentals of Healthful Living 3 units

Infant/Toddler (6 units)

CDE-119 Infant and Toddler Growth and Development 3 units
CDE-120 Infant and Toddler Education and Care 3 units

K-12 Special Education (6 units)

CDE-140 Children and Youth with Exceptional Needs 3 units
ED-142 The Exceptional Child - Adapting Curricula in Elementary and Secondary Settings 3 units

Language and Literacy (6 units)

CDE-102 Language and Literacy Experiences for Young Children 3 units
CDE-131/ENGL-131 Children’s Literature 3 units

Music and Movement (6 units)

CDE-109/MUS-113 Children’s Music 3 units
CDE-114/DAN-114/MUS-110 Music/Movement Experiences for Teachers of Young Children 3 units

Nutrition (6 units)

CDE-111 Child Health, Safety and Nutrition 3 units
NUTR-100 Family Nutrition 3 units
or
NUTR-101 Nutrition and Foods 3 units

School-Age Child Care (6 units)

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

School-Age Permit (12 units)

Students must complete 12 of the following 18 units

ED-135 Introduction to Education 3 units
ED-136 Child Growth and Development During the School Years 3 units
CDE-137 Curriculum and Program Planning for School-Age Child Care 3 units
ED-138 Practicum in Elementary and Secondary Settings 3 units
ED-142 The Exceptional Child - Adapting Curricula in Elementary and Secondary Settings 3 units
ED-160 Technology in the Classroom 3 units

Science (6 units)

CDE-115 Science and Math in Early Childhood 3 units
ENVS-101 Environmental Science 3 units

Substance Abuse Awareness (6 units)

CDE-111 Child Health, Safety and Nutrition 3 units
HS-123 Drugs: Use and Abuse 3 units
**CDE Career Opportunities**

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

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

- **With 6 CDE units:**
  - CDE-101 & 110
  - Provisional Teacher (in privately-funded ECE programs)
  - Assistant Teacher (in publicly-funded ECE programs)

- **With 12 CDE units:**
  - All of the above, plus:
  - CDE-103 & 125
  - Teacher (in privately-funded ECE programs)
  - Associate Teacher (in publicly-funded ECE programs)

- **With 15 CDE units:**
  - All of the above, plus:
  - CDE-126
  - Administrator (in privately-funded ECE programs)

- **With 24 CDE units,** 16 Gen. Ed. units, and work experience:
  - CDE-101, 102, 103, 110, 111, 125, 140, & 147
  - Teacher (in publicly-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)
  - Master Teacher (in both publicly and privately-funded ECE programs)

- **With A.S. Degree:**
  - All required CDE courses (27 units, including:
    - CDE-101, 102, 103, 110, 111, 125, 140, 147 & 148)
  - & 33 General Ed. (see counselor)
  - Head Start Teacher (in a Head Start Program)

- **With B.S. Degree in Child or Human Development:**
  - See counselor from the University of your choice
  - Site Supervisor OR Program Director (both in publicly-funded ECE 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
  - Before & After School Permit (in publicly-funded programs)

- **With A.S. Degree:**
  - All required CDE courses (27 units) & General Ed. requirements
  - (see counselor)
  - ParaEducator (working in an elementary school setting)

- **With B.S. Degree in Child or Human Development & CBEST Exam:**
  - See counselor from the University of your choice
  - Substitute Teacher (in public elementary setting)

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

**With B.S. Degree in Child or Human Development:**

- See counselor from the University of your choice
- With General Ed. & work experience:
  - Provisional Teacher (in privately-funded ECE programs)
  - Assistant Teacher (in publicly-funded ECE programs)

- With A.S. Degree:
  - All required CDE courses (27 units) & General Ed. requirements
  - (see counselor)
  - Head Start Teacher (in a Head Start Program)

- **With B.S. Degree in Child or Human Development, CBEST Exam:**
  - See counselor from the University of your choice
  - Site Supervisor OR Program Director (both in publicly-funded ECE programs)

**Mt. San Jacinto College 2008-2009 Catalog**
Communication courses are designed to help students succeed in college, career, and interpersonal relationships. The department offers various courses in interpersonal, intercultural, media, performance, professional, 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.

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.

Career Opportunities

Advertising * Government * International Relations
* Public Relations * Teaching * Law * Human Services *
Counseling * Management * Mediation * Consulting *
Journalism * Entertainment * Ministry * Mass Media *
Politics

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
Computer Information Systems
CAPP*CSIS*NET*ORA

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

Certificate(s)
Certificate in General Track  
Certificate in Internet Authoring  
Certificate in Networking  
Certificate in Programming  

Employment Concentration Certificate(s)
Computer Hardware Specialist  
Data Analysis and Modeling  
Microsoft Office Applications Developer  
Networking Technologies Apprentice  
OpenOffice Specialist  
Internet Authoring  
Certified Internet Webmaster (CIW)  
LAN/WAN Administration CCNA  
Linux System Administrator  
Microsoft Certified Systems Administrator (MCSA)  
Security Certified Network Professional (SCNP)  
C++ Programming  
Database Operator  
Database Programmer  
Database Programming  
Java Programming  
Oracle Developer  
SQL Programming  
Python Programming  
Visual Basic Programming  

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...
 Instructional Programs

available through the Menifee Valley Campus Sylvan
Authorized Prometric Testing Center (APTC). www.2test.com Site Code: CA166

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.

CIS Core Requirements (9 units)

- CSIS-101 Introduction to Computers and Data Processing 3 units
- CSIS-201 Systems Analysis and Design 3 units
- CSIS-202 Networks & Data Communications 3 units

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

GENERAL TRACK

Computer Hardware Specialist 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

- 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-122D Using Microsoft Excel 2007– Level 1 3 units
- CAPP-123D Using and Configuring Windows Operating Systems 3 units
- CAPP-143D Using Microsoft Access 2007– Level 2 3 units

Microsoft Office Applications Developer (9 units)

- CAPP-120D Using Microsoft Office 2007 – Level 1 3 units
- CAPP-140D Using Microsoft Office 2007 – Level 2 3 units
- CAPP-160D Using Microsoft Office 2007 – Level 3 3 units

Networking Technologies Apprentice 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

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

OpenOffice Specialist Certification (6 units)

- CAPP-120M Using OpenOffice v2 Level 1 3 units
- CAPP-140M Using OpenOffice v2 Level 2 3 units

INTERNET AUTHORING

inet+ Certification (9 units)

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

- 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-117D Dynamic Web Development and Administration Using Microsoft Web Tools 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 Administrator (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 Network 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 Operator (9 units)
- CSIS-214 Principles of Database Management Systems 3 units
- CSIS 241A Database Server Administration -Level 1 3 units
- CSIS 261A Database Server Administration -Level 2 3 units

Database 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-1123B 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
Dance

Degree(s)
A.A. in Dance \textsuperscript{AA.DAN} (with General Education Requirements Option A)

Certificate(s)
Certificate in Musical Theater \textsuperscript{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, dances of the world, ballroom dance, hip hop, musical theater dance and conditioning and alignment for dance. Dance performance and production, history and appreciation of dance and choreography and American popular dance on stage, screen and television are also studied as part of the dance major. Electives include movement experiences for the teachers of young children. Allied closely with the other performing arts, drama and music, dance students are encouraged to add breadth to their education through these other programs. The dance program provides preparation for transfer to a four-year school for a Bachelor of Art in Dance. The study of dance is the study of expressive organized, rhythmical human movement through time and space. It is concerned with the performance of this movement in all eras and cultures, as theater, as religion and as a social function. The program in dance at MSJC emphasizes the study of the human body as a vehicle for expression.

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

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

Transfer Preparation
MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to review the MSJC catalog with a counselor to determine which MSJC courses are transferable. Many universities place emphasis on dance history and composition (choreography). All students interested in majoring in dance at MSJC should take DAN-100, DAN-125 and DAN-133.

Degree
An Associate of Arts degree is available by completing 21 units:

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

Elective Courses (9 units required from Areas A and B below)

Area A - Required Courses (6 units required from at least two different subjects/genres of dance below)
- DAN-120 Conditioning and Alignment for Dance 2 units
- DAN-121 Beginning Ballet 2 units
- DAN-122 Beginning Modern Dance 2 units
- DAN-123 Beginning Jazz Dance 2 units
- DAN-124 Beginning Tap Dance 2 units
- DAN-126 Intermediate Modern Dance 2 units
- DAN-127 Intermediate Jazz Dance 2 units
- DAN-128 Intermediate Ballet 2 units
- DAN-129 Intermediate Tap Dance 2 units
- DAN-130 Beginning Ballroom Dance 2 units
- DAN-131 Beginning Hip Hop 2 units
- DAN-201 Dances of the World 1 unit
- DAN-204 Musical Theater Dance Techniques 3 units

Area B - Required Courses (3 units required)
- DAN-108 Improvisation for Dance and Theater 3 units
- DAN-114 Music/Movement Experiences for Teachers 3 units
- DAN-140 Music for Dance 3 units
- DAN-214 Dance Touring Ensemble 3 units

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

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Lori Torok (951) 639-5630
ltorok@msjc.edu
Paula Naggi (951) 639-5792
pnaggi@msjc.edu
It is highly recommended that the student be enrolled in a technique class (or more than one) every semester. In addition, all MSJC General Education Option A requirements must be completed.

**Certificates**

Certificate in Musical Theater (21 units)

**Required Courses**

(12 units minimum from Areas A and/or B combined)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-209/MUS-209/THA-209</td>
<td>1-4 units</td>
</tr>
<tr>
<td>MUS-207</td>
<td>3 units</td>
</tr>
<tr>
<td>THA-110</td>
<td>3 units</td>
</tr>
<tr>
<td>THA-155</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Area B - Required Courses (A minimum of one of the following dance technique classes is required. More than one technique class is recommended.)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-121</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-122</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-123</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-124</td>
<td>1 unit</td>
</tr>
<tr>
<td>DAN-126</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-127</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-128</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-129</td>
<td>2 units</td>
</tr>
</tbody>
</table>

**Elective Courses**

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

**Area A:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-115</td>
<td>2 units</td>
</tr>
</tbody>
</table>

**Area B:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA-105/COMM-105</td>
<td>Voice and Diction 3 units</td>
</tr>
<tr>
<td>THA-109</td>
<td>3 units</td>
</tr>
<tr>
<td>THA-111</td>
<td>3 units</td>
</tr>
<tr>
<td>THA-200</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Area C:**

(Classes chosen to fulfill this elective area may not be duplicated in the required Area B.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-121</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-122</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-123</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-124</td>
<td>1 unit</td>
</tr>
<tr>
<td>DAN-126</td>
<td>2 units</td>
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<td>DAN-127</td>
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<td>DAN-129</td>
<td>2 units</td>
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<tr>
<td>DAN-130</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-131</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-133</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**D i a g n o s t i c  M e d i c a l  S o n o g r a p h y**

Degree(s)

A.S. in Diagnostic Medical Sonography 16824 AS.DMS

(with General Education Requirements Option A)

Certificate(s)

Certificate in Diagnostic Medical Sonography 16824 CT.DMS

Employment Concentration Certificate(s)

None

**Professional Description**

Diagnostic Medical Sonography is an imaging specialty using ultrasound performed in an imaging (radiology) department at a hospital or outpatient imaging center. The program provides the education needed to perform an ultrasound exam on the abdomen, superficial structures, gynecology and obstetric exams. The goal of our DMS program is to graduate students who demonstrate a high competency in anatomy and pathology, as seen on the ultrasound exam and the skills necessary to perform the ultrasound exam. Students will be evaluated on didactic learning, hands on scanning skills, communication skills, patient care and critical thinking ability. Students will practice ultrasound scanning with equipment in the campus lab, and continue learning and improving their skills in an affiliated medical center with a clinical instructor guiding and teaching needed skills while scanning patients. The Diagnostic Medical Sonography program prepares the
student to work in an ultrasound department competent and confident in providing excellent patient care in the field of Sonography.

**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 abdominal, 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**

As our community grows, the need for trained sonographers is also growing. Once the student has graduated they will be qualified to work in a variety of medical settings performing diagnostic ultrasound exams. The sonographer works closely with the radiologist (physician) who is responsible for the interpretation of the exam.

**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

<table>
<thead>
<tr>
<th>Prerequisites:</th>
<th>20 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY-100 Conceptual Physics</td>
<td>3 units</td>
</tr>
<tr>
<td>MATH-090 Elementary Algebra</td>
<td>4 units</td>
</tr>
<tr>
<td>(or higher)</td>
<td></td>
</tr>
<tr>
<td>ANAT-101 Human Anatomy &amp; Physiology I</td>
<td>4.5 units</td>
</tr>
<tr>
<td>ANAT-102 Human Anatomy &amp; Physiology II</td>
<td>4.5 units</td>
</tr>
<tr>
<td>COMM-103 Interpersonal Communication</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**DMS Program Courses (60 units)**

<table>
<thead>
<tr>
<th>Semester One:</th>
<th>13 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-095 Sonography Medical Terminology</td>
<td>3 units</td>
</tr>
<tr>
<td>DMS-100 Fundamentals of Diagnostic Medical Sonography</td>
<td>2 units</td>
</tr>
<tr>
<td>DMS-120 Abdomen Scanning</td>
<td>3 units</td>
</tr>
<tr>
<td>DMS-122 Ultrasound Pathology I</td>
<td>1.5 units</td>
</tr>
<tr>
<td>DMS-128 Ultrasound Physics and Instrumentation II</td>
<td>2 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two:</th>
<th>11.5 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-122 Ultrasound Pathology II</td>
<td>1.5 units</td>
</tr>
<tr>
<td>DMS-130 Obstetric/Gynecology Scanning</td>
<td>3 units</td>
</tr>
<tr>
<td>DMS-132 Ultrasound Physics and Instrumentation III</td>
<td>2 units</td>
</tr>
<tr>
<td>Summer:</td>
<td>5 units</td>
</tr>
<tr>
<td>DMS-114 Clinical Experience I</td>
<td>5 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three:</th>
<th>16.5 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-134 Ultrasound Seminar</td>
<td>2 units</td>
</tr>
<tr>
<td>DMS-136 Clinical Experience IV</td>
<td>10 units</td>
</tr>
<tr>
<td>DMS-148 Ultrasound Physics and Instrumentation IV</td>
<td>2 units</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: General Education Option A**

Review MSJC College Catalog with a Counselor to determine courses.

<table>
<thead>
<tr>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS Program Courses (60 units)</td>
</tr>
<tr>
<td>Semester One:</td>
</tr>
<tr>
<td>DMS-095 Sonography Medical Terminology</td>
</tr>
<tr>
<td>DMS-100 Fundamentals of Diagnostic Medical Sonography</td>
</tr>
<tr>
<td>DMS-120 Abdomen Scanning</td>
</tr>
<tr>
<td>DMS-122 Ultrasound Pathology I</td>
</tr>
<tr>
<td>DMS-128 Ultrasound Physics and Instrumentation II</td>
</tr>
<tr>
<td>Semester Two:</td>
</tr>
<tr>
<td>DMS-122 Ultrasound Pathology II</td>
</tr>
<tr>
<td>DMS-130 Obstetric/Gynecology Scanning</td>
</tr>
<tr>
<td>DMS-132 Ultrasound Physics and Instrumentation III</td>
</tr>
<tr>
<td>Summer:</td>
</tr>
<tr>
<td>DMS-114 Clinical Experience I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three:</th>
<th>16.5 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-134 Ultrasound Seminar</td>
<td>2 units</td>
</tr>
<tr>
<td>DMS-136 Clinical Experience IV</td>
<td>10 units</td>
</tr>
<tr>
<td>DMS-148 Ultrasound Physics and Instrumentation IV</td>
<td>2 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Four:</th>
<th>14 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-134 Ultrasound Seminar</td>
<td>2 units</td>
</tr>
<tr>
<td>DMS-136 Clinical Experience IV</td>
<td>10 units</td>
</tr>
<tr>
<td>DMS-148 Ultrasound Physics and Instrumentation IV</td>
<td>2 units</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.
Earth Science

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.
Economic Programs

Economics

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.
Instructional Programs

Engineering: Drafting Technology

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

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

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

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

Employment Concentration Certificate(s)
Surveying 99999 ECC.ENGR.1

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).

ENGR-093 Technical Mathematics 4 units
ART-123 Graphic Design I 3 units
ENGR-154 Computer-Aided Drafting I 3 units
ENGR-155 Computer-Aided Drafting II 3 units
MATH-096 Intermediate Algebra 5 units

Employment Concentrations
Manufacturing Quality Assurance (12 units)

ENGR-106 M.S.S.C. High Performance Manufacturing 3 units
ENGR-107 Total Quality Management 3 units
ENGR-108 Manufacturing Organizational Behavior 3 units
ENGR-109 Manufacturing Inspection Techniques and Applications 3 units

Surveying (14 units)

ENGR-164 Plane Surveying I 4 units
ENGR-165 Plane Surveying II 4 units
ENGR-166 Legal Aspects of Surveying 3 units
GEOG-115 Introduction to Geographic Information Systems 3 units
Instructional Programs

**English**

**San Jacinto Campus**

(951) 487-MSJC (6752)

1-800-624-5561

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cbrostrand@msjc.edu

Will Farrell (951) 487-3644

wfarrell@msjc.edu

Paul Hendry (951) 487-3649

phendry@msjc.edu

Alma Ramirez (951) 487-3645

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Richard Sisk (951) 487-3646

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Anne Walker Pauole (951) 487-3647

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Yula Flournoy (951) 487-3642

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**Menifee Valley Campus**

(951) 672-MSJC (6752)

1-800-452-3335

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Bea Ganim (951) 639-5641

baganim@msjc.edu

Rickianne Rycraft (951) 639-5642

rrycraft@msjc.edu

Loretta Ross (951) 639-5643

lross@msjc.edu

Michelle Stewart (951) 639-5645

mstewart@msjc.edu

**Program Description**

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

**Distinctive Features**

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

**Transfer Preparation**

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

**Degree**

An Associate degree is not available in this major. Students wishing an Associate degree should major in Humanities from Area C of the General Education Requirements in Option A. Students are advised to see a counselor.

**Career Opportunities**

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

Common Careers for English Majors:


110

Mt. San Jacinto College 2008-2009 Catalog
**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-056** English as a Second Language: Listening and Conversation (may be taken at any point in the sequence)

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

**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)

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**Note:** English as a Second Language course listings will change from ENGL to ESL effective Spring 2009 - See course listings for additional information.
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. Maryland Department of Labor, Licensing, and Regulation 2001.

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:

- **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 Introduction to American Government and Politics 3 units
In addition to the above major CORE foundational requirements, students wishing to transfer into UCR’s Environmental Science: Natural Sciences option B.S. program will also need to complete the following:

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

- CHEM-112 Organic Chemistry I 5 units
- CHEM-113 Organic Chemistry II 5 units
- 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 or ECON-202 Principles of Microeconomics 3 units
- PHY-201 Mechanics and Wave Motion or PHY-202/202H Electricity and Magnetism 4 units
- MATH-215 Differential Equations 4 units
- MATH-140 Introduction to Statistics 4 units
- PHIL-103H 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-104 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 listed 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)

- ENV-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

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

**Ecology/Conservation Biology Emphasis**

The Ecology/Conservation Biology emphasis is designed for students wishing to pursue careers primarily in the fields of ecology, conservation biology, environmental impact consulting, wildlife biology, forestry, and related fields. This emphasis is ideal for students wishing to transfer to universities as Environmental Studies/Environmental Science majors, as well as those wishing to major in Conservation Biology or BEES (Behavior, Ecology, Evolution, and Systematics) disciplines within university Biological Sciences departments. The emphasis is also applicable to those not wishing to transfer, but rather to directly enter careers in the fields of forestry, wildlife biology, environmental impact assessment, and environmental consulting. This emphasis will emphasize classical biological and ecological lecture, laboratory, and field studies, as well as methods in data analysis and new environmental technologies such as Geographic Information Systems (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**

- ANTH-102/102H Cultural Anthropology 3 units
  *UCSB Articulated Major Elective
- BIOL-115 Topics in Biology 4 units
- BIOL-116 Natural History and Biodiversity 4 units
- BIOL-117 Conservation Biology 3 units
- BIOL-125 Microbiology 5 units
- BIOL-130 Marine Biology 4 units
- BIOL-135/135H Introduction To Evolution 3 units
- BIOL-140 Ecology 4 units
- BIOL-142 The World of Insects 4 units
- BIOL-143 Animal Behavior 3 units
- BIOL-144 Plant Biology 4 units
- BIOL-146 Biodiversity 3 units
- BIOL-148 Field Studies in Tropical Ecology of Costa Rica 4 units
- BIOL-201 Biostatistics 4 units
- CHEM-112 Organic Chemistry I 5 units
  *UCR Articulated Natural Sciences Option Requirement
- CHEM-113 Organic Chemistry II 5 units
  *UCR Articulated Natural Sciences Option Requirement
- ENGR-167 Global Positioning Systems 4 units
- ENV-102/102H Introduction To Environmental Science Laboratory 1 unit
- ENV-190 Watershed Resource Management 4 units
- GEOG-101 Physical Geography 3 units
  *UCSB Articulated Major Elective
- GEOG-102 Cultural Geography 3 units
  *UCSB Articulated Major Elective
- GEOG-104 Physical Geography Laboratory 1 unit

Mt. San Jacinto College 2008-2009 Catalog
## Instructional Programs

### Water and Soil Technologies/Environmental Engineering Emphasis

This emphasis is geared towards students intending to pursue careers in industrial environmental consulting, water or soil quality analysis, environmental engineering, or agricultural, fire, or wastewater technology fields. Students wishing to transfer into UCR’s Environmental Science B.S. program may be especially interested in taking courses in this emphasis. Emphasis is placed on obtaining hands-on training for students at wastewater treatment plants, water quality analysis industries, and turf management companies. This program will also encompass the Water Technologies and Turf Management programs which are already established at MSJC.

**Water and Soil Technologies & Environmental Engineering Emphasis Major Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH-102/102H</td>
<td>Cultural Anthropology</td>
<td>3 units</td>
</tr>
<tr>
<td>HORT-101</td>
<td>Horticulture Science</td>
<td>3 units</td>
</tr>
<tr>
<td>HORT-102</td>
<td>Introduction To Turfgrass Management</td>
<td>3 units</td>
</tr>
<tr>
<td>HORT-103</td>
<td>Advanced Turfgrass Management</td>
<td>3 units</td>
</tr>
<tr>
<td>HORT-104</td>
<td>Soil Science and Management</td>
<td>3 units</td>
</tr>
<tr>
<td>HORT-105</td>
<td>Golf Course/Landscape Irrigation</td>
<td>3 units</td>
</tr>
<tr>
<td>HORT-106</td>
<td>Pesticide Law &amp; Regulations-Turf &amp; Landscape</td>
<td>3 units</td>
</tr>
<tr>
<td>HORT-107</td>
<td>Arboriculture</td>
<td>3 units</td>
</tr>
<tr>
<td>AUME-150</td>
<td>Introduction To Alternative Fuels</td>
<td>2.5 units</td>
</tr>
<tr>
<td>BIOL-115</td>
<td>Topics in Biology</td>
<td>4 units</td>
</tr>
<tr>
<td>CHEM-112</td>
<td>Organic Chemistry I</td>
<td>5 units</td>
</tr>
<tr>
<td>CHEM-113</td>
<td>Organic Chemistry II</td>
<td>5 units</td>
</tr>
<tr>
<td>BIOL-125</td>
<td>Microbiology</td>
<td>5 units</td>
</tr>
<tr>
<td>ENGR-154</td>
<td>Computer-Aided Drafting I</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGR-155</td>
<td>Computer-Aided Drafting II</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGR-164</td>
<td>Plane Surveying I</td>
<td>4 units</td>
</tr>
<tr>
<td>ENGR-165</td>
<td>Plane Surveying II</td>
<td>4 units</td>
</tr>
<tr>
<td>ENGR-166</td>
<td>Legal Aspects of Surveying</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGR-167</td>
<td>Global Positioning Systems</td>
<td>4 units</td>
</tr>
<tr>
<td>ENV-190</td>
<td>Watershed Resource Management</td>
<td>4 units</td>
</tr>
<tr>
<td>ES-101</td>
<td>Topics in Earth Science</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG-101</td>
<td>Physical Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG-102</td>
<td>Cultural Geography</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG-104</td>
<td>Physical Geography Laboratory</td>
<td>1 unit</td>
</tr>
<tr>
<td>GEOG-115</td>
<td>Geographic Information Systems for Environmental History</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOG-116</td>
<td>Oceanography</td>
<td>4 units</td>
</tr>
<tr>
<td>GEOL-100</td>
<td>Physical Geology</td>
<td>4 units</td>
</tr>
<tr>
<td>GEOL-103</td>
<td>Environmental Geology</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOL-105</td>
<td>Historical Geology</td>
<td>4 units</td>
</tr>
<tr>
<td>GEOL-107</td>
<td>Geological Field Studies</td>
<td>1 unit</td>
</tr>
<tr>
<td>GEOL-109</td>
<td>Geology of National Parks</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOL-110</td>
<td>Oceanography</td>
<td>4 units</td>
</tr>
<tr>
<td>GEOL-115</td>
<td>Introduction To Geographic Information Systems</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOL-120</td>
<td>Wastewater Treatment Plant Operations I &amp; II</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOL-122</td>
<td>Wastewater Plant Operations III, IV, V</td>
<td>3 units</td>
</tr>
<tr>
<td>GEOL-125</td>
<td>Laboratory Procedures for Water and Wastewater</td>
<td>3 units</td>
</tr>
<tr>
<td>WATR-100</td>
<td>Introduction to Water/Wastewater Operations</td>
<td>1 unit</td>
</tr>
<tr>
<td>WATR-102</td>
<td>Basic WaterWorks Math</td>
<td>2 units</td>
</tr>
<tr>
<td>WATR-103</td>
<td>Water Treatment Plant Operations I &amp; II</td>
<td>3 units</td>
</tr>
<tr>
<td>WATR-105</td>
<td>Water Treatment Plant Operations III, IV, V</td>
<td>3 units</td>
</tr>
<tr>
<td>WATR-107</td>
<td>Water Distribution I &amp; II</td>
<td>3 units</td>
</tr>
<tr>
<td>WATR-109</td>
<td>Water Distribution III, IV, V</td>
<td>3 units</td>
</tr>
<tr>
<td>WATR-120</td>
<td>Wastewater Treatment Plant Operations I &amp; II</td>
<td>3 units</td>
</tr>
<tr>
<td>WATR-122</td>
<td>Wastewater Plant Operations III, IV, V</td>
<td>3 units</td>
</tr>
<tr>
<td>WATR-125</td>
<td>Laboratory Procedures for Water and Wastewater</td>
<td>3 units</td>
</tr>
<tr>
<td>WATR-130</td>
<td>Environmental Laws and Regulations</td>
<td>3 units</td>
</tr>
<tr>
<td>ECON-201</td>
<td>Principles of Macroeconomics</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGR-166</td>
<td>Legal Aspects of Surveying</td>
<td>3 units</td>
</tr>
<tr>
<td>ENGR-167</td>
<td>Global Positioning Systems</td>
<td>4 units</td>
</tr>
<tr>
<td>PHY-201</td>
<td>Mechanics and Wave Motion</td>
<td>4 units</td>
</tr>
<tr>
<td>PHY-202/202H</td>
<td>Electricity and Magnetism</td>
<td>4 units</td>
</tr>
<tr>
<td>PHIL-101</td>
<td>World Religions</td>
<td>3 units</td>
</tr>
<tr>
<td>PHIL-102</td>
<td>Introduction To Turfgrass Management</td>
<td>3 units</td>
</tr>
<tr>
<td>PHIL-104</td>
<td>Principles of Macroeconomics</td>
<td>3 units</td>
</tr>
<tr>
<td>PHIL-106</td>
<td>Introduction To Ethics</td>
<td>4 units</td>
</tr>
<tr>
<td>PHY-201</td>
<td>Mechanics and Wave Motion</td>
<td>4 units</td>
</tr>
<tr>
<td>PHY-202/202H</td>
<td>Electricity and Magnetism</td>
<td>4 units</td>
</tr>
<tr>
<td>SOCI-101/101H</td>
<td>Principles of Sociology</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**Note:** *UCSB Articulated Majors and Electives are indicated by asterisks.*
Fire Technology

Program Description

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

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

Distinctive Features

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

Career Opportunities

City and County Fire Department Personnel * Forestry Fire Control

Transfer Preparation

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

Degree

Students wishing to obtain the Associate of Science (AS) degree should complete the required core courses (18 units) and two additional elective courses (6 units) in the Fire Technology program to establish a major (24 units total). In addition, Associate of Science degree students must complete all MSJC General Education Option A requirements.

Certificates

Certificate in Fire Technology (24 units)

Required Core Courses (18 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE-101</td>
<td>Introduction to Fire Technology</td>
<td>3</td>
</tr>
<tr>
<td>FIRE-102</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FIRE-103</td>
<td>Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FIRE-106</td>
<td>Fundamentals of Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>FIRE-109</td>
<td>Fundamentals of Fire Protection and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>FIRE-115</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses (6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH-120</td>
<td>Emergency Medical Technician I Basic</td>
<td>5</td>
</tr>
<tr>
<td>AJ-071</td>
<td>Penal Code 832</td>
<td>3</td>
</tr>
<tr>
<td>FIRE-107</td>
<td>Fire Apparatus and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>FIRE-108</td>
<td>Fire Investigation 1A</td>
<td>2</td>
</tr>
<tr>
<td>FIRE-110</td>
<td>Fundamentals of Fire Service Operations</td>
<td>3</td>
</tr>
<tr>
<td>FIRE-117</td>
<td>Hazardous Materials First Responder Operational</td>
<td>1</td>
</tr>
<tr>
<td>FIRE-121</td>
<td>Fundamentals of Wild Land Fire Fighting</td>
<td>3</td>
</tr>
<tr>
<td>FIRE-149</td>
<td>Occupational Internship: Fire Technology</td>
<td>1-4</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH-120</td>
<td>Emergency Medical Technician I Basic</td>
<td>5</td>
</tr>
<tr>
<td>FIRE-101</td>
<td>Introduction to Fire Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

Fire Apparatus Operator Preparation (9 units)

Students completing this certificate will have completed the courses to prepare them to operate fire apparatus.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE-101</td>
<td>Introduction to Fire Technology</td>
<td>3</td>
</tr>
<tr>
<td>FIRE-103</td>
<td>Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FIRE-107</td>
<td>Fire Apparatus and Equipment</td>
<td>3</td>
</tr>
</tbody>
</table>
Program Description

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

GIS courses are taught in a GIS dedicated computer facility containing the most recent releases of hardware and software. GIS software demonstrations and hands-on experience in the use of GIS software and industry-standard hardware are integrated with lectures and current texts. Students are broadly trained in the use of the technology and conceptual knowledge necessary to enter the work force.

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.
Certificate in Geographic Information Systems (18 units)

Required Courses (12 units)
- GEOG-105 Introduction to Cartography: 3 units
- GEOG-115 Introduction to Geographic Information Systems: 3 units
- GEOG-120 Intermediate Geographic Information Systems: 3 units
- GEOG-125 Advanced Geographic Information Systems: Applications: 3 units

Electives: Elective courses are identified under the employment concentration areas. Students must complete 6 units (any combination) under one concentration.

Elective Courses
- GEOG-130 Geographic Information Systems: Science, Business and Government: 3 units
- GEOG-149 Occupational Internship: Geographic Information Systems: 1-4 units
- GEOG-298A-Z Special Topics in Geographic Information Systems: 0.5-6 units
- GEOG-299 Special Projects: Geographic Information Systems: 1-3 units

Visual Design (6 units)
- ART-120 2D Design: 3 units
- ART-123 Graphic Design I: 3 units
- ART-130A Digital Art - Imaging: 2 units
- ART-130B/MUL-140 Digital Art - Illustration: 2 units

Engineering (6 units)
- ENGR-154 Computer Aided Drafting I: 3 units
- ENGR-164 Plane Surveying I: 4 units
- ENGR-166 Legal Aspects of Surveying: 3 units
- ENGR-167 Global Positioning Systems: 4 units

Multimedia (6 units)
- MUL-110 Introduction to Multimedia: 3 units
- MUL-131 3D Animation I: 3 units
- ART-130B/MUL-140 Digital Art - Illustration: 2 units
- MUL-299 Special Topics: Multimedia: 1-3 units

Programming (6 units)
- CSIS-111B Fundamentals of Computer Programming: 3 units
- CSIS-112A Visual Basic Programming – Level 1: 3 units
- CSIS-122A Visual Basic Programming – Level 2: 3 units
- CSIS-214 Principles of Database Management Systems: 3 units

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

Program Description

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

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

A tool and a research method for identifying spatial and temporal patterns, trends and relationships on maps and in large databases (refer to the GIS program description in this catalog).

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

**DISTINCTIVE FEATURES**

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

**CAREER OPPORTUNITIES**

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

**TRANSFER PREPARATION**

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

**DEGREE**

An Associate degree is not available in this major. Students wishing an Associate degree should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A and/or 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.
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>
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<tbody>
<tr>
<td>BADM-104/ENGL-104</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ENGL-098</td>
<td>4</td>
</tr>
<tr>
<td>GER-103/LEG-103</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>GER-110</td>
<td>3</td>
</tr>
<tr>
<td>GER-125</td>
<td>3</td>
</tr>
<tr>
<td>GER-130</td>
<td>3</td>
</tr>
<tr>
<td>GER-149</td>
<td>3</td>
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</table>

Employment Concentrations

Activities Director (6 units)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>GER-146</td>
<td>3</td>
</tr>
<tr>
<td>ADS-115/PSYC-115</td>
<td>3</td>
</tr>
<tr>
<td>GER-149</td>
<td>3</td>
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Senior Nutrition (6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>HS-121</td>
<td>3</td>
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<tr>
<td>NUTR-100</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>NUTR-101</td>
<td>3</td>
</tr>
<tr>
<td>GER-149</td>
<td>3</td>
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</tbody>
</table>

Social Services Designee (6 units)

<table>
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<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
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<td>3</td>
</tr>
<tr>
<td>ADS-115/PSYC-115</td>
<td>3</td>
</tr>
<tr>
<td>GER-149</td>
<td>3</td>
</tr>
</tbody>
</table>
Instructional Programs

Guidance

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Miranda Angeles (951) 487-3255
mangeles@msjc.edu
Eric Borin (951) 487-3307
eborin@msjc.edu
Karen Cranney (951) 639-5253
kcranney@msjc.edu
Linda Googe (951) 487-3255
lgooge@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Eric Borin (951) 487-3307
eborin@msjc.edu
Karen Cranney (951) 639-5253
kcranney@msjc.edu
Marilyn Findley (951) 639-5255
mfineley@msjc.edu

Program Description

Guidance courses are designed to help students succeed. These courses strengthen and support individuals during their academic journey. Guidance courses focus on development of the whole person as students learn college success strategies and life management skills. These courses help students identify personal, educational, and career goals and make satisfying decisions for transition to the workforce as productive members of society. The learning and self-management skills developed in student success courses can serve a lifetime.

Distinctive Features

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

Transfer Preparation

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

Degree

An Associate degree is not available in this major. Students wishing an Associate degree should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A. Students are advised to see a counselor.
Degree(s)  None
Certificate(s)  None
Employment Concentration Certificate(s)  None

Program Description

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

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

Distinctive Features

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

Career Opportunities

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

Transfer Preparation

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

Degree

An Associate degree is not available in this major. Students wishing an Associate degree should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A and/or 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)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

**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

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

Honors Enrichment Program

Enrollment in the Honors Enrichment Program is by special application only.

To complete the Honors Enrichment Program, students must complete a minimum of 15 credits in honors courses that stress in-depth study, research, and challenging exploration of various areas of study. The 15 honors credits also count toward a student's credits leading to Associate of Arts degree or the Associate of Science degree and are transferable as students continue their education toward a higher degree at a senior university. Honors courses are listed alphabetically by Subject.

Admission Requirements

For new students without earned college units
> Official transcripts demonstrating 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

Benefits for the honors students include close interactions between students in the program and professors, challenging courses with fellow honors students, the exploration of current issues in the interdisciplinary seminar, and specific guidance from counselors and faculty advisers concerning the course of studies most suitable for transferring to a four-year university and for achieving professional objectives. Upon completion of the program, honors students are actively recruited by public and private universities, often offered scholarships, and frequently given special university-admissions consideration because of Mt. San Jacinto’s honors transfer alliances with major universities. Honors students also participate in domestic and international exchange programs, attend and participate in honors conferences, and have publication opportunities in Scribendi, the Western Regional Honors Council publication dedicated to student work.

To Apply To The Program

Complete the Honors Enrichment Program application found inside the program brochure which is available at stands in the Counseling and Enrollment Services Offices, or directly from the Honors Enrichment Program Coordinators. Submit application and required documentation to the Honors Enrichment Program Office. (Please see page heading for contact information).
Instructional Programs

**Humanities**

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

**Certificate(s)**
None

**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
Jim Davis (951) 639-5660  
jdavis@msjc.edu
Thomas W. Donovan, III (951) 639-5675  
tdonovan@msjc.edu

**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 including at least 18 units in the following areas:

- American Sign Language – 100, 101, 103, 104, 105, 110, 150
- Anthropology – 145+
- Audio Technology – 140+, 141+, 142+, 143+, 145+, 146+
- Child Development and Education – 109+, 114+, 131+
- Communication - 105, 113, 117, 120, 129+
- Dance – 100+, 108+, 112, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 133, 140, 201, 204, 209+, 212, 214
- Education – 132+
- French – 101, 102, 175, 201, 202
- Humanities – 102, 137+
- Multimedia – 126+, 140+, 224+
- Photography – 118+, 224+
- Philosophy – 101, 103, 104, 105, 108, 109, 110, 111
- Spanish – 101, 102, 103, 104, 180, 181, 201, 202, 270+, 230, 231

+ 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

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

LNSK-071 Learning Skills: Assessment Workshop .5 unit
LNSK-073 Learning Skills: Study Skills 3 units
LNSK-074 Learning Skills: Language Arts Lab 1 unit
LNSK-075 Learning Skills: Language Arts 2 units
LNSK-077 Learning Skills: Math 2 units
LNSK-079 Learning Skills: Adaptive Computer Technology 2 units
LNSK-079B Learning Skills: Advanced Adaptive Computer Technology 2 units
Legal Assistant

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 corporation. The Associate of Science (AS) degree program provides students with an educational foundation helpful for transfer to a baccalaureate 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.


Certification and other qualifications. Although most employers do not require certification, earning a voluntary certification from a professional society may offer advantages in the labor market. The National Association of Legal Assistants (NALA), for example, has established standards for certification requiring various combinations of education and experience. Paralegals who meet these standards are eligible to take a 2-day examination. Those who pass the exam may use the Certified Advanced Paralegal Certification for experienced paralegals who want to specialize.

The Advanced Paralegal Certification program is a curriculum based program offered on the Internet.

The American Alliance of Paralegals, Inc. offers the American Alliance Certified Paralegal (AACP) credential, a voluntary certification program. Paralegals seeking the AACP certification must possess at least five years of paralegal experience and meet one of the three educational criteria. Certification must be renewed every two years, including the completion 18 hours of continuing education.

In addition, the National Federation of Paralegal Association offers the Professional Paralegal (PP) certification to those who pass a four-part exam. Recertification requires 75 hours of continuing education.

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>LEG-100</td>
<td>Foundations of the Legal System</td>
<td>3</td>
</tr>
<tr>
<td>LEG-106</td>
<td>Research &amp; Writing I for the Legal Assistant</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-144</td>
<td>Keyboarding and Document Formatting</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPP-121C</td>
<td>Using Microsoft Word 2003 – Level 1</td>
<td>3</td>
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<tr>
<td>or</td>
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<td></td>
</tr>
<tr>
<td>CAPP-121C1</td>
<td>Using Microsoft Word 2003 – Level 1, Part 1</td>
<td>1</td>
</tr>
<tr>
<td>CAPP-121C2</td>
<td>Using Microsoft Word 2003 – Level 1, Part 2</td>
<td>1</td>
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<tr>
<td>CAPP-121C3</td>
<td>Using Microsoft Word 2003 – Level 1, Part 3</td>
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</table>

Elective Courses (18 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG-103/GER-103</td>
<td>Elder Law</td>
<td>3</td>
</tr>
<tr>
<td>LEG-104</td>
<td>Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>LEG-108</td>
<td>Research and Writing II for the Legal Assistant</td>
<td>3</td>
</tr>
<tr>
<td>LEG-110</td>
<td>Administrative and Judicial Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LEG-120</td>
<td>Immigration Law</td>
<td>3</td>
</tr>
</tbody>
</table>
EMPLOYMENT CONCENTRATIONS

Legal Office Support (12 units)

Required Courses (9 units)

<table>
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</tr>
<tr>
<td>LEG-106</td>
<td>Research and Writing I for the Legal Assistant</td>
<td>3</td>
</tr>
<tr>
<td>LEG-122</td>
<td>Immigration Law II</td>
<td>3</td>
</tr>
<tr>
<td>LEG-130</td>
<td>Family Law I</td>
<td>3</td>
</tr>
<tr>
<td>LEG-132</td>
<td>Family Law II</td>
<td>3</td>
</tr>
<tr>
<td>LEG-140</td>
<td>Bankruptcy Law</td>
<td>3</td>
</tr>
<tr>
<td>LEG-149</td>
<td>Occupational Internship: Legal Assistant</td>
<td>3</td>
</tr>
<tr>
<td>LEG-150</td>
<td>Probate Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BADM-201</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>AJ-101</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>LEG-103/GER-103</td>
<td>Elder Law</td>
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<tr>
<td>LEG-150</td>
<td>Probate Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-144</td>
<td>Keyboarding &amp; Document Formatting</td>
<td>3</td>
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</table>

Elective Courses (3 units)

<table>
<thead>
<tr>
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<tr>
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</tr>
<tr>
<td>CAPP-121C</td>
<td>Using Microsoft Word 2003 – Level 1</td>
<td>3</td>
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</tbody>
</table>

Liberal Arts

The Associate degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an “Area of Emphasis”. This area of emphasis would be an ideal choice for students who plan on transferring to the California State University (CSU) or University of California (UC) as students can satisfy general education requirements, plus focus on transferable course work that relate to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

- Choose either Option B: CSU General Education Breadth or Option C: IGETC (Intersegmental General Education Transfer Curriculum) for the General Education pattern which relates to your educational goal.
- Complete 18 units in one “Area of Emphasis” from those outlined below. (Note: Where appropriate, courses in the “Area of Emphasis” may also apply towards General Education areas on the General Education pattern).
- For ALL DEGREE OPTIONS: Complete necessary Mt. San Jacinto College Graduation and Proficiency requirements in U.S. History or Political Science, Healthful Living, and Multi-Cultural Gender Studies (See catalog for list of all applicable courses).
- All classes listed below transfer to the CSU system and courses in **BOLD** also transfer to the UC system. Please refer to www.assist.org for articulation agreements and transfer details for each course.
UNITS

I. ASSOCIATE DEGREE IN LIBERAL ARTS:

A. General Education CSU-GE Breadth or IGETC:

Units necessary to meet CSU-GE Breadth or IGETC Certification requirements only.

B. Areas of Emphasis:

• A minimum of 18 units are required in one Area of Emphasis listed below. For depth of study, 2 or more courses in one discipline are required.

• Courses selected may also be used to fulfill GE areas, refer to each transfer institution policy.

C. Electives:

Elective units may be necessary to total 60 overall units required for the Associate Degree. These units must be transferable to the CSU and/or UC for appropriate credit.

Note on courses listed below:
+ refers to cross listed courses
* refers to lecture/lab combined courses.

1. ARTS & HUMANITIES:

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

American Sign Language
100, 101, 103, 104, 110

Anthropology
145+, 145H+

Art/Art History

Child Development Education/Education
109+, 131+, 131H+, 132+, 132H+

Communications
100, 100H, 103, 104, 105, 106, 108, 108H, 110, 113+, 201

Dance
100+, 121, 122, 123, 125, 126, 127, 128, 129, 133, 140, 212

English

French
101, 102, 175, 201, 202

History

Humanities
101, 101H, 102, 102H, 137+

Music
100, 100H, 101, 102, 103, 104, 107+, 108+, 109, 111, 112, 113+, 114, 118, 121, 140+, 141+, 151, 253

Philosophy

Spanish

Theater Arts

2. SOCIAL & BEHAVIORAL SCIENCES:

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

Administration of Justice
101, 102, 111, 108, 118

American Sign Language
110

Anthropology
102, 102H, 103A, 103B, 103C, 103D, 103E, 104, 104H, 115, 116, 121+

Child Development Education
103, 110, 110H, 119, 125, 125H, 147, 148

Economics
201, 202

Education
135

Geography (excluding physical geography)
102, 108, 111

History

Political Science
101, 101H, 102, 102H, 103, 104, 104H, 120, 120H

Psychology
3. MATHEMATICS & SCIENCE:

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world’s civilizations. (Students following the CSU GE or IGETC must complete two science courses with at least 1 lab AND at least 1 transferable math to get certified. If a student is transferring in a science or math major more math and/or science courses must be completed.)

Anatomy/Physiology

100, 101*, 101H*, 102*, 102H*

Anthropology

101, 101H

Astronomy

101*, 111

Biology


Chemistry

100*, 101*, 102*, 112*, 113*

Earth Science/Geography (excluding cultural studies)

ES 101; GEOG 101, 104, 105

Environmental Science

100, 101, 101H, 102, 102H, 110;

Geology

100*, 103, 105*, 107, 110*, 111, 112

Mathematics (beyond the Intermediate Algebra level)

102, 105, 105H, 110, 135, 140, 140H, 211, 212, 213, 213H, 215, 218, 290; BIOL 201

Physics

PHY 100, 101*, 102*, 201*, 202*, 202H*, 203*

4. BUSINESS & TECHNOLOGY:

These courses emphasize the integration of theory and practice within the fields of business and technology. Students will develop the ability to effectively manage and lead organizations. Students will demonstrate an understanding of the place of business and technology within the global economy. Students will critically apply ethical standards to business practices and decisions. (Students following this emphasis should identify the transfer core degree requirements for the major and university and select the required courses below).

Accounting

124, 124H, 125, 125H

Business Administration

103, 104, 201

Computer Science


Economics

201, 202

Engineering

154, 155, 164, 165

Geography

115, 115H

Management

134

Mathematics/Statistics

135, 140, 140H
### Instructional Programs

#### Management/Supervision

**Degree(s)**

A.S. in Management/Supervision \(^{4390 \text{ AS.MGT}}\)
*(with General Education Requirements Option A)*

**Certificate(s)**

Certificate in Management/Supervision \(^{4394 \text{ CT.MGT}}\)

**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.

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**Degree**

An Associate of Science (AS) degree with a major in Management/Supervision is available to students completing the certificate requirements in Management/Supervision, and completing all other MSJC General Education Option A requirements.

**Certificates**

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

**Certificate in Management/Supervision**

(24 units)

**Required Courses (15 units)**

- BADM-103 Introduction to Business 3 units
- BADM-201 Legal Environment of Business 3 units
- ECON-201 Principles of Macroeconomics 3 units
- MGT-103 Introduction to Management 3 units
- MGT-137 Human Relations at Work 3 units

**Recommended Elective Courses**

(3 units from this list)

- ACCT-124 Financial Accounting - Principles of Accounting I 3 units
- CSIS-101 Introduction to Computers and Data Processing 3 units

**Other Elective Courses (6 units from this list)**

- ACCT-125 Managerial Accounting, Principles Of Accounting II 3 units
- BADM-150 Small Business Entrepreneurship 3 units
- BADM-157 Principles of Salesmanship 3 units
- BADM-170 Introduction to International Business 3 units
- ECON-202 Principles of Microeconomics 3 units
- MGT-132 Labor Management Relations 3 units
- MGT-133 Productivity Management 3 units
- MGT-134 Communication in the Organization 3 units
- MGT-138 Personnel Management 3 units
- MGT-205 Principles of Marketing Management 3 units
- MGT-299 Special Projects: Management 1-3 units
Mathematics

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gguu@msjc.edu
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Jorge Valdez-Alvarez (951) 487-3755
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Beverly Schaadt (951) 639-5647
bschaadt@msjc.edu
Bahram Sherkat (951) 639-5754
bsherkat@msjc.edu

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.


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.
Multimedia

Degree(s)
A.S. in Multimedia 12022 AS.MUL
(with General Education Requirements Option A)

Certificate(s)
Certificate in Multimedia 12022 CT.MUL

Employment Concentration Certificate(s)
Animation 99999 ECC.MUL.A
Imaging 99999 ECC.MUL.I
Production Management 99999 ECC.MUL.PROD.MGT
Videography 99999 ECC.MUL.V
Web Design 99999 ECC.MUL.WD

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 * 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
**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-Character 3 units
- MUL-143 3D Topic-Rendering 3 units
- MUL-245 3D Topic-Modeling 3 units

**Imaging Concentration (13-14 units)**

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

**Required Courses (14 units)**
- ART-120 2D Design 3 units
- MUL-110 Introduction to Multimedia 3 units
- MUL-124/PHOT 125 Digital Photography Production I 3 units
- MUL-140/ART-130B Digital Photography Production II 3 units

**Production Management (15 units)**

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

**Required Courses (9 units)**
- MUL-127 Production Development 3 units
- MUL-114 Production Management 3 units
- BADM-104/ENGL-104 Business Communications 3 units

**Elective Courses (6 units)**

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

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

**Promotion**
- ART-123 Graphic Design I 3 units
- MUL-112 Interactive Media Design I 3 units
- PHOT-118/ART-128 Beginning Photography 3 units
- MUL-124/PHOT-125 Digital Photography Production II 3 units

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

**Videography Concentration (15 units)**

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

**Required Courses (15 units)**
- ART-120 2D Design 3 units
- MUL-110 Introduction to Multimedia 3 units
- AUD-152/MUL-123 Digital Video Production I 3 units
- MUL-124/PHOT-125 Digital Photography Production I 3 units
- MUL-223/AUD155 Video Production II 3 units

**Web Design Concentration (15 units)**

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

**Required Courses (15 units)**
- MUL-110 Introduction to Multimedia 3 units
- MUL-112 Interactive Media Design I 3 units
- MUL-125 Scripting for Multimedia 3 units
- MUL-158/CSIS-116C Internet Scripting with JavaScript 3 units
- MUL-218 Designing and Managing Dynamic Websites 3 units

MUL-112 is a prerequisite for MUL-125, MUL-125 and MUL-158 may be taken together. This is a three-semester program.
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 4482 AA.MUS.AT
(with General Education Requirements Option A)
A.A. in Advanced Audio Technology 4677 AA.MUS.ADV.AT
(with General Education Requirements Option A)
Music - Musical Theater
A.A. in Musical Theater 4681 AA.MUS.THEAT
(with General Education Requirements Option A)

Certificate(s)
Music - Audio Technology (please see “Audio Technology”)
Certificate in Audio Technology 4682 CT.MUS.AT
Certificate in Advanced Audio Technology 4677 AA.MUS.ADV.AT
Music - Musical Theater
Certificate in Musical Theater 4681 CT.MUS.THEAT

Employment Concentration Certificate(s)
None

Program Description
The music program is designed to promote interest and excellence in general musical knowledge and performance. The program also serves students interested in transferring to four year schools as well as offering preparation for careers in music.

Distinctive Features
Yearly offerings in performance currently include choir, jazz ensemble, and musicals. Most groups are by audition.

Career Opportunities
The following usually require a four-year degree:
   Accompanist * Choir or Band Director * Vocalist *
   Composer * Arranger * Instrumentalist * Private Instructor
   Performer

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

Degree
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

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Phill Morrione (951) 487-3665
pmorrione@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Michael Tausig (951) 639-5666
mtausig@msjc.edu
Stephen Torok (951) 639-5665
storok@msjc.edu
**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.
In addition to completing all of the MSJC General Education Option A requirements, students should take at least 21 units from the following list to obtain an Associate of Arts degree in Musical Theater.

### Certificate

**Certificate in Musical Theater (21 units)**

**Required Courses**

(12 units minimum from Areas A and/or B combined)

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

- DAN-209/MUS-209/THA-209 Musical Production 1-4 units
- MUS-207 Techniques of Musical Theater 3 units
- THA-155 Musical Theater History 3 units

**Area B - Required Courses (A minimum of one of the following dance technique classes is required. More than one technique class is recommended.)**

- DAN-121 Beginning Ballet 2 units
- DAN-122 Beginning Modern Dance 2 units
- DAN-123 Beginning Jazz Dance 2 units
- DAN-124 Beginning Tap Dance 1 unit
- DAN-126 Intermediate Modern Dance 2 units
- DAN-127 Intermediate Jazz Dance 2 units
- DAN-128 Intermediate Ballet 2 units
- DAN-129 Intermediate Tap Dance 2 units

**Elective Courses**

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

**Area A:**

- MUS-115 Beginning Voice Class – Breath/Tone 2 units
- MUS-116 Beginning Voice Class – Diction and Expression 2 units
- MUS-118 Applied Music I: Instrumental 1 unit
- MUS-150 Intermediate Voice Class 1 unit
- MUS-151 Applied Music: Voice 1 unit
- MUS-203 Concert Band 1 unit
- MUS-204 Musical Theater Workshop 1-3 units
- MUS-205 College Singers 1 unit

**Area B:**

- THA-105/COMM-105 Voice and Diction 3 units
- THA-109 Beginning Movement for Actors 3 units
- THA-111 Intermediate Acting 3 units
- THA-200 Actor’s Workshop 3 units

**Area C:**

(Classes chosen to fulfill this elective area may not be duplicated in the required Area B.)

- DAN-121 Beginning Ballet 2 units
- DAN-122 Beginning Modern Dance 2 units
- DAN-123 Beginning Jazz Dance 2 units
- DAN-124 Beginning Tap Dance 1 unit
- DAN-126 Intermediate Modern Dance 2 units
- DAN-127 Intermediate Jazz Dance 2 units
- DAN-128 Intermediate Ballet 2 units
- DAN-129 Intermediate Tap Dance 2 units
- DAN-130 Beginning Ballroom Dance 2 units
- DAN-131 Beginning Hip Hop 2 units
- DAN-133 American, Popular Dance on Stage, Screen and Television 3 units
- DAN-204 Musical Theater Dance Techniques 3 units
Nursing
Registered Nursing

Degree(s)
A.S. in Nursing [AS.AS.NURS.RN]
(with General Education Requirements Option A)

Certificate(s)
None

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

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

Program Description
The Associate of Science degree in Nursing Program is in harmony with the philosophy and mission of Mt. San Jacinto College by providing career opportunities for students. The philosophy of the ADN program is predicated on the belief that nursing is an ever-changing profession which responds to the client, family and the community in the culturally diverse society it serves. The Associate of Science degree in Nursing faculty view the client as an integrated bio-psycho-social, sexual and cultural being, moving through the developmental states of the life cycle, in constant interaction with a changing environment. The discipline of nursing plays an integral role in health care delivery. Nursing practice is based upon the knowledge of natural and behavioral sciences in addition to accepted standards, ethics and legal mandates relating to nursing. The nursing process is used as a framework for providing independent or dependent interventions to persons from diverse groups with different needs. Nursing encourages personal, family and community participation in attaining and maintaining an optimal health state throughout the life span or to experience death with dignity.

The Registered Nursing (RN) Program (Associate of Science degree in Nursing) prepares men and women to give direct nursing care to clients in various practice settings. The program consists of course work in nursing, science, general education and clinical nursing practice at local hospitals and health agencies. The Registered Nursing program is accredited by the California State Board of Registered Nursing.

The Associate of Science degree in Nursing is a 78-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 (78 units)

Minimum cumulative college level GPA of 2.5 on 4.0 scale with a grade of “C” or better in the following courses:

Admission Requirements:

Pre-Nursing Information Workshop Certificate
CPR Healthcare Provider Card
High School graduate (or equivalency)

Prerequisites: 24 units
ANAT-101 Human Anatomy & Physiology I (A) 5 units
ANAT-102 Human Anatomy & Physiology II (A) 5 units
BIOL-125 Microbiology (A) 5 units
MATH-096 Intermediate Algebra (G) 5 units
ENGL-101 Freshman Composition (D1) 4 units

Semester One: 12 units
NURS-212 Foundations of Nursing 4 units
NURS-394 Pharmacology & Dosage Calculations for Nurses 3.5 units
NURS-214 Introduction to Medical-Surgical Nursing 4 units
NURS-084C Nursing Skills Lab: Registered Nurse 0.5 unit

Semester Two: 12.5 units
NURS-224 Beginning Medical-Surgical Nursing II 5 units
NURS-226 Nursing of Childbearing & Families 3.5 units
NURS-222 Nursing Care of Children & Families 3.5 units
NURS-084C Nursing Skills Lab: Registered Nurse 0.5 unit

Semester Three: 10.5 units
NURS-234 Intermediate Medical-Surgical Nursing III 5 units
NURS-236 Mental Health Nursing 3 units
NURS-238 Gerontology and Community Nursing 2 units
NURS-084C Nursing Skills Lab: Registered Nurse 0.5 unit

Semester Four: 7 units
NURS-244 Advanced Medical-Surgical Nursing IV 4 units
NURS-248 Perceptorship (5 wks) (pending approval) 2.5 units
NURS-084C Nursing Skills Lab: Registered Nurse 0.5 unit

Additional Associate Degree and Requirements: 12 units
Psychology 101 (must be taken prior to 3rd semester) (B2) 3 units
Political Science 101 (B1) 3 units
Communication 100 or 103 (D2) 3 units

Humanities/Multicultural Gender Studies (Any course from Area C (Humanities) or Area F (Multicultural Gender Studies)
The following courses will satisfy both requirements:

ASL-110, DAN-100, 201
ENGL-205, 240, 250, 260, 270, 280
MUS-107, 108, 109
SPAN-270
THA-136

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

LVN to RN Transition [Degree/Non-Degree Candidate]

Admission Requirements:
Pre-Nursing Information Workshop Certificate
CPR Healthcare Provider Card
High School graduate (or equivalency)

Prerequisites: (For admission into the third semester of the program)
Minimum cumulative college level GPA of 2.5 on 4.0 scale with a grade of “C” or better in the following courses:
ANAT-101 Human Anatomy & Physiology I 5 units
ANAT-102 Human Anatomy & Physiology II 5 units
BIOL-125 Microbiology 5 units
ENGL-101 Freshman Composition 4 units
MATH-096 Intermediate Algebra 5 units
NURS-232 Role Transition 3 units
PSYC-101 Introduction to Psychology 3 units

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

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

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

Additional Associate Degree and Requirements: 12 units
Political Science 101 (B1) 3 units
Communication 100 or 103 (D2) 3 units

Humanities/Multicultural Gender Studies (Any course from Area C (Humanities) or Area F (Multicultural Gender Studies)
The following courses will satisfy both requirements:

ASL-110, DAN-100, 201
ENGL-205, 240, 250, 260, 270, 280
MUS-107, 108, 109
SPAN-270
THA-136

Note: Graduates from the A.D.N. Program meet the requirement of Physical Education and Healthful Living.
### LVN to RN [30 Unit Non-Degree Option]

Students choosing this option are Licensed Vocational Nurses (LVN’s) or Licensed Practical Nurses (LPN’s) who would be eligible to enter the third semester of the program after the LVN to RN Transition course (NURS-232). This student will be required to satisfy 30-semester units in nursing and physical sciences in order to qualify them to apply for RN licensure in California. This option is recognized only in the state of California. Students will be admitted once a year in the fall semester.

**Admission Requirements:**
- Pre-Nursing Information Workshop Certificate
- CPR Healthcare Provider Card
- High School graduate (or equivalency)

**Prerequisites:**
Minimum cumulative college level GPA of 2.5 on 4.0 scale with a minimum grade of “C” in the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT-101</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>ANAT-102</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-125</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NURS-232</td>
<td>Role Transition</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

**Nursing Courses**

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

**4th Semester:**
- NURS-244 Advanced Medical-Surgical Nursing IV 4 units
- NURS-084C Nursing Skills Lab: Registered Nurse 0.5-2.0 units
- NURS-248 Perceptorship (pending approval) 2.5 units
Nursing

Vocational Nursing

Degree(s)
None

Certificate(s)
Certificate in Vocational Nursing 4414 CT.NURS.LVNP & CT.NURS.LVNF

Employment Concentration Certificate(s)
None

Professional Description

A licensed vocational nurse (LVN) is a graduate of a school of nursing whose qualifications have been examined by a State Board of Nursing and has been legally authorized to practice as a licensed nurse. The LVN’s nursing role includes the performance for compensation of the following services under the direction of a Registered Nurse or Physician: promotion of preventative health measures; the act of safeguarding life and health; the administration of treatments or medications prescribed by a Physician or dentist utilizing the nursing process. The VN Program is accredited by the California Board of Vocational Nurse and Psychiatric Technicians. Admission information is in the VN Program packet available in the Nursing and Allied Health office on the Menifee campus or in the Counseling office on either campus.

Vocational Nursing Program Description

There are two courses of study. Both are designed to prepare the student for State Board examinations and licensure and to promote successful entry into the field of medical/surgical nursing.

1) A three semester, full-time program requiring a five day a week time investment.
2) A four semester part-time program requiring a three day a week time investment.

The patient-centered care concept is developed, based upon the nursing process, to meet the total needs of the patient. The program is planned to introduce concepts that a beginning student can comprehend and apply to patient care. New material is integrated following a simple to complex format. Patient care is viewed using a holistic approach, involving homeostatic maintenance of the individual as well as treatment and care of the illness.

Distinctive Features

MSJC’s VN program has a dedicated faculty and staff that enjoys helping students succeed. Small classes allow individualized attention which partially explains our graduates’ high degree of success on State Board examinations. Students experience multiple locations for clinical sites, which gives a comprehensive view of nursing and a variety of experience for the VN student. Sites include hospitals, skilled nursing facilities, doctor’s offices, clinics and day-care centers. The program is part of a career-ladder curriculum that can allow graduates or students in their last semester, who have completed all necessary prerequisites, to challenge the first year of the registered nursing program, and be eligible to enter into that program as a third semester RN student.

Career Opportunities

The promotion and growth opportunities make nursing an exciting and challenging career.

Licensed Vocational Nurses find employment in the following areas: Hospitals * Registries * Skilled Nursing Facilities * Camps * Health Promotion Facilities * Clinics * Home Health Care * Schools * Doctors’ Offices * Military * Government Agencies

Transfer Preparation

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL-098</td>
<td>English Fundamentals (or equivalent)</td>
<td>4</td>
</tr>
<tr>
<td>NURS-100</td>
<td>Introduction to Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>NURS-182</td>
<td>Dosage Calculations for Allied Health</td>
<td>1</td>
</tr>
</tbody>
</table>

**Semester I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-180</td>
<td>10 units</td>
<td></td>
</tr>
<tr>
<td>NURS-183</td>
<td>2 units</td>
<td></td>
</tr>
<tr>
<td>NURS-084B</td>
<td>0.5 units</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 12.5 units -- 23 hrs/week**

**Semester II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-190</td>
<td>16 units</td>
<td></td>
</tr>
<tr>
<td>NURS-192</td>
<td>2 units</td>
<td></td>
</tr>
<tr>
<td>NURS-193</td>
<td>2 units</td>
<td></td>
</tr>
<tr>
<td>NURS-084B</td>
<td>0.5 units</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 20.5 units -- 34 hrs/week**

**Semester III**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-200</td>
<td>15 units</td>
<td></td>
</tr>
<tr>
<td>NURS-084B</td>
<td>0.5 units</td>
<td></td>
</tr>
</tbody>
</table>

**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**

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<tr>
<th>Course</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENGL-098</td>
<td>English Fundamentals (or equivalent)</td>
<td>4 units</td>
</tr>
<tr>
<td>NURS-085</td>
<td>Certified Nursing Assistant (or LVN in the State of California)</td>
<td>7.5 units</td>
</tr>
<tr>
<td>NURS-090</td>
<td>CNA Review and Assessment</td>
<td>1 unit</td>
</tr>
<tr>
<td>NURS-100</td>
<td>Introduction to Anatomy and Physiology for Allied Health</td>
<td>3 units</td>
</tr>
<tr>
<td>NURS-182</td>
<td>Dosage Calculations for Allied Health</td>
<td>1 unit</td>
</tr>
</tbody>
</table>

**Semester I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-170</td>
<td>7 units</td>
<td>15 hrs/week</td>
</tr>
<tr>
<td>NURS-183</td>
<td>2 units</td>
<td>2 hrs/week</td>
</tr>
<tr>
<td>NURS-084B</td>
<td>0.5 units</td>
<td>24 hrs/semester</td>
</tr>
</tbody>
</table>

**TOTAL 9.5 units -- 17 hrs/week**

**Semester II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-171</td>
<td>9 units</td>
<td>17 hrs/week</td>
</tr>
<tr>
<td>NURS-192</td>
<td>2 units</td>
<td>2 hrs/week</td>
</tr>
<tr>
<td>NURS-193</td>
<td>2 units</td>
<td>2 hrs/week</td>
</tr>
<tr>
<td>NURS-084B</td>
<td>0.5 units</td>
<td>24 hrs/semester</td>
</tr>
</tbody>
</table>

**TOTAL 13.5 units -- 21 hrs/week**

**Semester III**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-172</td>
<td>10.5 units</td>
<td>20.5 hrs/week</td>
</tr>
<tr>
<td>NURS-084B</td>
<td>0.5 units</td>
<td>24 hrs/semester</td>
</tr>
</tbody>
</table>

**TOTAL 11 units -- 20.5 hrs/week**

**Semester IV**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-173</td>
<td>10 units</td>
<td>20 hrs/week</td>
</tr>
<tr>
<td>NURS-084B</td>
<td>0.5 units</td>
<td>24 hrs/semester</td>
</tr>
</tbody>
</table>

**TOTAL 10.5 units -- 20 hrs/week**

**TOTAL Nursing Program units - 61**
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**

**Instructional Programs**

**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

**San Jacinto Campus**
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khanz@msjc.edu

**Program Description**

The MSJC Photography program offers students comprehensive and forward-thinking learning opportunities that respond to new-media industry standards with an emphasis on the digital photography paradigm. MSJC photography students can choose which path of creative and technical study fulfills their particular needs by selecting AS Degree, Certificate or Employment Concentrations. These versatile paths of study offer intensive and extensive technical instruction in addition to creative production guidance for students gathering contemporary photographic skill sets. Traditional chemistry-based darkroom curriculum offers students a historical and creative reference for those preparing for both transfer and the new-media challenges that pervade the contemporary photographic industry as well. The career-oriented student will study the ubiquitous nature of photographic visual communication while immersing themselves in the indispensable design, acquisition, manipulation, and output of photographic imagery in our industry and society.

**Distinctive Features**

The digital fixing of the photographic image with electronic light sensors and computer software rivals milestones in history like the invention of paper, the printing press, or chemistry-based image fixing. Extinct is hand calligraphy in advertising, illuminated manuscripts in printing or the emulsion based image on tin, for example. Emulsion-based photography is methodically giving way to a digital era in image production – an evolution akin to dinosaurs evolving into birds – only faster. For these reasons a versatile and truly state-of-the-art digital studio, light room, and imaging lab has been designed to facilitate the photography department’s industry-responsive digital curriculum. Beginning through advanced students will avail themselves of a 1,325 square foot digital still/video imaging studio with high ceilings and versatile photographic environments - all networked to a digital light room and other adjoining learning facilities. Traditional historical black and white darkroom equipment and procedures still offer students a creative and practical reference in the MSJC photography department as well. Students will benefit from hands-on exposure to real-world tools. These tools are fast, high-resolution capture, manipulation, and output devices that will allow students to explore all aspects and categories of the photographic realm including, studio photography, field photography, photographic lighting, camera and image acquisition, software and hardware, professional large format output, and specialized applications like image stitching software/hardware or time-lapse intervalometers.

**Career Opportunities**

The following are opportunities for digital photography students to apply skills learned and developed in our digital program to internship, direct employment or entrepreneurship. Digital Imager/Photographer * Web Photo-content producer/designer * Multimedia content producer, CDR/DVD * Digital Imaging software specialist * Quicktime VR/IPIX/video specialist * CSI imaging specialist * Photo/Studio entrepreneur * Digital Artist * Photographic art director and/or producer

**Studio and location Photographer:**
- Commercial/Industrial
- Stock production
- Studio and Location Portraiture
- Wedding/Ceremony
- Sports/Action
- Architectural/Landscape
- Photo-Restoration/Enhancement
- Fashion/Advertising
- Photojournalism
- Fine Art/Archivist
- Photo/Videography
Transfer Preparation

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

Degree

The major requirement for an Associate of Science degree in Photography may be met by completing the core photography curriculum and any electives totaling 18 units and meeting all other MSJC General Education Option A requirements.

Certificates

Certificate in Photography (18 units)

Required (15 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-120</td>
<td>2D Design</td>
<td>3</td>
</tr>
<tr>
<td>MUL-110</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL-124/PHOT-125</td>
<td>Digital Photography Production I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-224/PHOT-224</td>
<td>Digital Photography Production II</td>
<td>3</td>
</tr>
<tr>
<td>MUL-225/PHOT-225</td>
<td>Digital Photography Production III</td>
<td>3</td>
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</table>

Electives (3 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<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>
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Electives (5 units)

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUL-121</td>
<td>Bitmapped Imaging</td>
<td>3</td>
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<tr>
<td>MUL-112</td>
<td>Interactive Media Design I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-131</td>
<td>3D Animation I</td>
<td>3</td>
</tr>
<tr>
<td>AUD-152/MUL-123</td>
<td>Digital Video Production I</td>
<td>3</td>
</tr>
<tr>
<td>PHOT-118/ART-128</td>
<td>Beginning Photography</td>
<td>3</td>
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Employment Concentrations

Digital Imaging Entrepreneur (17 units)

Required (12 units)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUL-124/PHOT-125</td>
<td>Digital Photography Production I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-224/PHOT-224</td>
<td>Digital Photography Production II</td>
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<td>MUL-110</td>
<td>Introduction to Multimedia</td>
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</tr>
<tr>
<td>ART-120</td>
<td>2D Design</td>
<td>3</td>
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Electives (5 units)

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<tr>
<td>MUL-110</td>
<td>Introduction to Multimedia</td>
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</tr>
<tr>
<td>MUL-112</td>
<td>Interactive Media Design I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-124/PHOT-125</td>
<td>Digital Photography Production I</td>
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Digital Imaging Technician (12 units)

Required (9 units)

<table>
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<tbody>
<tr>
<td>MUL-110</td>
<td>Introduction to Multimedia</td>
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<tr>
<td>MUL-124/PHOT-125</td>
<td>Digital Photography Production I</td>
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</tr>
<tr>
<td>MUL-224/PHOT-224</td>
<td>Digital Photography Production II</td>
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Electives (3 units)

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<tbody>
<tr>
<td>MUL-121</td>
<td>Bitmapped Imaging</td>
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<td>MUL-112</td>
<td>Interactive Media Design I</td>
<td>3</td>
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<tr>
<td>MUL-131</td>
<td>3D Animation I</td>
<td>3</td>
</tr>
<tr>
<td>AUD-152/MUL-123</td>
<td>Digital Video Production I</td>
<td>3</td>
</tr>
<tr>
<td>PHOT-118/ART-128</td>
<td>Beginning Photography</td>
<td>3</td>
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Photography for Digital Video (12 units)

<table>
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<tbody>
<tr>
<td>MUL-110</td>
<td>Introduction to Multimedia</td>
<td>3</td>
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<tr>
<td>AUD-152/MUL-123</td>
<td>Digital Video Production I</td>
<td>3</td>
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<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>
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Photography for Graphic Design (11 units)

<table>
<thead>
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<tbody>
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<td>ART-120</td>
<td>2D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-130B/MUL-140</td>
<td>Digital Art - Illustration</td>
<td>2</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>
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</table>

Web-Based Digital Imaging (12 units)

<table>
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<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
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<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL-112</td>
<td>Interactive Media Design I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-124/PHOT-125</td>
<td>Digital Photography Production I</td>
<td>3</td>
</tr>
</tbody>
</table>
**Physical Education**

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

**Certificate(s)**
None

**Employment Concentration Certificate(s)**
None

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**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

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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**

The major requirement for an Associate of Arts degree in Physical Education may be met by completing any 18 units of PE classes and meeting all other MSJC General Education Option A requirements.

**Fitness Courses**

(Fulfills general education requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PE-112</td>
<td>Body Conditioning</td>
<td>1</td>
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<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>
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</table>

**Activity Courses**

(Fulfills general education requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<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>
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**Theory Courses**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<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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Intercollegiate Sports Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</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>
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<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>
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Advanced Sport Technique Courses

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

PE-116 Introduction To Athletic Techniques: Softball | 2 units |
PE-122 Introduction to Football | 2 units |
PE-123 Football II | 2 units |
PE-124 Football III | 2 units |

Sport Strength and Conditioning Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PE-150</td>
<td>Intercollegiate Sports: Conditioning and Strength Training</td>
<td>2 units</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>
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<tr>
<td>PE-162</td>
<td>Physical Training III</td>
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Golf Academy: Career Specific Courses

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

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<tbody>
<tr>
<td>PE-299</td>
<td>Special Projects: Physical Education</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Physics

San Jacinto Campus
(951) 487-MSJC (6752)
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Keith Johnson (951) 487-3752
jjohnson@msjc.edu

Menifee Valley Campus
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1-800-452-3335
Paul Ney (951) 639-5721
pney@msjc.edu

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

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.

Career Opportunities

Psychiatric Aide * Social Services Director * Survey Designer * Mental Health Worker * Sports Psychologist * Space Psychologist * Forensic Psychologist * Employment Counselor * Outreach Worker * Human Factors Specialist * Personnel Management Specialist * Public Health Statistician Trainee * Community College Instructor * Marriage, Family, Child Counselor * Community College Counselor * Student Affairs Officer * Probation Officer * Research Director * Social Research Trainee * Drug Abuse Counselor * Training Officer * Personnel Analyst * Psychometrist * Administrator * Therapist

Transfer Preparation

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

Degree

An Associate degree is not available in this major. Students wishing an Associate degree should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A. Students are advised to see a counselor.
**Public Administration**

**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.

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**Real Estate**

- **Degree(s)**
  - A.S. in Real Estate (with General Education Requirements Option A)
  
- **Certificate(s)**
  - Certificate in Real Estate
  - Employment Concentration Certificate(s)
  - Real Estate Appraisal

**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

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Mt. San Jacinto College 2008-2009 Catalog
Instructional Programs

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM-201</td>
<td>Legal Environment of Business</td>
<td>3 units</td>
</tr>
<tr>
<td>RE-144</td>
<td>Basic Appraisal Principles and Procedures</td>
<td>3.5 units</td>
</tr>
<tr>
<td>RE-145</td>
<td>Real Estate Economics</td>
<td>3 units</td>
</tr>
<tr>
<td>RE-146</td>
<td>Real Estate Mortgage Broker</td>
<td>3 units</td>
</tr>
<tr>
<td>RE-149</td>
<td>Occupational Internship: Real Estate</td>
<td>1-4 units</td>
</tr>
<tr>
<td>RE-150</td>
<td>Escrow I</td>
<td>3 units</td>
</tr>
<tr>
<td>RE-154</td>
<td>Property Management</td>
<td>3 units</td>
</tr>
</tbody>
</table>

**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 including at least 18 units in the following areas:

- ANAT-100+ Introduction to Anatomy and Physiology 3 units
- ANAT-101* Anatomy and Physiology I 5 units
- ANAT-102* Anatomy and Physiology II 5 units
- ANTH-101 Physical Anthropology 3 units
- ANTH-111* Physical Anthropology Lab 1 unit
- ASTR-101* Introduction to Astronomy 4 units
- ASTR-111* Planetary Astronomy 3 units
- BIOL-100* Human Biology 4 units
- BIOL-101* Chemistry of Life 5 units
- BIOL-115* Topics in Biology 4 units
- BIOL-116* Natural History and Biodiversity 4 units
- BIOL-117 Conservation Biology 3 units
- BIOL-125* Microbiology 5 units
- BIOL-130* Marine Biology 4 units
- BIOL-134 Human Heredity and Evolution 3 units
- BIOL-135 Introduction to Evolution 3 units
- BIOL-140* Ecology 4 units
- BIOL-142* The World of Insects 4 units
- BIOL-143 Animal Behavior 3 units
- BIOL-144* Plant Biology 4 units
- BIOL-146 Biodiversity 3 units

**Employment Concentrations**

**Real Estate Appraisal (9 units)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE-144</td>
<td>Basic Appraisal Principles and Procedures</td>
<td>3.5 units</td>
</tr>
<tr>
<td>RE-155</td>
<td>Residential Real Estate Appraisal</td>
<td>3.5 units</td>
</tr>
<tr>
<td>RE-156</td>
<td>Residential Appraisal Report Writing</td>
<td>1 unit</td>
</tr>
<tr>
<td>RE-157</td>
<td>Uniform Standards of Professional Appraisal Practice (USPAP) 1 unit</td>
<td></td>
</tr>
</tbody>
</table>

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

BIOL-148* Field Studies of Tropical Ecology of Costa Rica 4 units
BIOL-150* General Biology I 5 units
BIOL-151* General Biology II 5 units
CHEM-100* Introduction to Chemistry 4 units
CHEM-101* General Chemistry I 5 units
CHEM-102* General Chemistry II 5 units
CHEM-112* Organic Chemistry I 5 units
CHEM-113* Organic Chemistry II 5 units
ENVS-100 Humans and Scientific Inquiry 3 units
ENVS-101 Environmental Science 3 units
ENVS-102* Environmental Science Laboratory 1 unit
ENVS-110* Natural Resources 3 units
ENVS-190 Watershed Resource Management 4 units
ES-101 Topic in Earth Science 3 units
GEOG-101 Physical Geography 3 units
GEOG-104* Physical Geography Laboratory 1 unit
GEOG-105+ Introduction to Cartography 3 units
GEOL-100* Physical Geology 4 units
GEOL-103 Environmental Geology 3 units
GEOL-105 Historical Geology 4 units
GEOL-107 Geologic Field Studies 1 unit
GEOL-109 Geology of National Parks 3 units
GEOL-110* Oceanography 4 units
GEOL-111* Planetary Astronomy 3 units
GEOL-112 California Geology 3 units
NURS-100+ Introduction to Cartography 3 units
NUTR-101 Introduction to Anatomy and Physiology 3 units
PHY-100 Conceptual Physics 3 units
PHY-101* Basic Physics: Energy and Motion 4 units
PHY-102* Basic Electricity and Modern Physics 4 units
PHY-201* Mechanics and Wave Motion 4 units
PHY-202* Electricity and Magnetism 4 units

* 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 4430 AA.SOCB
(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 including at least 18 units in the following areas:
Administration of Justice – 102, 111
Anthropology – 102, 103A, 103B, 103C, 103D, 103E, 104, 115, 116, 121+, 125, 215
Child Development and Education – 110, 125, 134, 140, 141, 147
Communication – 108, 110
Dance – 100+
Economics – 071, 072, 201, 202
Education – 135, 136, 138, 142, 160
Geography – 102, 108, 111
Gerontology – 103+, 110, 125+, 130+
Guidance – 100, 116, 120
Health Science – 121, 123
Legal – 100, 103+
Nutrition - 100
Political Science – 101, 102, 103, 104, 120,
Student Government Association – 101, 102
Theater Arts – 136+

+ Indicates cross-listed classes.

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

The sociology program at Mt. San Jacinto College is designed to benefit students pursuing bachelor’s degree preparation and careers in sociology or related social and behavioral sciences, as well as students desiring a personal understanding of interaction and social organization as it applies to everyday living.

Sociology is the systematic study of the development, structure, interaction and collective behavior of organized human beings, social structure and social institutions. Sociologists examine the patterns and arrangement of societies, the processes through which they develop and change and the interplay between these patterns and processes in the behavior of individuals and institutions.

Distinctive Features

The instructional process in Sociology involves a high degree of student participation through group and individual activity. In some courses, students will learn about dynamic social processes through the use of internet research, computer simulations and modeling technologies.

Career Opportunities

All human service careers  * Sociologist  * Social Worker  
* Youth Counselor  * Criminologist  * Public Opinion Analyst  
* Social Scientist  * Employment Counselor  * Lawyer  
Public Relations Consultant  * Statistician  * Gerontologist  
* Recreation Program Director  * Child Care Program  
Developer  * Urban and Regional Planner  * Interviewer/  

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

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 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.
Instructional Programs

Theater Arts

Degree(s)
- A.A. in Theater Arts 6005 AA.THA
  (with General Education Requirements Option A)
- A.S. in Technical Theater 6005 AS.TTHE
  (with General Education Requirements Option A)

Music - Musical Theater
- A.A. in Musical Theater 6005 AA.MUS.THEAT
  (with General Education Requirements Option A)

Certificate(s)
- Certificate in Musical Theater 6005 CT.MUS.THEAT
- Certificate in Technical Theater 6005 CT.TTHE

Employment Concentration Certificate(s)
None

Program Description
Theater Arts is the study of drama. It is concerned with the performance of theater using the human form, voice, script and design.

Distinctive Features
The Theater Arts Program at MSJC 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 in addition to providing students a path to facilitate matriculation to a four-year college.

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-127/COMM 129 Reader’s Theater 3 units
- THA-132 Acting for the Classical Theater 3 units
- THA-160/ENGL 160 Dramatic Writing for Stage and Screen 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.

A.S. in Technical Theater (18 units)

In addition to the 18 units of the certificate program in Technical Theater, students must complete all MSJC General Education Option A requirements for the Associate of Science degree in Technical Theater.

The Certificate/Associate of Science (AS) degree program in Technical Theater will prepare students for a career in performing arts productions specifically entailing set construction, lighting rigging, costume construction, makeup application, and sound recording and reproduction. Students will develop practical and aesthetic skills necessary for employment in scene shops, costume shops, and recording studios in professional theaters, college theaters, film-television studios, theme parks, and other venues. Students will also build the foundation necessary for transfer to a baccalaureate program or related field of study.
Certificate In Technical Theater (18 units)

Core Courses (12 units)
THA-117 Stagecraft 3 units
THA-120 Lighting 3 units
THA-121 Costume 3 units
MUS-140/AUD-140 Beginning Studio Recording 3 units

Elective Courses (any 6 units)
THA-118 Theater Production 3 units
THA-122 Stage Makeup 3 units
THA-123 Models and Rendering 3 units
THA-124 Scenic Painting 3 units

Certificate in Musical Theater (21 units)

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

Area A - Required Courses (10 units)
DAN-209/MUS-209/THA-209 Musical Production 1-4 units
MUS-207 Techniques of Musical Theater 3 units
THA-110 Fundamentals of Acting 3 units
THA-155 Musical Theater History 3 units

Area B - Required Courses (A minimum of one of the following dance technique classes is required. More than one technique class is recommended.)
DAN-121 Beginning Ballet 2 units
DAN-122 Beginning Modern Dance 2 units
DAN-123 Beginning Jazz Dance 2 units
DAN-124 Beginning Tap Dance 1 unit
DAN-126 Intermediate Modern Dance 2 units
DAN-127 Intermediate Jazz Dance 2 units
DAN-128 Intermediate Ballet 2 units
DAN-129 Intermediate Tap Dance 2 units

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

Area A:
MUS-115 Beginning Voice Class – Breath/Tone 2 units
MUS-116 Beginning Voice Class – Diction and Expression 2 units
MUS-118 Applied Music I: Instrumental 1 unit
MUS-150 Intermediate Voice Class 1 unit
MUS-151 Applied Music: Voice 1 unit
MUS-203 Concert Band 1 unit
MUS-204 Musical Theater Workshop 1-3 units
MUS-205 College Singers 1 unit

Area B:
THA-105/COMM-105 Voice and Diction 3 units
THA-109 Beginning Movement for Actors 3 units
THA-111 Intermediate Acting 3 units
THA-200 Actor's Workshop 3 units

Area C: (Classes chosen to fulfill this elective area may not be duplicated in the required Area B.)
DAN-121 Beginning Ballet 2 units
DAN-122 Beginning Modern Dance 2 units
DAN-123 Beginning Jazz Dance 2 units
DAN-124 Beginning Tap Dance 1 unit
DAN-126 Intermediate Modern Dance 2 units
DAN-127 Intermediate Jazz Dance 2 units
DAN-128 Intermediate Ballet 2 units
DAN-129 Intermediate Tap Dance 2 units
DAN-130 Beginning Ballroom Dance 2 units
DAN-131 Beginning Hip Hop 2 units
DAN-133 American, Popular Dance on Stage, Screen and Television 3 units
DAN-204 Musical Theater Dance Techniques 3 units
**Turf and Landscape Management**

### Degree(s)
A.S. in Golf Course/Turf Management (with General Education Requirements Option A)

### Certificate(s)
Certificate in Golf Course/Turf Management

### Employment Concentration Certificate(s)
- 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 Certificate/Associate degree (AS) in Golf Course/Turf Management is primarily designed to prepare the student for entry into careers associated with golf course management and turf management. This program specifically provides students with a strong foundation in turf management, water usage, fertility, soils, horticulture and human resource management for golf courses, recreational parks, sports fields and general landscape areas. This program also prepares students to enter the job market as an assistant golf course superintendent, field crew supervisor, irrigation technician, equipment manager, grounds person for parks, cities, and school districts, or field crew foreman for landscape contractors. The Certificate/Associate degree (AS) program in Golf Course/Turf Management prepares students with the technical and analytical skills necessary for managing a golf course or turf/horticultural area.

### Career Opportunities

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

### Transfer Preparation

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

### Degree

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

### Certificates

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

#### Certificate in Golf Course/Turf Management (18 units)

- **Required Core Courses (9 units)**
  - HORT-101 Horticulture Science 3 units
  - HORT-102 Introduction to Turfgrass Management 3 units
  - HORT-104 Soil Science and Management 3 units

- **Employment Concentrations**
  - **Golf and Grounds Concentration (9 units)**
    - HORT-103 Advanced Turfgrass Management 3 units
    - HORT-105 Golf Course/Landscape Irrigation 3 units
    - HORT-106 Pesticide Law and Regulations 3 units
    - HORT-107 Arboriculture 3 units
  - **Irrigation Technician Concentration (6 units)**
    - Choose 6 units from the following:
      - HORT-103 Advanced Turfgrass Management 3 units
      - HORT-105 Golf Course/Landscape Irrigation 3 units
      - COMM-103 Interpersonal Communications 3 units
  - **Landscaping Operation Concentration (6 units)**
    - HORT-109 Landscape Design 3 units
    - HORT-110 Laws and Regulations: An Integrated Pest Management Approach 3 units
    - or
    - HORT-106 Pesticide Laws and Regulations 3 units

- **Resort Operations Concentration (10 units)**
  - HORT-120/BADM-120 Sales and Marketing in Hospitality 3 units
Water Technology

Degree(s)
A.S. in Water Technology 14270 AS.WT
(With General Education Requirements Option A)

Certificate(s)
Certificate in Water Technology 14270 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)

Required Core Courses (3 units)
- WATR-100 Introduction to Water/Wastewater Operations 1 unit
- WATR-102 Basic Waterworks Mathematics 2 units

Elective Courses (any 15 units)
- WATR-103 Water Treatment Plant Operations I & II 3 units
- WATR-105 Water Treatment Plant Operations III, IV & V 3 units
- WATR-107 Water Distribution I & II 3 units
- WATR-120 Wastewater Treatment Plant Operations I & II 3 units
- WATR-122 Advanced Wastewater Treatment Plant Operations III, IV & V 3 units
- WATR-125 Laboratory Procedures for Water and Wastewater 3 units
- WATR-130 Environmental Laws and Regulations 3 units
- WATR-140 Wells, Pumps and Motors 3 units
Instructional Programs

World Languages

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

Program Description

The study of world 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 world language has become a key to many rewarding careers.

The college offers three tracks: collegiate level world language, conversational world language, and applied world 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, DVD’s, computer software and a variety of other online resources are used extensively to help students develop fluency.

Career Opportunities

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

Transfer Preparation

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

Degree

An Associate degree is not available in this major. Students wishing an Associate degree should major in Humanities from Area C of the General Education Requirements in Option A. Students are advised to see a counselor.
**Administration of Justice**

**AJ-071**  
Penal Code 832 Instruction  
LEC 48-54  
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.  
**Prerequisite:** None. Other Enrollment Criteria: Student must have a clearance letter from the California Department of Justice (DOJ) allowing them to complete the firearms portion of this course. After DOJ ensures the student does not have a criminal letter, DOJ will send the student a certification letter. This letter must be presented to the instructor prior to the firearms portion of this course. Students must be 18 years of age and be physically able to participate in the arrest and control portion of the class. Not transferable.

**AJ-101**  
Criminal Law  
LEC 48-54  
The course studies the historical development, philosophy, and constitutional provisions of law, classification of crimes and their application to the criminal justice system through review of case law, methodology, and concepts of law as a social force. It explores crimes against persons, property, terrorism, gangs, drugs and studies frequently used sections of the Penal Code. This is a core course in the Administration of Justice and Corrections programs and has been approved by CPOST.  
**Prerequisite:** None. Transfers to both UC/CSU.

**AJ-102**  
Introduction to Law Enforcement  
LEC 48-54  
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.  
**Prerequisite:** None. AA/AS General Education: AA/AS B2—Transfers to both UC/CSU—C8 Area(s); D8.

**AJ-103**  
Criminal Evidence  
LEC 48-54  
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.  
**Prerequisite:** None. Transfers to CSU only.

**AJ-104**  
Patrol Procedures (formerly Patrol Procedures and Defensive Tactics)  
LEC 48-54  
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.  
**Prerequisite:** AJ-102 (with a grade of C or better). Transfers to CSU only.

**AJ-105**  
Public Safety Report Writing (formerly Public Safety Communications)  
LEC 48-54  
This course provides students with techniques of effectively communicating facts, information, and ideas in a clear and logical manner for a variety of public safety reports, i.e. crime/ arrest/ traffic 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 intended for students pursuing a certificate or degree in Administration of Justice.  
**Prerequisite:** None. Transfers to CSU only.

**AJ-106**  
Juvenile Procedures (formerly Juvenile Procedures I)  
LEC 48-54  
This course covers the philosophy of Juvenile Law and Detention. The knowledge and application of laws defined in the Welfare and Institution Codes, Civil Code and other special and pertinent laws affecting youth are covered as well as investigation into the causes and assertions regarding juvenile delinquency. Techniques of investigation into incorrigible, dependent and delinquent juveniles, plus the identification of drugs and their abuse are covered.  
**Prerequisite:** None. Transfers to CSU only.

**AJ-108**  
Criminal Investigation  
LEC 48-54  
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.  
**Prerequisite:** None. Transfers to CSU only.

**AJ-109**  
Interview and Interrogation Techniques  
LEC 24-27  
This course will provide the student with a review of the proper techniques necessary for effective interviewing and interrogation for both the public and private sector. It also includes an examination of the laws that relate to the admissibility of solicited statements in a court of law such as the 4th, 5th and 14th amendments as well as the Miranda Rights.  
**Prerequisite:** None. Transfers to CSU only.

**AJ-110**  
Crime Scene Sketching and Note Taking  
LEC 24-27  
This course will provide the student with the fundamentals of proper techniques for searching patterns, crime scene sketching, diagramming and effective note taking. Included will be methods of crime scene measurements, map legends, interviewing techniques for both the public and private sector and preparation for courtroom presentation as well as an overview of the latest technology in this area.  
**Prerequisite:** None. Transfers to CSU only.

**AJ-111**  
Criminal Procedures (formerly Administration of Justice)  
LEC 48-54  
This course is a review of criminal procedures from the arrest to the final case disposition. This involves the principles of constitutional, federal, state and civil laws as they apply to law enforcement. It also includes the procedural aspects of the court system from the arraignment, preliminary hearing, jury selection, trial, jury instructions, acquittal or finding of guilty and sentencing. Other procedural topics such as direct/cross examination, rebuttal, motions, appeals and judicial clemency are covered.  
**Prerequisite:** None. AA/AS General Education: AA/AS B2—Transfers to CSU only—C8 Area(s); D8.
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>AJ-114</td>
<td>3</td>
<td>Laws of Arrest, Search and Seizure</td>
<td>This course will provide the student with an in-depth study of statutory and case law dealing with arrests, search and seizure. It will discuss the mechanics necessary for obtaining arrest and search warrants, and how to conduct a proper arrest search and the preparation and serving of a search warrant. It will also provide an examination of probable cause, seizure of evidence, the 4th, 5th and 6th amendments, Miranda Rights and respective case law. <strong>Prerequisite:</strong> AJ-102 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>AJ-118</td>
<td>3</td>
<td>Police Community Relations</td>
<td>This course is a review of police community relations programs with emphasis on various police operational and organizational practices specifically aimed at improvement of relationships between police departments and their respective community. <strong>Prerequisite:</strong> None. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>AJ-125</td>
<td>3</td>
<td>Vice and Narcotics Control (formerly Vice Control)</td>
<td>This course provides an introduction to the history and statutory case laws dealing with narcotic and vice enforcement; including identification and definitions of narcotic drugs and addiction, gambling, prostitution, pornography and alcohol violations. This course also examines the relationship of narcotics and vice to organized crime and its impact on the community. This course is intended for students pursuing a certificate or degree in Administration of Justice. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
</tbody>
</table>
| AJ-127      | 3     | 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.

### Alternate Plan

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

### Special Projects: Administration Of Justice

AJ-299 1-3 units

**Recommended Preparation:** None. 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

### Occupational Internship: Administration Of Justice

AJ-149 1-4 units

**Recommended Preparation:** None. 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

### Firearms

AJ-130 3 units

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

### Principles of Chemistry in Forensics

AJ-141 4 units

**Prerequisite:** None. 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

### Principles of Toxicology in Forensics

AJ-142 4 units

**Prerequisite:** None. 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

### Principles of Biology in Forensics

AJ-140 4 units

**Prerequisite:** None. 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

### Criminalistics

AJ-143 4 units

**Recommended Preparation:** None. 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

### General Biology

AJ-144 4 units

This course covers 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. This 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. 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
instructor. May be taken 4 times for credit. **Prerequisite:** Previous Administration of Justice classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

### Corrections

**CORR-101**
**Introduction to Correctional Science**
**3 units**
**LEC 48-54**
This course provides an overview of the history and trends of corrections. It focuses on the legal issues, general laws (i.e., codes, statutes, case law, etc.) and general operations in correctional institutions. The relationship between corrections and other components of the Criminal Justice System are examined as well as employment opportunities and entry requirements in the Criminal Justice field. This is a core course in the Administration of Justice Corrections Certificate and has been approved by CPOST. **Prerequisite:** None. Transfers to CSU only

**CORR-102**
**Control and Supervision in Corrections**
**3 units**
**LEC 48-54**
This course provides an overview of the methods, practices, and theory related to the custodial supervision of incarcerated persons in Federal, State, and local correctional facilities. It introduces and discusses issues of custodial control and analyzes interaction between the offender and the correctional employee. Other topics include the effects of violence, overcrowding, gangs, substance abuse. This is a core course in the Administration of Justice Corrections Certificate. **Prerequisite:** None. **Recommended Preparation:** Previous experience in Corrections or CORR-101. Transfers to CSU only

**CORR-103**
**Correctional Interviewing and Counseling**
**3 units**
**LEC 48-54**
This course provides an overview of the counseling and interviewing techniques available to practitioners in Corrections. Students learn the use of appropriate techniques and theories in confidence building which may be used by correctional employees in interviews and counseling. This course is a core course in the Administration of Justice Corrections Certificate. **Prerequisite:** None. **Recommended Preparation:** Previous experience in Corrections or CORR-101. Transfers to CSU only

**CORR-104**
**Legal Aspects of Corrections**
**3 units**
**LEC 48-54**
This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course material will broaden the individual’s perspective of the corrections environment, the civil rights of prisoners, and responsibilities and liabilities of corrections staff. This is a core course in the Administration of Justice Corrections Certificate. **Prerequisite:** None. **Recommended Preparation:** AJ-101. Transfers to CSU only

### Alcohol/Drug Studies

**ADS-090**
**Survey of Alcohol/Drug Studies Program**
**1 unit**
**LEC 16-18**
This survey course gives the perspective ADS student an overview of the current problems associated with alcohol and drug addiction with appropriate current laws, an outline of the ADS program and what is expected of students entering the program, career potential upon completion of the program, and an overview of the State of California Certification Board of Alcohol/Drug counselor requirements. This course must be taken prior to entering the MSJC ADS program. **Prerequisite:** None. Not transferable

**ADS-101**
**Introduction and Overview of Alcohol and Drug Studies**
**3 units**
**LEC 48-54**
This course, designed for students considering career fields related to counseling in Alcohol/Drug treatment programs, presents an introduction and overview of substance abuse within our culture. Students will examine myths and stereotypes, socio-cultural factors which contribute to the use and abuse of substances, patterns of abuse, family dynamics, modalities of treatment, program planning, client education, community resources, referrals, and intervention techniques. This course prepares the student to enter the MSJC Alcohol/Drug Program course work and helps students become familiar with state-of-the-art recovery methods available. **Prerequisite:** ADS-090 (with a grade of C or better). Transfers to CSU only

**ADS-102**
**Pharmacology and Biomedical Aspects of Alcohol and Other Drugs**
**3 units**
**LEC 48-54**
This course examines effects of alcohol and other mind-altering drugs on the body, highlighting the resulting impairment to the body’s organs. Students will learn the pharmacology of addiction and how it affects behavior, and diagnostic procedures used to measure these effects. In addition, this course provides information on the effects on human sexual functions, pharmacological and physiological treatment and recovery programs available. This course is designed for the student continuing studies in the ADS program as well as some students pursuing health related fields. **Prerequisite/Corequisite:** ADS-101 (with a grade of C or better). Transfers to CSU only

**ADS-103**
**Law and Ethics, Community Prevention, Education, Outreach and Referral**
**3 units**
**LEC 48-54**
This course covers the legal aspects of counseling as well as patient rights including the laws of confidentiality and exceptions to confidentiality. The concepts of prevention and community education/outreach will be covered along with screening and interview techniques, crisis intervention and crisis counseling techniques. This course is designed for students continuing in the ADS program. **Prerequisite/Corequisite:** ADS-101 (with a grade of C or better). Transfers to CSU only

**ADS-104**
**Case Management: Assessment, Orientation, Treatment, Planning and Relapse Prevention**
**3 units**
**LEC 48-54**
This course intended for the ADS program participant presents information related to initial admission requirements for alcohol and drug assistance programs, assessment requirements for orientation to the programs, disciplinary rules, costs of programs and methods of payment and client’s rights; treatment goals, methods of charting, and treatment and recovery plans; roles of aftercare in the treatment process, importance of client follow-up, relapse dynamics, various modalities of treatment, program planning, client education, community resources, referrals, and intervention techniques. **Prerequisite/Corequisite:** ADS-101 (with a grade of C or better). Transfers to CSU only

**ADS-110**
**Introduction to Counseling**
**3 units**
**LEC 48-54**
An introduction to counseling, this course provides the student with a solid overview of counseling theories, including psychoanalytic, behavioral, cognitive, and person-centered therapies. Each approach is examined from both the group and individual counseling perspective. Techniques and methods of counseling will be demonstrated and practiced through role-playing and small group discussions to

Mt. San Jacinto College 2008-2009 Catalog 163
Course Descriptions

provide a good foundation for counseling. *Cross-listed as PSYC-110. 
**Prequisite:** PSYC-101 (with a grade of C or better). Transfers to CSU only

**ADS-115**

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. **Prequisite:** ADS-110/PSYC-110 (with a grade of C or better). Transfers to CSU only

**ADS-116**

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. **Prequisite:** ADS-110/PSYC-110 and PSYC-108 (with a grade of C or better). Transfers to CSU only

**ADS-118**

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. **Prequisite:** ADS-116 (with a grade of C or better). Transfers to CSU only

**ADS-120**

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. **Prequisite:** ADS-101 and ADS-102 and ADS-103 and ADS-104 (with a grade of C or better). Transfers to CSU only

**ADS-149**

Occupational Internship: Alcohol and Drug Studies

OL 16-72

This capstone class provides the ADS student a field experience at a community recovery program in order to assist them in putting to practice the theories learned in the ADS program. Under the supervision of a recovery program manager, the student practices on-the-job skills in screening, intake, admission procedures, orientation, individual and group counseling, referral, and aftercare. This course provides the opportunity for ADS students to work with other professionals in the field. Students enrolled must have completed all but one of the ADS courses in the ADS Program. May be taken 4 times for credit. **Prequisite:** The student must have completed all but one of the ADS required courses. Each student must be enrolled for the full semester and complete 7 units including the student’s occupational experience or be enrolled in the Alternate Plan. The alternate plan allows a student to attend school and participate in work experience alternately. Please refer to the Occupational Handbook for specific information. **Corequisite:** ADS-150; Student must complete 255 hours minimum at an approved (by ADS-150 instructor) agency or agencies where direct supervision is provided by a qualified staff person. Transfers to CSU only

**ADS-150**

Practicum Seminar

LEC 48-54

The practicum seminar is scheduled to be taken while the ADS student is doing his/her field experience at a community recovery facility and concurrently enrolled in ADS-149. This course reviews the content of all ADS courses with emphasis on the twelve core functions. Through participation in this class, the student can be better prepared for his/her fieldwork by improving their ability to measure ideal recovery program aspects. In addition, it provides the future Alcohol/Drug Counselor a basis for implementing his/her own preferences when they are working in the field. May be taken 4 times for credit. **Prequisite:** All course work completed although one core or skill class may be taken concurrently with internship. **Corequisite:** ADS-149. Transfers to CSU only

**ADS-299**

Special Projects: Alcohol/Drug Studies

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. **Prequisite:** Previous Alcohol/Drug Studies classes; a contract must be completed with the instructor prior to enrollment. Not transferable

**Allied Health**

**AH-070**

Survey of Health Occupations

LEC 16-18

This course is recommended for persons interested in allied health related careers. Students are introduced to health care careers, career planning, and the admissions process for VN and RN programs. Offered as credit/no-credit only. **Prequisite:** None. Not transferable

**AH-072**

Medical Assistant: Administrative Procedures (formerly Medical Assistant Administrative)

LEC 48-54

This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, managed care facilities and other medical offices. Training will prepare students to perform basic administrative medical assisting functions; patient appointment scheduling, maintain medical records, basic procedural and diagnostic coding, utilize Allied Health technical supportive services and work as a member of a health care team. **Prequisite/Corequisite:** MATH-051 (with a grade of C or better). Not transferable

**AH-073**

Medical Assistant: Clinical Procedures (formerly Medical Office Assistant Technician: Back Office)

LEC 48-54/LAB 48-54

This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, managed care facilities and other medical offices. Training will prepare students to perform clinical medical assisting functions including taking and recording vital signs, sterilization and disinfection, routine and specialty physical exams,
gynecologic and prenatal care, minor office surgery, administration of medication, urinalysis, interview and document patient complaints, and perform CPR and first aid. **Prerequisite:** None. Not transferable

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<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Notes</th>
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<tbody>
<tr>
<td>AH-075</td>
<td>3</td>
<td>Medical Assistant Computerized Office Professional</td>
<td>LEC 48-54</td>
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<td>This course familiarizes the student with the computerized office skills necessary to become a successful user of medical account management software. Students will also learn a variety of other computerized administrative tasks including billing, building patients files, posting entries, and appointment scheduling. <strong>Prerequisite:</strong> Healthcare Provider CPR card required on the first day of class. Not transferable</td>
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<td>AH-076</td>
<td>3</td>
<td>First Responder Medical</td>
<td>LEC 48-54</td>
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<td>Introduction to pre-hospital emergency care, with instruction and supervised practicice of first aid techniques and basic life support. Completion of course qualifies the student to apply to California EMS for certification as a First Responder. <strong>Prerequisite:</strong> Healthcare Provider CPR card required on the first day of class. Not transferable</td>
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<tr>
<td>AH-077</td>
<td>3.5</td>
<td>First Responder to EMT - 1 Upgrade</td>
<td>LEC 40-45/LAB 48-54</td>
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<td>This course develops and applies basic emergency care concepts for upgrading the First Responder into an Emergency Medical Technician. <strong>Prerequisite:</strong> AH-076 or current First Responder certification (required by Riverside County EMSA) and two years of using First Responder skills. Not transferable</td>
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<tr>
<td>AH-078</td>
<td>3</td>
<td>Medical Assistant Computerized Office Professional</td>
<td>LEC 48-54</td>
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<td></td>
<td>This course familiarizes the student with the computerized office skills necessary to become a successful user of medical account management software. Students will also learn a variety of other computerized administrative tasks including billing, building patients files, posting entries, and appointment scheduling. <strong>Prerequisite:</strong> None. Not transferable--CSU Area(s): A3</td>
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<tr>
<td>AH-082</td>
<td>3.5</td>
<td>Telemetry Technician</td>
<td>LEC 48-54/LAB 24-27</td>
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<td>This course is designed to teach the student the basic concepts of cardiac rhythm analysis and to develop an understanding of the 12 lead ECG. Students will analyze and evaluate cardiac rhythms through a systematic approach comparing electrophysiology to electrocardiogram wave patterns. Training will prepare students to function as telemetry technicians. <strong>Prerequisite:</strong> None. Not transferable</td>
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<tr>
<td>AH-095</td>
<td>3</td>
<td>Medical Terminology</td>
<td>LEC 48-54</td>
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<td>This course is an introduction to medical terminology as used by health personnel, including physicians, nurses, dentists, medical secretaries, insurance clerks and medical office assistants. Medical terminology is a useful course in preparation for entrance into any medical course of study, such as nursing, emergency medical technician or medical assisting. <strong>Prerequisite:</strong> None. Not transferable</td>
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<tr>
<td>AH-120</td>
<td>5</td>
<td>Emergency Medical Technician I</td>
<td>LEC 64-72/LAB 48-54</td>
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<td>This semester course provides the student with the knowledge and skills to care for the ill or injured person in the pre-hospital setting. This course is taken to help the student prepare for working with fire service or ambulance service. Completion of this course qualifies the student to sit for the National Registry certification exam which is a required certification for Fire Service or Ambulance service work. Hospital clinical and ambulance or squad ride-along required. May be taken 2 times for credit. <strong>Prerequisite:</strong> 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. <strong>Recommended Preparation:</strong> NURS-100. Transfers to CSU only</td>
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<tr>
<td>AH-120B</td>
<td>5</td>
<td>Advanced Emergency Medical Technician</td>
<td>LEC 32-36/LAB 144-162</td>
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<td>This course is intended for the Emergency Medical Technician (EMT) that has successfully completed a Basic EMT course or is currently certified as an EMT. This course is designed primarily to give the basic EMT the additional practical skills beyond the basic EMT course. The student will learn how to read a map-book, complete additional field internships to sharpen practical skills. The student will learn proper customer service demeanor and emergency vehicle driving safety. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. <strong>Corequisite:</strong> AH-120 or an Emergency Medical Technician certification. Transfers to CSU only</td>
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<tr>
<td>AH-121</td>
<td>2.5</td>
<td>Emergency Medical Technician I Basic (Refresher)</td>
<td>LEC 32-36/LAB 24-27</td>
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<td>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. <strong>Prerequisite:</strong> Health Care Provider CPR card and previous Emergency Medical Technician - I certification not expired for more than 24 months. Transfers to CSU only</td>
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<tr>
<td>AH-122</td>
<td>3</td>
<td>Medical Ethics</td>
<td>LEC 48-54</td>
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<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>AH-123</td>
<td>1</td>
<td>Teaching Emergency Medical Technician Skills for Emergency Care</td>
<td>LEC 16-18</td>
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<td>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. <strong>Prerequisite:</strong> EMT-1, Paramedic, or RN. Transfers to CSU only</td>
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<tr>
<td>AH-124</td>
<td>3</td>
<td>Pathophysiology</td>
<td>LEC 48-54</td>
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<td>This course provides a survey of general principles of the disease process in normal 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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>AH-125</td>
<td>5</td>
<td>EMT-1 Basic Challenge Exam</td>
<td>LEC 80-90</td>
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</table>
|             |       | 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...
Course Descriptions

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** 3 units
**Techniques in Patient Care**
LEC 32-36/LAB 48-54
This course is designed to teach the student basic patient care techniques including the responsibilities and relationships of various allied health departments in a health care setting. Aseptic and surgical techniques will be discussed along with universal precautions. Emergency conditions and procedures are included. Prerequisite: None. Other Enrollment Criteria: CPR Healthcare Provider Card. Transfers to CSU only

**AH-127** 3 units
**Infant to Adult Basic and Advanced Life Support**
LEC 32-36/LAB 48-54
This course is designed for medical professionals who will be working in the acute care setting or are preparing to work in the acute care setting. The following are examples of the individuals that would benefit from taking this class: individual in the nursing profession, Pre-hospital Care, Physicians Assistants, Nurse Practitioners and physicians. Advanced topics in resuscitation are taught. The student will resuscitate an infant, child, and adult in a mock resuscitation setting. May be taken an unlimited number of times. Prerequisite: Nursing student, Licensed Vocational Nurse, Registered Nurse, Paramedic, Emergency Medical Technician, Physician Assistant, Nurse Practitioner, Physician, student Physician, or Respiratory Therapist. Recommended Preparation: Basic Electrocardiogram and Anatomy and Physiology. Transfers to CSU only

**AH-149** 1-4 units
**Occupational Internship: Medical Assisting Clinical**
OL 16-72
The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units including the 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
This course is the first in a series of ASL courses designed to introduce American Sign Language as it is used within the Deaf culture and introduce students to the basic structure, vocabulary and conversational strategies of the language. The culture of the Deaf community is also studied. This course is intended for students interested in learning to communicate with members of the Deaf community as well as in pursuing a competence in an additional language. This course meets the general education requirements for foreign language for MSJC, CSU, and UC. Prerequisite: None. AA/AS General Education: AA/AS C -- Transfers to both UC/CSU--IGETC Area(s): 6A--CSU Area(s): C2

**ASL-101** 4 units
**American Sign Language II**
LEC 64-72
This course, the second in a series of ASL courses, presents a continuation of skills learned in ASL 100 and is designed to increase proficiency in American Sign Language structure, vocabulary and conversational strategies as used within Deaf Culture. This course is intended for students interested in expanding their skills and pursuing greater competence in an additional language. This course meets the general education requirements for foreign language for MSJC, CSU, and UC. Prerequisite: ASL-100 (with a grade of C or better). AA/AS General Education: AA/AS C -- Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2

**ASL-102** 3 units
**Fingerspelling, Numbers & Classifiers**
LEC 48-54
This course provides an in-depth study of fingerspelling techniques and study of number systems in ASL. The course will focus on the 26 hand configurations of the manual alphabet, numbers, and Fingerspelled Loan Signs. This course addresses the use of classifiers and complex grammatical features in ASL. Classifiers will be defined and categorized. Prerequisite: ASL-100 (with a grade of C or better). Transfers to CSU only

**ASL-103** 4 units
**American Sign Language III**
LEC 64-72
This course, the third in a series of ASL courses, is designed to expand proficiency with targeted lexicon, classifiers, structure, syntactical principles, and facial/body morphology as used within Deaf culture. Using ASL principles students will translate idiomatic usages of English into conceptually accurate ASL. This course is intended for students interested in expanding their skills and pursuing greater competence in an additional language. This course meets the general education requirements for foreign language for MSJC, CSU, and UC. Prerequisite: ASL-101 (with a grade of C or better). AA/AS General Education: AA/AS C -- Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2

**ASL-104** 4 units
**American Sign Language IV**
LEC 64-72
This course, the fourth in a series of ASL courses, presents a continuation of skills learned in ASL 103 and is adding more complex ASL grammatical features and vocabulary to the description of increasingly complex constructs, processes and situations. It incorporates multiple character role shifting into medium-length stories, narratives and the discussion of hypothetical issues. Information on cultural values and attitudes as they relate to the Deaf Community is also examined. This course meets the general education requirements for foreign language for MSJC, CSU, and UC. Prerequisite: ASL-103 (with a grade of C or better). AA/AS General Education: AA/AS C -- Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2
ANSL-105 4 units
American Sign Language V
LEC 64-72
This course, the fifth in a series of ASL courses, presents a continuation of skills learned in ANSL 104 and is adding advanced complex ASL grammatical features and advanced vocabulary to the description of increasingly complex constructs, processes and situations. It incorporates multiple character role shifting and space referencing in the presentations, narratives and the discussion of hypothetical issues. Information on cultural values and attitudes as they relate to the Deaf Community is also examined. This course is a requirement for the AA degree in ASL Interpreting or Deaf Studies. Prerequisite: None. AA/AS General Education: AA/AS C----CSU Area(s): C2

ANSL-110 3 units
Deaf Culture and Community
LEC 48-54
This course introduces observable attributes of Deaf and hearing individuals and the social, political, economic, educational, linguistic, and historical issues faced by each. The evolution, from a pathological view of D/deaf people to a cultural one, will be analyzed from a historical, anthropological and sociological perspective. Prerequisite: None. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2, D7

ANSL-150 4 units
American Sign Language Linguistics
LEC 64-72
This course provides an introduction to the linguistic structures of ASL, including phonology, morphology, syntax, and semantics. Specific goals of the course include improving observational skills in analyzing ASL: improving understanding of the phonological structure of ASL; improving understanding of the morphological structure of ASL; improving understanding of the syntactic structure of ASL; improving understanding of the semantic structure of ASL; and introducing a few sociolinguistic rules concerning ASL in the deaf community. This course is a requirement for the AA degree in ASL Interpreting or Deaf Studies. Prerequisite: ASL 105 and Introduction to Language and Linguistics (ENGL 245) AA/AS General Education: AA/AS C----CSU Area(s): C2

Anatomy & Physiology

ANAT-100 3 units
Introduction to Anatomy and Physiology
LEC 48-54
This course provides a basic overview of the structure and function of the body for allied health students or those who desire a basic understanding of the human body. The content includes the anatomy and physiology as systems approach and includes selected homeostatic mechanisms and pathologies where appropriate. *Cross-listed as NURS-100. Prerequisite: None. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2

ANAT-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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

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: Acceptance into the Honors Enrichment Program. Recommended Preparation: High school or college Biology or Chemistry. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

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-101 (with a grade of C or better). AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--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: Acceptance in the Honors Enrichment Program; ANAT-101 (with a grade of C or better). AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--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. Not transferable

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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2
Course Descriptions

**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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2

**ANTH-102**
3 units
Cultural Anthropology  
LEC 48-54
This introductory course explores the nature of culture and how culture guides human behavior. Cultural anthropologists study cultural phenomena such as language, subsistence, economics, social and political organization, marriage, kinship, religion, the arts, and culture change. This course 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: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1

**ANTH-102H**
3 units
Honors Cultural Anthropology  
LEC 48-54
This introductory course explores the nature of culture and how culture guides human behavior. Cultural anthropologists study cultural phenomena such as language, subsistence, economics, social and political organization, marriage, kinship, religion, the arts, and culture change. This course 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: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1

**ANTH-103A**
3 units
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. Ethnography, 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 students and all others with an interest in the topic. **Prerequisite:** None. AA/AS General Education: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1

**ANTH-103B**
3 units
Northwest Coast Indian Cultures  
LEC 48-54
This is an anthropological study of the Native American societies of the Northwest Coast of North America. Ethnography, archaeology, linguistics, and cultural anthropology combine to produce a comprehensive picture of these societies. The course is intended for students of anthropology, history, ethnic studies, American studies, international relations, environmental science, and fisheries, and for those interested in the topic or the region. **Prerequisite:** None. AA/AS General Education: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1

**ANTH-103C**
3 units
Cultures of the Pacific Islands  
LEC 48-54
This course uses ethnography, 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: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1

**ANTH-103D**
3 units
Latin American Cultures  
LEC 48-54
This course uses archaeology, ethnology, linguistics, and cultural anthropology to understand the cultures and societies of Latin America from their beginning to the present. The 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: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1

**ANTH-103E**
3 units
Cultures of Africa  
LEC 48-54
This course uses ethnography, 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: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1

**ANTH-104**
3 units
World Prehistory  
LEC 48-54
This course provides an introduction to the archaeological record documenting the development of civilizations, beginning with fully modern human beings. It is designed for behavioral science majors planning to transfer and/or others interested in the subject. **Prerequisite:** None. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1

**ANTH-104H**
3 units
Honors World Prehistory  
LEC 48-54
This course provides an introduction to the archaeological record documenting the development of civilizations, beginning with fully modern human beings. 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: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1

**ANTH-110**
1 unit
Anthropology Laboratory  
LAB 48-54
This laboratory course provides students with an opportunity for hands-on learning in any or all anthropological sub-disciplines. Students will carry out laboratory and/or field exercises, which demonstrate the utility of anthropological methods and techniques for data gathering and problem solving. This course is designed for all who are curious about anthropology. It is useful for social science majors. It is also useful for career teachers who would like to learn to utilize anthropological strategies in their own classrooms. May be taken 4 times for credit. **Prerequisite:** None. Transfers to CSU only
ANTH-111 1 unit
Physical Anthropology Lab  LEC 48-54
This is an introductory laboratory course that investigates human evolution and human biological diversity from a scientific perspective. This includes human genetics, principles of natural selection, physical and behavioral characteristics of primates, fossil evidence of human evolutionary change, and modern human variation. This course meets science requirements. The course is designed for students who study anthropology, biology, ethnic studies and all other disciplines. A field trip may be required.  Prerequisite: None.  AA/AS General Education: AA/AS A--Transfers to CSU only

ANTH-115 3 units
Introduction to Archaeology  LEC 48-54
This course is an introduction to the field of archaeology, a sub-discipline of anthropology, in which artifacts and archaeological sites are examined in order to understand how culture has changed over time. 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: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1

ANTH-116 1 unit
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, anthropology, and those who are interested in museum studies.  Prerequisite/Corequisite: ANTH-115 (with a grade of C or better).  AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1

ANTH-121 3 units
California Indians  LEC 48-54
This is a survey course about the culture and society of Native Californians in 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: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4A--CSU Area(s): D1, D3

ANTH-125 3 units
Magic, Witchcraft and Religion  LEC 48-54
This course examines different supernatural beliefs and associated rituals from a cross-cultural perspective. Using an anthropological perspective, students will study magic, witchcraft and religion in various societies from around the world, both past and present. Emphasis is placed on examining beliefs from the social context of the society in which it is practiced. Topics shall include creation mythes, healing, sorcery, totemism, ancestor worship, shamanism and cults.  Prerequisite: None.  Transfers to CSU only

ANTH-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 ENGL-145.  Prerequisite: None.  AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ANTH-149 1-4 units
Occupational Internship: Anthropology  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

ANTH-201 3 units
Introduction to Forensic Anthropology  LEC 48-54
Forensic Anthropology is the application of standard, scientific, anthropological techniques to identify human remains and to assist in the detection of a crime. This course provides a basic overview of the field of forensic anthropology; human osteology; the techniques used to make estimations of age, sex, ancestry and stature; recovery techniques and the analytic techniques and procedures used in the medico-legal framework.  Prerequisite: None.  Recommended Preparation: ANTH-101.  AA/AS General Education: AA/AS A--Transfers to CSU only

ANTH-205 3 units
Archaeological Excavation  LEC 16-18/LAB 96-108
This class is about the systematic and legitimate recovery of artifacts from surface and/or buried archaeological sites. The focus is on techniques designed to preserve provenience and context of the artifacts for future scientific analysis. 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 3 units
Archaeology Laboratory  LEC 16-18/LAB 96-108
This course is an introduction to the laboratory processing and preliminary analyses carried out in archaeological investigations. Students will learn to care for and catalog artifacts collected from buried or surface sites. Students will learn to identify and classify various artifacts while handling them appropriately and protecting the provenience information that accompanies the artifacts. 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
Course Descriptions

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** 3 units
Archaeological Survey  LEC 16-18/LAB 96-108
Students learn to professionally identify, assess, locate, and record archaeological sites. Use of compass, GPS, and topographic maps will be stressed. This is an active field class which may require strenuous walking over rough terrain, held off campus at various locations. This course is intended for students who want to obtain entry-level jobs in archaeology, as well as for students transferring to four-year institutions and planning to major in Native American studies, anthropology, earth sciences, city planning, and other fields. 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. AA/AS General Education: AA/AS B2--Transfers to CSU only

**ANTH-299** 1-3 units
Special Projects: Anthropology  IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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

Art

**ART-100** 3 units
Art Appreciation  LEC 48-54
This course introduces students to the important principles, styles, forms and aesthetics of world art. Students will learn by studying, analyzing and writing about examples of art presented. In addition this course provides a general overview for the student who has an interest in the context and history of Art and culture. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

**ART-101** 3 units
Art History: Prehistoric Through Medieval Art  LEC 48-54
This course is a survey class that provides a base of art historical knowledge covering the development of art from the Paleolithic era through the Middle Ages. Students will study a variety of art forms in the context of cultural settings, iconography, purpose, and style. This course is designed for the Art major and those seeking to fulfill Humanities requirements. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

**ART-101H** 3 units
Honors Art History: Prehistoric Through Medieval Art  LEC 48-54
This course is a survey class that provides a base of art historical knowledge covering the development of art from the Paleolithic era through the Middle Ages. Students will study a variety of art forms in the context of cultural settings, iconography, purpose, and style. This course is designed for the Art major and those seeking to fulfill Humanities requirements. **Prerequisite:** Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

**ART-102** 3 units
Art History: Renaissance to 20th Century Art  LEC 48-54
This is a survey class that provides a base of art historical knowledge covering the development of Western art from the 15th century. Students will study a variety of art forms and artists in the context of cultural and historic setting, stylistic developments, function/meaning, and iconography. This course is designed for the Art major and those seeking to fulfill Humanities requirements. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

**ART-102H** 3 units
Honors Art History: Renaissance to 20th Century Art  LEC 48-54
This is a survey class that provides a base of art historical knowledge covering the development of Western art from the 15th century. Students will study a variety of art forms and artists in the context of cultural and historic setting, stylistic developments, function/meaning, and iconography. This course is designed for the Art major and those seeking to fulfill Humanities requirements. **Prerequisite:** Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

**ART-103** 3 units
Introduction to Modernism  LEC 48-54
This course surveys Modernist art, architecture and design. Students will study a variety of forms and artists in the context of cultural and historic settings, events, and styles, with an emphasis on Modernist culture and products in the United States and Europe. This course is intended for students wishing to fulfill the MSJC Humanities General Education Requirement as well as for students pursuing degrees or certificates in Art, Multimedia or Visual Communication. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

**ART-103H** 3 units
Honors Introduction to Modernism  LEC 48-54
This course surveys Modernist art, architecture and design. Students will study a variety of forms and artists in the context of cultural and historic settings, events, and styles, with an emphasis on Modernist culture and products in the United States and Europe. This course is intended for students wishing to fulfill the MSJC Humanities General Education Requirement as well as for students pursuing degrees or certificates in Art, Multimedia or Visual Communication. **Prerequisite:** Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

**ART-105** 3 units
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:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU

**ART-105H** 3 units
Honors History of Graphic Design  LEC 48-54
This course examines the evolution of graphic communication from prehistory through postmodern design, 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: AA/AS C--Transfers to both UC/CSU
### Course Descriptions

**Visual Communication as preparation for the major. Prerequisite:** Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS C--Transfers to both UC/CSU

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>ART-108</td>
<td>3</td>
<td>Beginning Drawing</td>
<td>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. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1</td>
</tr>
<tr>
<td>ART-109</td>
<td>3</td>
<td>Intermediate Drawing</td>
<td>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). AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1</td>
</tr>
<tr>
<td>ART-112</td>
<td>3</td>
<td>Life Drawing</td>
<td>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). AA/AS General Education: AA/AS C--Transfers to both UC/CSU</td>
</tr>
<tr>
<td>ART-115</td>
<td>2</td>
<td>Painting I</td>
<td>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 or ART-120 (with a grade of C or better) or portfolio. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1</td>
</tr>
<tr>
<td>ART-116</td>
<td>2</td>
<td>Painting II</td>
<td>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. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1</td>
</tr>
<tr>
<td>ART-118</td>
<td>2</td>
<td>Watercolor/Mixed Media</td>
<td>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. AA/AS General Education: AA/AS C--Transfers to both UC/CSU</td>
</tr>
</tbody>
</table>
| ART-119     | 2     | 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. AA/AS General Education: AA/AS C--Transfers to both UC/CSU |
| ART-120     | 3     | 2D Design                                 | LEC 32-36/LAB 48-54  
This course introduces the student to the principles of 2-D design using the design elements of line, shape, space, value, texture, color, and form. Students will explore design concepts through visual analysis, problem solving projects, and presentation. May be taken 4 times for credit. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1 |
| ART-121     | 3     | Design and Color                          | LEC 32-36/LAB 48-54  
This course is a continued study of the principles of 2D design. The practice of the organization of visual elements is taught in accordance with the principles of design. Emphasis is placed on color theory and more advanced methods of communicating ideas through design. This class is designed for students pursuing an AA in Art and those seeking to fulfill the Humanities requirement. Prerequisite: ART-120 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1 |
| ART-122     | 3     | 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. AA/AS General Education: AA/AS C--Transfers to both UC/CSU |
| ART-123     | 3     | 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. AA/AS General Education: AA/AS C--Transfers to both UC/CSU |
| ART-124     | 3     | 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...
**Course Descriptions**

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: AA/AS C--Transfers to both UC/CSU

**ART-125**  
**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-128**  
**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: AA/AS C--Transfers to both UC/CSU

**ART-130A**  
**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: AA/AS C--Transfers to CSU only

**ART-130B**  
**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 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: AA/AS C--Transfers to CSU only

**ART-141**  
**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: AA/AS C--Transfers to both UC/CSU

**ART-151**  
**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: AA/AS C--Transfers to both UC/CSU

**ART-160**  
**Sculpture**  
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: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1

**ART-170**  
**Foundry-Ceramic Shell Casting**  
LEC 16-18/LAB 48-54  
This course introduces the fundamentals of lost wax bronze casting using the ceramic shell process. Coursework includes safety issues, terminology, spruing, shell making, dewaxing, pouring, and metal finishing processes. This course is designed for the student pursuing an AA in Art, or those seeking to fulfill the Humanities requirements. May be taken 4 times for credit. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to CSU only--CSU Area(s): C1

**ART-171**  
**Bronze Sand-Casting**  
LEC 16-18/LAB 48-54  
This course introduces the fundamentals of bronze sand-casting. Coursework includes safety issues, terminology, pattern making processes, mold making processes, and metal finishing processes. This course is designed for the student pursuing an AA in Art, or those seeking to fulfill the Humanities requirements. May be taken 4 times for credit. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to CSU only

**ART-223**  
**Graphic Design II (formerly ART-136 Visual Communication I)**  
LEC 32-36/LAB 48-54  
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. Prerequisite: ART-120, ART-123, ART-130A and ART-130B (with a grade of C or better), or Portfolio Review/ Demonstrated Ability. Recommended Preparation: ART-125. AA/AS General Education: AA/AS C--Transfers to both UC/CSU
**ART-299 Portfolio and Professional Development**

**3 units**

**LEC 48-54**

This is a capstone course that will prepare students with a cohesive body of work that would be presentable in interviews and portfolio reviews as well as the development of knowledge of the business in creative entrepreneurship. May be taken 4 times for credit. **Prerequisite:** None. Transfers to CSU only

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Contract Requirement</th>
<th>Special Projects Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-299A</td>
<td>1-3</td>
<td></td>
<td>contract must be completed with the instructor prior to enrollment.</td>
<td>Special Projects: Drawing</td>
</tr>
<tr>
<td>ART-299B</td>
<td>1-3</td>
<td></td>
<td>contract must be completed with the instructor prior to enrollment.</td>
<td>Special Projects: Painting</td>
</tr>
<tr>
<td>ART-299C</td>
<td>1-3</td>
<td></td>
<td>contract must be completed with the instructor prior to enrollment.</td>
<td>Special Projects: Ceramics</td>
</tr>
<tr>
<td>ART-299D</td>
<td>1-3</td>
<td></td>
<td>contract must be completed with the instructor prior to enrollment.</td>
<td>Special Projects: Sculpture</td>
</tr>
<tr>
<td>ART-299E</td>
<td>1-3</td>
<td></td>
<td>contract must be completed with the instructor prior to enrollment.</td>
<td>Special Projects: Foundry</td>
</tr>
<tr>
<td>ART-299F</td>
<td>1-3</td>
<td></td>
<td>contract must be completed with the instructor prior to enrollment.</td>
<td>Special Projects: Design</td>
</tr>
</tbody>
</table>

**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 tools by astronomers, historical and stellar evolution, cosmology and current topics, such as quasars, black holes, etc. Field trips may be required. **Prerequisite:** None. **Recommended Preparation:** College level reading and math skills. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3

**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. 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 systems. 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. **Prerequisite:** Two classes in the desired medium must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only
Course Descriptions

Audio Technology

**AUD-140**  
**Beginning Studio Recording**  
LEC 48-54  
This course offers instruction in the basic concepts of multi-track recording. Instruction includes an examination of basic acoustics, microphones, mixers, monitors, signal processors, and recording techniques. *Cross-listed as MUS 140. May be taken 3 times for credit. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to CSU only--CSU Area(s): C1

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

**AUD-142**  
**Advanced Studio Recording I**  
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: AA/AS C--Transfers to CSU only--CSU Area(s): C1

**AUD-143**  
**Advanced Studio Recording II**  
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: AA/AS C--Transfers to CSU only--CSU Area(s): C1

**AUD-145**  
**Midi & Computer Recording**  
LEC 48-54  
This course offers instruction in music software and basic audio concepts. The primary focus is on recording, mixing, and editing. *Cross-listed as MUS-145. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to CSU only

**AUD-146**  
**Recording Music and Live Sound**  
LEC 48-54  
Recording Music and Live Sound offers instruction in mixing techniques for acoustic and electronic musical instruments. Students will also receive instruction in mixing music and the use of public address systems and their components. *Cross-listed as MUS 146. May be taken 3 times for credit. Prerequisite: MUS/AUD-140 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to CSU only

**AUD-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 BADM-147 and MUS-147. Prerequisite: None. Transfers to CSU only

**AUD-148**  
**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**  
**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 both UC/CSU

**AUD-153**  
**Video Production II**  
LEC 48-54  
This advanced course will cover the use of digital video production software and hardware (editing, effects, filters, color correction, compression output processes). Students work on projects using non-linear video editing software techniques. Related topics include preparing video production for television broadcasting and DVD authoring. *Cross-listed as MUL-223. May be taken 2 times for credit. Prerequisite: AUD-152/MUL-123. Transfers to CSU only

**AUD-299**  
**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**  
**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

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Mt. San Jacinto College 2008-2009 Catalog
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUME-079</td>
<td>Honda Express Service</td>
<td>1.5</td>
<td>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. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>AUME-080</td>
<td>Bus/Heavy Equipment Servicer (Fuels and Lubricants)</td>
<td>2.5</td>
<td>This course is designed to teach bus-serving 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. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>AUME-081</td>
<td>Bus/Heavy Equipment Servicer (Preventative Maintenance and Minor Repair)</td>
<td>2.5</td>
<td>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. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>AUME-083</td>
<td>Brake and Suspension Systems</td>
<td>4</td>
<td>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. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>AUME-090</td>
<td>RV Maintenance and Repair</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>AUME-100</td>
<td>Basic Auto Mechanics</td>
<td>4</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>AUME-110</td>
<td>Basic and Advanced Clean Air Car Course</td>
<td>4.5</td>
<td>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. <strong>Prerequisite:</strong> 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</td>
</tr>
<tr>
<td>AUME-111</td>
<td>Emission Controls Part II, A6/A8/L1</td>
<td>4.5</td>
<td>This course prepares the student to perform Vehicle Emissions Diagnoses &amp; Repair procedures subject to the California State Smog Check Program. Successful completion meets three of the five requirements for State the Exam. Students learn the use of Scan tools, Lab scopes, five gas analyzers, dynamometer and ignition analyzers to troubleshoot, diagnose and repair the Powertrain Control Module and sub systems used on domestic and import vehicles. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>AUME-112</td>
<td>Bureau of Automotive Repair State of CA 2007 Update Course</td>
<td>1</td>
<td>This course is required for currently licensed Smog Check technicians and initial Smog Check technician’s license applicants in order to renew or apply for a Smog Check technician’s license. <strong>Prerequisite:</strong> None. Recommended Preparation: Students should have completed the automotive engine performance and Electrical Electronics courses prior to entering the course or a BAR Certified Smog Technician.</td>
</tr>
<tr>
<td>AUME-118</td>
<td>Heating/Air Conditioning Systems (formerly Automotive Air Conditioning)</td>
<td>4</td>
<td>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 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. <strong>Prerequisite:</strong> None. Recommended Preparation: AUME 100. Transfers to CSU only</td>
</tr>
<tr>
<td>AUME-119</td>
<td>Automotive Brake Systems</td>
<td>4</td>
<td>This course covers the operation, diagnosis and repair procedures of automotive brake systems. The experience gained in this course prepares the student for entry level employment as an automotive brake technician. <strong>Prerequisite:</strong> None. Recommended Preparation: AUME-100 Transfers to CSU only</td>
</tr>
<tr>
<td>AUME-120</td>
<td>Auto Suspension Steering and Align Syst</td>
<td>4</td>
<td>This course covers the operation, diagnosis, repair and alignment procedures of automotive suspension and steering systems on import / domestic vehicles &amp; light trucks. The experience gained in this course prepares the student for entry level employment as an automotive brake technician. <strong>Prerequisite:</strong> None. Recommended Preparation: Students are recommended to have completed the Basic Automotive course prior to entering this course. Transfers to CSU only</td>
</tr>
<tr>
<td>Course Code</td>
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<td>Description</td>
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</tr>
</tbody>
</table>
| AUME-122   | 4     | 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. **Recommended Preparation:** AUME-100 or previous high school automotive classes. Transfers to CSU only. |
| AUME-123   | 4     | 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     | 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 modern 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     | Automotive Electrical/Electronics I | LEC 48-54/LAB 48-54
This course covers the theory of electricity, use of meters and test equipment, use of wiring diagrams, diagnosis and repair/replacement of major electrical components of automotive and light trucks. Major areas of study include batteries, starting, charging and ignition systems as well as electrical accessories. This course will assist the student in preparing for the ASE A-6 exam. 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     | 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     | Automotive Service Advisor | LEC 32-36
Designed to explore and develop desirable characteristics and skills common to the successful automotive service advisor. **Prerequisite:** None. Transfers to CSU only. |
| AUME-133   | 2     | Automotive 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 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     | 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     | 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     | 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     | 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 L-1 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 Occupational Internship: Auto Mechanics 1-4 units

The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. May be taken 4 times for credit. **Prerequisite:** Previous 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 Introduction to Alternative Fuels 2.5 units

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 CNG Emissions/Tune-Up 2.5 units

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 CNG Fuel Storage and Delivery 2.5 units

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 Gaseous Fuels (CNG) Electronic Control Systems 2.5 units

An introductory, lecture-lab course on natural gas vehicles and their electronic control systems. Basic electronics will be reviewed as well as specific CNG electronic systems. CNG systems covered include Gaseous Fuel Injection (GFI), Batech, Gas Engine Management (GEM/MES), MOGAS Inc. and Detroit Diesel Electronic Control Systems (DDECS). **Prerequisite:** None. Transfers to CSU only

### AUME-154 NGV Fuel Systems/Troubleshooting 3 units

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-157 Automatic Transmissions/Transaxles 4 units

This course covers the theory and current diagnosis, repair and rebuilding procedures of modern automatic transmissions/transaxles in late-model American automobiles. It also includes diagnosis and repair of on-board diagnostics, including computer-controlled systems as they pertain to the transmission/transaxle. This course will help the student prepare for the ASE exam. **Prerequisite:** None. Transfers to CSU only

### AUME-185 Manual Transmissions and Transaxles 4 units

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

### Biological Sciences

#### BIOL-100 Human Biology (formerly Introduction to Human Biology) 4 units

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: AA/AS A--Transfers to CSU only--CSU Area(s): B2, B3

#### BIOL-101 Chemistry of Life 5 units

This course introduces basic concepts of general (structure of atoms, molecules, states, energy, solutions, acid/bases, equations) organic (structure and properties of major classes of organic molecules) and biological chemistry (carbohydrates, proteins, lipids, nucleic acids, metabolism) of a living cell. This course is designed to meet the chemistry requirement for allied health students. It will not fulfill the chemistry requirement for a four year transfer program. High school algebra or MATH-090 or equivalent. Transfers to CSU only

#### BIOL-115 Topics in Biology 4 units

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,
Course Descriptions

and current issues as they develop in the subject area. A field trip may be required. 
Prerequisite: None. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--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: AA/AS 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 fieldtrip-based laboratory study of flora and fauna includes field recognition of plant species, ethnobotany, and identification of major mammals, reptiles and birds of the areas studied. Six field trips are planned, students expected to provide their own transportation. Prerequisite: None. Recommended Preparation: Previous Biology/ Chemistry class work in high school or college. AA/AS General Education: AA/AS 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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2

**BIOL-125** 5 units
Microbiology
LEC 48-54/LAB 96-108
This course is an intensive study of microbiological principles designed for those majoring in the biological sciences or various health professions. The course will emphasize concepts related to microbial morphology, physiology, genetics, growth, control, role in disease, and their application to mankind. Prerequisite: CHEM-100 or 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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

**BIOL-125H** 5 units
Honors Microbiology
LEC 48-54/LAB 96-108
This course is an intensive study of microbiological principles designed for those majoring in the biological sciences or various health professions. The course will emphasize concepts related to microbial morphology, physiology, genetics, growth, control, role in disease, and their application to mankind. Prerequisite: Acceptance in the Honors Enrichment Program; CHEM-100 or 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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

**BIOL-130** 4 units
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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

**BIOL-134** 3 units
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 technical 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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2

**BIOL-135** 3 units
Introduction to Evolution
LEC 48-54
This introductory course explores the concepts, history and controversy surrounding evolutionary theory. 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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2

**BIOL-135H** 3 units
Honors Introduction to Evolution
LEC 48-54
This introductory course explores the concepts, history and controversy surrounding evolutionary theory. 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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2

**BIOL-140** 4 units
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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

**BIOL-142** 4 units
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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

**BIOL-143**  
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: AA/AS 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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

**BIOL-146**  
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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2

**BIOL-148**  
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: AA/AS A--Transfers to CSU only

**BIOL-150**  
General Biology I  
LEC 48-54/LAB 96-108  
General Biology 150, the first of a two semester sequence, is an intensive study of modern biology designed to prepare science majors for upper-division courses in cell, molecular and organismal biology. The emphasis is on the structural and functional unity of life as seen from an evolutionary perspective. Topics include the biochemical, molecular, metabolic, and genetic aspects of cells, as well as phylogeny and systematics. The course includes laboratory and field exercises on the principles covered in the lecture portion of the class. A field trip may be required. **Prerequisites:** CHEM-101 and MATH-096 (with a grade of C or better). **Recommended Preparation:** High school or college Biology/Chemistry. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

**BIOL-150H**  
Honors 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:** Acceptance into the Honors Enrichment Program and CHEM-101 and MATH-096 (with a grade of C or better). AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

**BIOL-151**  
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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

**BIOL-151H**  
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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2, B3

**BIOL-201**  
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-115 or BIOL-150 & 151 or ENVS-101 & 102 or BIOL-140 or ENVS-110 with a minimum grade of 'C' (or a minimum score of 3 on the AP Biology exam or a minimum score of 3 on the AP Environmental Science exam). Transfers to both UC/CSU--IGETC Area(s): B4

**BIOL-299**  
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
Course Descriptions

Business

Accounting

ACCT-075 3 units
Bookkeeping LEC 48-54
A basic course in systematic record keeping of business transactions using the double entry bookkeeping system, and employing the use of both manual and computerized accounting software techniques. 
Prerequisite: None. Not transferable

ACCT-080 1 unit
Deducting 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 1 unit
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 1 unit
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 Preparers Certificate with California. May be taken 4 times for credit. 
Prerequisite: None.

ACCT-124 3 units
Financial Accounting - Principles of Accounting I LEC 48-54
Define financial accounting; identify its importance and use by investors and creditors to make decisions. The course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis and includes issues relating to: asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics. 
Prerequisite: None. Recommended Preparation: CAPP-122C or equivalent experience. Transfers to both UC/CSU

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
Examination of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focus on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. 
Prerequisite: ACCT-124 (with a grade of C or better). Transfers to both UC/CSU

ACCT-125H 3 units
Honors Managerial Accounting - Principles of Accounting II LEC 48-54
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
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM-098B</td>
<td>.5</td>
<td>Reducing Stress and Improving Performance</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. <strong>Not Transferable</strong></td>
</tr>
<tr>
<td>BADM-098C</td>
<td>.5</td>
<td>Developing Leadership in Organizations</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. <strong>Not Transferable</strong></td>
</tr>
<tr>
<td>BADM-098D</td>
<td>.5</td>
<td>Dynamics of Successful Teamwork</td>
<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. <strong>Not Transferable</strong></td>
</tr>
<tr>
<td>BADM-098E</td>
<td>.5</td>
<td>Raising Performance Levels Through Motivation</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. <strong>Not Transferable</strong></td>
</tr>
<tr>
<td>BADM-098F</td>
<td>.5</td>
<td>Developing Customer Relations and Rapport</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. <strong>Not Transferable</strong></td>
</tr>
<tr>
<td>BADM-098G</td>
<td>.5</td>
<td>Business Ethics</td>
<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. <strong>Not Transferable</strong></td>
</tr>
<tr>
<td>BADM-103</td>
<td>3</td>
<td>Introduction to Business</td>
<td>U.S. businesses operate in a constantly changing global business environment. This is an introduction to that environment. Students completing the course should be capable of analyzing various forms of business ownership and sizes or organizations, understanding ethics and social responsibility of businesses in a global market, analyzing the economic challenges facing businesses, understanding global competitive methodologies, and understand domestic and international labor-management relations issues and the use of technology and information in business. <strong>Prerequisite:</strong> None. Transfers to both UC/CSU</td>
</tr>
<tr>
<td>BADM-103H</td>
<td>3</td>
<td>Introduction to Business</td>
<td>U.S. businesses operate in a constantly changing global business environment. This is an introduction to that environment. Students completing the course should be capable of analyzing various forms of business ownership and sizes or organizations, understanding ethics and social responsibility of businesses in a global market, analyzing the economic challenges facing businesses, understanding global competitive methodologies, and understand domestic and international labor-management relations issues and the use of technology and information in business. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>BADM-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. <strong>Cross-listed as ENGL-104. 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: AA/AS D1 or AA/AS D2--Transfers to CSU only</td>
</tr>
<tr>
<td>BADM-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. This course includes oral communication techniques for meetings, conferences and interviews and provides a review of grammar, spelling and mechanics. <strong>Cross-listed as ENGL-104H. Prerequisite:</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. AA/AS General Education: AA/AS D1 or AA/AS D2--Transfers to CSU only</td>
</tr>
<tr>
<td>BADM-120</td>
<td>3</td>
<td>Sales and Marketing in Hospitality</td>
<td>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. <strong>Cross-listed as HORT 120. Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>BADM-121</td>
<td>2</td>
<td>Sanitation and Safety in Resort Management</td>
<td>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. <strong>Cross-listed as HORT 121. Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
</tbody>
</table>
| BADM-122    | 3     | Resort Food & Beverage Operation | This course is the study of the techniques and methods of operating and controlling a food and beverage operation in a resort environment. It studies the management techniques necessary for the planning,
monitoring and controlling of a food service operation and of the control systems available to insure a profitable operation. *Cross-listed as HORT 122. Prerequisite: None. Transfers to CSU only

**BADM-123** 2 units  
**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** 3 units  
**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** 1-4 units  
**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** 3 units  
**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** 3 units  
**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** 3 units  
**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  
An introduction to the legal environment of business. Subjects include legal systems, sources of law, social and governmental impacts on private enterprise, ethics and professional responsibility, alternate dispute resolution, agency, warranties, international law, and Constitutional law. Students will do cases/regulation analyses on ADR, contracts including e-contracts, consumerism, employment relationships, business torts and criminal law issues and study business organization forms. The course is required for Business Administration majors and certificates and Legal Assistants. 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

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**Computer Applications**

**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-120D** 3 units  
**Using Microsoft Office 2007-Level 1 (formerly CAPP-120C)**  
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 User Specialist (MOUS/SOS) Core-level Exams in the four above applications. Prerequisite: None. Transfers to CSU only
**Course Descriptions**

**CAPP-120M** 3 units  
Using OpenOffice v2 Level 1  
LEC 48-54  
This course is designed to introduce students to the OpenOffice applications suite. Students will learn how to work with the word processing, spreadsheet, presentation, and diagramming components of the Open Office suite. **Prerequisite:** None. Transfers to CSU only

**CAPP-121D** 3 units  
Using Microsoft Word 2007-Level 1 (formerly CAPP-121C)  
LEC 48-54  
This is a basic course in Microsoft Word. Students learn fundamental word processing skills necessary for career and academic functions including skills necessary to format memos, letters, tables, and newspaper columns. They will also use styles, graphics, charts, templates, and wizards. This course presents all the topics included in the Core MOS exam. **Prerequisite:** None. Transfers to CSU only

**CAPP-122D** 3 units  
Using Microsoft Excel 2007-Level 1 (formerly CAPP-122C)  
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 User Specialist (MOUS/MOS) Expert-Level Exam in Excel. **Prerequisite:** None. Transfers to CSU only

**CAPP-123D** 3 units  
Using Microsoft Access 2007 - Level 1 (formerly CAPP-123C)  
LEC 48-54  
Students will learn the functions and capabilities of Microsoft Access with an emphasis on the integration of Microsoft Office Access to solve course business problems. The course will begin to prepare the student to take the Microsoft Office User Specialist (MOUS/MOS) Expert-level exam. **Prerequisite:** None. Transfers to CSU only

**CAPP-124D** 3 units  
Using Microsoft Powerpoint 2007-Level 1 (formerly CAPP-124C)  
LEC 48-54  
This course introduces students to presentation software concepts and applications. Students will use Microsoft PowerPoint to create and present information for a variety of contexts. This course is designed for the student who is pursuing the Microsoft Office User Specialist (MOUS/MOS) certification as well as students who are interested in improving their interpersonal communication skills. **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 and selecting and applying features and techniques for using Excel to improve business productivity and solve common accounting problems. Students will work with spreadsheet features including formatting, formulas, functions, charts and tools. Designed for students who have completed ACCT-124, CAPP-125C1, and CAPP-125C2 or have equivalent experience in both accounting and Excel. This is the third of three 1-unit courses for which completion of all three parts is equivalent to the 3-unit course, CAPP-125C. **Prerequisite:** None. **Recommended Preparation:** CAPP-125C1 or equivalent experience. Transfers to CSU only

**CAPP-125C2** 1 unit  
Excel 2 - for Business Users  
LEC 16-18  
Excel skills for business users. Course will focus on case studies, selecting and applying features and techniques that will improve business productivity. Students will work with advanced spreadsheet features including formatting, formulas, functions, and charts. Designed for students who have completed CAPP-125C1 or have equivalent experience. This is the second of three 1-unit courses for which completion of all three parts is equivalent to the 3-unit course, CAPP-125C. **Prerequisite:** None. **Recommended Preparation:** CAPP-125C1 or equivalent experience. Transfers to CSU only

**CAPP-125C3** 1 unit  
Excel 3 - for Accounting Users  
LEC 16-18  
Excel skills for accounting users. Course will focus on case studies, selecting and applying features and techniques for solving common accounting problems. Students will work with advanced spreadsheet features including formatting, formulas, functions, charts and tools. Designed for students who have completed ACCT-124, CAPP-125C1, and CAPP-125C2 or have equivalent experience in both accounting and Excel. This is the third of three 1-unit courses for which completion of all three parts is equivalent to the 3-unit course, CAPP-125C. **Prerequisite:** None. **Recommended Preparation:** ACCT-124 or ACCT-124A, B, & C or equivalent accounting experience, CAPP-125C1 and CAPP-125C2, or equivalent Excel experience Transfers to CSU only

**CAPP-126E** 3 units  
Using InDesign Cs2 Level 1  
LEC 48-54  
This course introduces the student to the principles, concepts, and techniques of desktop publishing with Adobe InDesign. The focus in this course will be on composition and layout of multiple page documents that include imported text, graphics, and artwork. This course is designed for the student who wants to integrate desktop publishing applications with other business computing applications. **Prerequisite:** None. **Recommended Preparation:** Previous computer science course work and/or equivalent experience. Transfers to CSU only

**CAPP-126F** 3 units  
Using Microsoft Publisher 2007 (formerly CAPP-126D)  
LEC 48-54  
This course introduces the student to the principles, concepts, and techniques of desktop publishing with Microsoft Publisher. The focus of this course is on the use of desktop publishing for personal use, but business applications will also be covered. This course is designed for the student who wants to learn desktop publishing to improve their personal productivity. **Prerequisite:** None. Transfers to CSU only

**CAPP-126G** 3 units  
Using Adobe InDesign CS3 (formerly CAPP-126C)  
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. Transfers to CSU only
Course Descriptions

**CAPP-131A1** 1 unit  
Using Eudora 5.2  
LEC 16-18  
This course teaches students how to install, configure, and use the Eudora e-mail application. **Prerequisite:** None. Transfers to CSU only

**CAPP-131D** 1 unit  
Using Microsoft Outlook 2007 (formerly CAPP-131C)  
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. Transfers to CSU only

**CAPP-135D** 3 units  
Using Microsoft Project 2007 (formerly CAPP-135C)  
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-140D** 3 units  
Using Microsoft Office 2007-Level 2 (formerly CAPP-140C)  
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-140M** 3 units  
Using OpenOffice v2-Level 2  
LEC 48-54  
This course is designed to acquaint students the proper procedures for creating more advanced documents, workbooks, databases and presentations using the OpenOffice suite. **Prerequisite:** CAPP 120M Using OpenOffice v2 Level 1 Transfers to CSU only

**CAPP-141D** 3 units  
Using Microsoft Word 2007-Level 2 (formerly CAPP-141C)  
LEC 48-54  
This is an advanced course in Microsoft Word focused on formatting and managing large documents. Topics include: page formatting, footnotes, macros, merging, document assembly, sorting, tables, graphics and collaboration. This course presents topics included in the Expert MOS exam. **Prerequisite:** CAPP-121D Transfers to CSU only

**CAPP-143D** 3 units  
Using Microsoft Access 2007-Level 2 (formerly CAPP-143C)  
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. (with a grade of C or better). Transfers to CSU only

**CAPP-160D** 3 units  
Using Microsoft Office 2007 - Level 3 (formerly CAPP-160C)  
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. **Prerequisite:** None. Transfers to CSU only

### Office Technology

**OTECH-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 ENGL-095. **Prerequisite:** None. Not transferable

**OTECH-131** 1 unit  
Filing Techniques  
LEC 16-18  
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. Transfers to CSU only

**OTECH-144** 3 units  
Keyboarding and Document Formatting  
LEC 48-54  
Students learn the basic techniques of the touch system in the mastery of the keyboard and develop speed and accuracy in keyboarding data. They also develop the basic formatting skills necessary to produce letters, memorandums, reports, and tables. This is a basic course in the Office Administration curriculum and is a life-long learning skill. **Prerequisite:** None. Transfers to CSU only
Course Descriptions

OTEC-144A 1 unit
Keyboarding and Document Formatting, Part 1  LEC 16-18
This beginning course provides students with the skills necessary to enter computer data by touch on the alphanumeric keyboard. Students learn the basic techniques of the touch system in the mastery of the keyboard. Students also will learn introductory information in word processing. The successful completion of all three 1-unit courses (OTEC-144A, 144B, and 144C) in sequence is equivalent to the 3-unit course: OTEC-144 - Keyboarding and Document Formatting which is a required course in the Microsoft Application Certificate and the Employment Concentration Certificate in Office Technologies. Prerequisite: None. Transfers to CSU only

OTEC-144B 1 unit
Keyboarding and Document Formatting, Part 2  LEC 16-18
Students review the basic techniques of the touch system in the mastery of the keyboard to develop speed and accuracy in keyboarding data. They also develop the basic formatting skills in word processing necessary to produce memorandums and letters. The successful completion of all three 1-unit courses (OTEC-144A, 144B, and 144C) in sequence is equivalent to the 3-unit course: OTEC-144 - Keyboarding and Document Formatting which is a required course in the Microsoft Application Certificate and the Employment Concentration Certificate in Office Technologies. Prerequisite: OTEC-144A or have prior knowledge of keyboarding by touch and basic word processing skills. Transfers to CSU only

OTEC-144C 1 unit
Keyboarding and Document Formatting, Part 3  LEC 16-18
Students continue to improve the basic techniques of the touch system in the mastery of the keyboard and develop speed with accuracy in keyboarding data. They also review the basic formatting skills necessary to produce memorandums and letters. Students then develop skills necessary to produce reports, and tables. The successful completion of all three 1-unit courses (OTEC-144A, 144B, and 144C) in sequence is equivalent to the 3-unit course: OTEC-144 - Keyboarding and Document Formatting which is a required course in the Microsoft Application Certificate and the Employment Concentration Certificate in Office Technologies. Prerequisite: None. Recommended Preparation: OTEC-144A and OTEC-144B or have prior knowledge of keyboarding by touch and basic word processing skills necessary to create memos and letters. Transfers to CSU only

OTEC-145 3 units
Keyboarding and Document Formatting II (formerly Document Formatting II)  LEC 48-54
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

OTEC-150 2 units
Records and Information Management  LEC 32-36
This course introduces students to the field of Records Management, specifically physical records. Students will explore the purpose of records management, identify the role of the records manager, research related methodology and technology, and explore the role and maintenance of a records center. Prerequisite: None. Transfers to CSU only

OTEC-153 3 units
Electronic Records Management  LEC 48-54
This course examines the field of Electronic Records Management. Students will explore the purpose of electronic records management, identify the need, and research relevant technology. Students will also be introduced to database management software used in the records management field. Prerequisite: OTEC-150. Transfers to CSU only

OTEC-160 3 units
Creating and Managing the Virtual Office  LEC 48-54
This course introduces the concept of working virtually, examines current trends in the virtual arena, and identifies companies promoting the virtual professional. Students explore topics related to creating, managing and working in a virtual office and investigate equipment requirements, as well as the managerial and personal skills needed to be a successful virtual professional. Prerequisites: None. Transfers to CSU only

OTEC-163 3 units
Operating and Marketing the Virtual Office  LEC 48-54
This is an advanced level virtual office course. Students will design a business and marketing plan, discuss financial, legal, and ethical business practices, and investigate virtual networking and interviewing. Much of the work done in this class will be completed using virtual tools. Prerequisite: OTEC-160. Transfers to CSU only

OTEC-178 3 units
Office Procedures and Systems  LEC 48-54
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 winning 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

Chemistry

CHEM-100 4 units
Introduction to Chemistry  LEC 48-54/LAB 48-54
This is an introductory course in the basic concepts of chemistry. Topics covered are: metric system and numbers, chemical view of matter, periodic table and elements, atomic theory, chemical bonds, stoichiometry and chemical equations, solutions and organic chemistry. Prerequisite: MATH-090 (with a grade of C or better) or equivalent or two years of high school algebra. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--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. Prerequisites: Two years of high school Algebra or Math 096 or equivalent (with a grade of C or better). AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>CHEM-102</td>
<td>General Chemistry II</td>
<td>5 units</td>
<td>This class is a continuation of Chemistry 101. Special emphasis is given to chemical kinetics and equilibrium, thermodynamics, acid-base equilibria, electrochemistry, common reactions of metals and non-metals with an introduction to qualitative analysis. <strong>Prerequisite:</strong> CHEM-101 (with a grade of C or better). AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3.</td>
</tr>
<tr>
<td>CHEM-112</td>
<td>Organic Chemistry I</td>
<td>5 units</td>
<td>This intermediate level course is the first of a two-semester sequence in organic chemistry. The topics covered include molecular properties, structure and bonding, stereochemistry, reactions and synthesis of alkane, alkynes and alkyl halides, NMR and IR spectroscopy, and the chemistry of benzene and aromatic compounds. <strong>Prerequisite:</strong> CHEM-102 (with a grade of C or better). AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3.</td>
</tr>
<tr>
<td>CHEM-113</td>
<td>Organic Chemistry II</td>
<td>5 units</td>
<td>This is the second of a two-semester sequence in organic chemistry. The topics covered include a systematic study of the nomenclature, properties, preparation, reactions and uses in synthesis of alcohols, ethers, aldehydes, ketones, carboxylic acids, acid derivatives and amides, and a study of biological molecules. <strong>Prerequisite:</strong> CHEM-112 (with a grade of C or better). AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3.</td>
</tr>
<tr>
<td>CHEM-299</td>
<td>Special Projects: Chemistry</td>
<td>1-3 units</td>
<td>Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. <strong>Prerequisite:</strong> Previous Chemistry classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only.</td>
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## Child Development & Education

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<tr>
<th>Course Code</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CDE-101</td>
<td>Principles of Early Childhood Education</td>
<td>3 units</td>
<td>This class is the first in a series of Child Development and Education classes. Through observation students will become familiar with different types of educational settings serving children aged birth to eight years. Special emphasis will be given to staff roles, appropriate learning environments and curricula, home-school partnerships, professional ethics and career options. <strong>Prerequisite:</strong> None. 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.</td>
</tr>
<tr>
<td>CDE-102</td>
<td>Language and Literacy Experiences for Young Children</td>
<td>3 units</td>
<td>This course is designed to provide students with a theoretical foundation for language acquisition and early literacy development of young children, birth through age 8. Emphasis is placed on observation, assessment and developmentally appropriate practices that teachers and caregivers can use to facilitate children's development of receptive and expressive language and emerging literacy skills. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> CDE-101 and CDE-110. Transfers to CSU only.</td>
</tr>
<tr>
<td>CDE-103</td>
<td>Appropriate Curricula for Young Children (formerly Creative Curriculum for Young Children)</td>
<td>3 units</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. <strong>Prerequisite:</strong> CDE-101 or CDE-110 (with a grade of C or better). Other Enrollment Criteria: To gain employment in the field of early childhood education the state of California requires a negative TB and Criminal Record Clearance. It is recommended that students begin this process while enrolled in this class. Transfers to CSU only.</td>
</tr>
<tr>
<td>CDE-105</td>
<td>Service Learning Leadership</td>
<td>1.5 units</td>
<td>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. *Cross-listed as SGA-105. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. Transfers to CSU only.</td>
</tr>
<tr>
<td>CDE-109</td>
<td>Children's Music</td>
<td>3 units</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. *Cross-listed as MUS-113. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS C--Transfers to CSU only.</td>
</tr>
<tr>
<td>CDE-110</td>
<td>Child Development</td>
<td>3 units</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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Ability to demonstrate collegiate level reading and writing, since the course depends heavily upon close reading, multiple-choice and essay exams, and extensive report writing. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D7.</td>
</tr>
</tbody>
</table>
| CDE-110H    | Honors Child Development | 3 units | 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. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Recommended Preparation:** Ability to demonstrate collegiate level reading and writing, since the course depends heavily upon close reading, multiple-choice and essay exams, and extensive report writing. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D7, D9.
CDE- 111  
Child Health, Safety and Nutrition  
LEC 48-54  
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. **Prerequisite:** None. Transfers to CSU only

CDE- 112A  
Disaster Preparedness for Teachers of Young Children  
LEC 16-18  
This course addresses the planning, implementation and evaluation of disaster preparedness specifically for teachers of young children. Procedures prior to, during and after a disaster are examined. Emphasis is given to earthquake and fire preparedness. Methods to include disaster preparedness in curriculum plans are discussed. This course is intended for students needing continuing education and/or specialization units required for the Master Teacher Child Development Permit. **Prerequisite:** CDE-111 (with a grade of C or better). Transfers to CSU only

CDE- 112B  
Child Maltreatment  
LEC 16-18  
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. **Prerequisite:** CDE-111 (with a grade of C or better). Transfers to CSU only

CDE- 112C  
Becoming a Health Advocate in the Early Childhood Setting  
LEC 16-18  
This course examines health issues as they relate to the health and education of children in licensed care settings and prepares students to become a Health Advocate in the Early Childhood setting. This course is intended for students needing continuing education and/or specialization units required for the Master Teacher Child Development Permit. **Prerequisite:** CDE-111 (with a grade of C or better). Transfers to CSU only

CDE- 113  
Art for the Young Child  
LEC 24-27/LAB 24-27  
This course addresses the development of teachers skills in creating a visual arts environment and art activities appropriate to young children. Critical experiences include: defining creativity and drawing connections between the creative process and appropriate classroom practice, understanding how art is used in the early childhood classroom, and implementing appropriate art activities with young children that are aligned with state curriculum guidelines and recommended methods of assessment. **Prerequisite:** None. **Recommended Preparation:** CDE-101 or CDE-110. Transfers to CSU only

CDE- 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: AA/AS 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 child care 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: AA/AS 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: AA/AS B2--Transfers to CSU only
### Course Descriptions

**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 toward 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

**CDE- 129**  
**Family Child Care Home**  
LEC 48-54  
This course is designed to meet the specific needs of the family child care provider. Topics include licensing regulations, 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. **Prerequisite:** None. Transfers to CSU only

**CDE- 129A**  
**Home Child Care Operation**  
LEC 16-18  
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. **Prerequisite:** None. Transfers to CSU only

**CDE- 129B**  
**Guidance in Home Child Care**  
LEC 16-18  
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. **Prerequisite:** CDE-129A (with a grade of C or better). Transfers to CSU only

**CDE- 129C**  
**Curriculum for Home Child Care**  
LEC 16-18  
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. **Prerequisite:** CDE-129A and CDE-129B (with a grade of C or better). Transfers to CSU only

**CDE- 131**  
**Children's Literature**  
LEC 48-54  
This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. *Cross-listed as ENGL-131. **Prerequisite:** None. **Recommended Preparation:** Eligibility for English 101. AA/AS General Education: AA/ AS C--Transfers to both UC/CSU--CSU Area(s): C2

**CDE- 131H**  
**Honors Children's Literature**  
LEC 48-54  
This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. *Cross-listed as ENGL-131H. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Recommended Preparation:** ENGL-101. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C2

**CDE- 134**  
**Adult Supervision**  
LEC 32-36  
This course covers the methods and principles of supervising adults in the early childhood setting. Emphasis is given to the role of experienced teachers and administrators who function as mentors to student teachers and to new staff while, simultaneously, addressing the needs of children, parents and other staff. This course meets the adult supervision coursework requirement for the Child Development Permit (the Master Teacher, Site Supervisor, and the Program Director levels). **Prerequisite:** None. **Recommended Preparation:** Completion of at least 24 units in Child Development and Education courses and two years teaching experience. AA/AS General Education: AA/AS B2--Transfers to CSU only

**CDE- 137**  
**Curriculum and Program Planning for School-Age Child Care**  
LEC 48-54  
This course will explore issues related to organizing, operating, and working in a Before and After School-Age Care program. Emphasis will be placed on program planning, curriculum development, behavior management, developmentally appropriate practice, and quality standards. 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. **Prerequisite:** None. **Recommended Preparation:** CDE-136. Transfers to CSU only

**CDE- 140**  
**Children and Youth With Exceptional Needs**  
LEC 48-54  
This course provides an overview of the unique characteristics and needs of exceptional children and their families from birth through age twenty-one. This course includes the historical and legislative foundation for civil rights and education services for individuals with disabilities. Emphasis is given to professional roles and collaboration,
Course Descriptions

CDE- 149  1-4 units
Occupational Internship: Child Development & Education  LEC 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

CDE- 201A-N  0.5 unit
Topics in Early Childhood: Learning Environments and Activities  LEC 8-9
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  0.5 unit
Topics in Early Childhood: Program and Curricular Options  LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Program and Curricular Options, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. 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 2008-2009 Catalog 189
Course Descriptions

CDE- 203A-G  
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  
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. Care 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- 205A-F  
Topics in Early Childhood: Guidance, Observation, and/or Assessment  
LEC 8-9
This course is presented in a full day workshop format. Workshops focus on Guidance, Observation, and/or Assessment, responding to current training needs and interests of early childhood educators and community employers. May be taken 4 times for credit. Offered as credit/no-credit only.  
Prerequisite: None. Transfers to CSU only
A. Authentic Assessment
B. Behavior Management and Conflict Resolution
C. Working Effectively With Exceptional Children
D. Helping Children Cope With Stress
E. Play-Based Assessment
F. How and When to Make Referrals

CDE- 299  
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  
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-101, AA/AS General Education: AA/AS C--Transfers to CSU only--CSU Area(s): C2

ED-132H  
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: AA/AS C--Transfers to CSU only--CSU Area(s): C2

ED-135  
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: AA/AS B2--Transfers to both UC/CSU

ED-136  
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 (age 5-12). Topics include developmental issues specific to the kindergarten through eighth grade child, the school age child as a learner, child guidance, diversity and anti-bias, working with parents and community outreach.  
Prerequisite: None. AA/AS General Education: AA/AS B2--Transfers to CSU only--CSU Area(s): D7

ED-138  
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: AA/AS B2--Transfers to CSU only
### Course Descriptions

#### ED-142
**The Exceptional Child - Adapting Curricula in Elementary and Secondary Settings**

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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
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<tbody>
<tr>
<td>ED-142</td>
<td>3</td>
<td>CDE-110 or ED-136 (with a grade of C or better)</td>
<td>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 paraprofessional training. <strong>Prerequisite:</strong> CDE-110 or ED-136 (with a grade of C or better). AA/AS General Education: AA/AS B2--Transfers to CSU only</td>
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#### ED-160
**Technology in the Classroom**

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<tbody>
<tr>
<td>ED-160</td>
<td>3</td>
<td></td>
<td>This course focuses on the use of educational technology to facilitate the teaching and learning process. Students will learn to use and integrate technology appropriately into curriculum across disciplines and grade levels. The course will cover systems, hardware, software, peripherals and the Internet as they relate to education. This course partially satisfies the specialization requirements for the Master Level of the Child Development Permit, and it can be used to satisfy professional growth requirements. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS B2--Transfers to CSU only</td>
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### Communication

#### COMM-055
**English Pronunciation**

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<th>Course Code</th>
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<tbody>
<tr>
<td>COMM-055</td>
<td>2</td>
<td>English Pronunciation allows students for whom English is not their native language to practice and develop their overall English speaking proficiency and focus on specific areas of pronunciation difficulty. Regular attendance, language contact assignments, discussions, and student presentations are required to receive class credit. <strong>Cross-listed as ESL-055.</strong> <strong>Prerequisite:</strong> ESL students test for credit-level English through the CELSA placement test 9 (or other approved ESL placement instrument) or has appropriate English skill level of participation in college courses. Students test for ESL-050 or above. Not transferable</td>
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#### COMM-056
**English Conversation and Culture (formerly English As a Second Language Listening and Conversation)**

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<th>Course Code</th>
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<tbody>
<tr>
<td>COMM-056</td>
<td>3</td>
<td></td>
<td>This course is an English conversation class that develops listening and speaking skills in the context of acquiring academic content. Students acquire academic skills while learning about American culture and communication. Classes consist of listening exercises, pair/ small group discussion and student presentations. A basic knowledge of English is required. <strong>Cross-listed as ESL-056.</strong> May be taken 2 times for credit. Offered as credit/no-credit only. <strong>Prerequisite:</strong> Appropriate placement on the CELSA placement instrument (or other approved ESL placement instrument) or has appropriate English skill level of participation in college courses. Students test for ESL-050A or higher. Not transferable</td>
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#### COMM-100
**Public Speaking**

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<tr>
<th>Course Code</th>
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<tr>
<td>COMM-100</td>
<td>3</td>
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<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS D2--Transfers to both UC/CSU--IGETC Area(s): 1C--CSU Area(s): A1</td>
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#### COMM-100H
**Honors Public Speaking**

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<tbody>
<tr>
<td>COMM-100H</td>
<td>3</td>
<td></td>
<td>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. <strong>Prerequisite:</strong> Acceptance into the Honors Enrichment Program. AA/AS General Education: H3 or AA/AS D2--Transfers to both UC/CSU--CSU Area(s): A1</td>
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#### COMM-103
**Interpersonal Communication**

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<tr>
<td>COMM-103</td>
<td>3</td>
<td></td>
<td>This course develops and applies theories of interpersonal communication. It is intended to increase a students understanding of and competence in one-to-one interactions. Topics include self-concept, perception, language, nonverbal communication, listening, conversation, self-disclosure, friendship, intimacy, conflict management, and intercultural communication. The student will practice communication skills that develop and maintain relationships occurring in work, social, and nonpublic settings. This course is designed to meet graduation and transfer requirements. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS D2--Transfers to CSU only--CSU Area(s): A1</td>
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#### COMM-104
**Advocacy and Argument**

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<tr>
<td>COMM-104</td>
<td>3</td>
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<td>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. <strong>Prerequisite:</strong> Eligibility for ENGL-101. AA/AS General Education: AA/AS D2--Transfers to both UC/CSU--IGETC Area(s): 1C--CSU Area(s): A1, A3</td>
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#### COMM-105
**Voice and Diction**

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<tbody>
<tr>
<td>COMM-105</td>
<td>3</td>
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<td>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. <strong>Cross-listed as THA-105.</strong> May be taken 2 times for credit. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU</td>
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#### COMM-106
**Small Group Communication**

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<th>Course Code</th>
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<th>Prerequisite</th>
<th>Description</th>
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<tbody>
<tr>
<td>COMM-106</td>
<td>3</td>
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<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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS D2--Transfers to CSU only--CSU Area(s): A1</td>
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#### COMM-108
**Intercultural Communication**

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<th>Course Code</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
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<tbody>
<tr>
<td>COMM-108</td>
<td>3</td>
<td></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</td>
</tr>
</tbody>
</table>
COMM-108H  3 units
Honors Intercultural Communication  LEC 48-54
This course studies communication and culture. It is designed to
develop the student's understanding of intercultural communication
between/among people from different cultures across a variety
of contexts. This course focuses on the development of cultural
awareness (self and others), knowledge, appreciation, and current
theoretical intercultural perspectives. It examines potential sources
of intercultural understanding and conflict, and explores ways to
enhance the effectiveness of communication. The course is designed
to satisfy General Education requirements for the Associate Degree.
Prerequisite: Acceptance in the Honors Enrichment Program. AA/
AS General Education: AA/AS B2 or AA/AS F--Transfers to both UC/CSU
Area(s): D7

COMM-110  3 units
Communications Media Survey  LEC 48-54
This course provides a survey of communications media and the
interrelationships of media, individuals, and society including the
history, structure and trends in newspapers, magazines, radio,
television, recorded music, film, home, video, and the Internet.
Students will apply theories and analyze media effects within the
context of economics, technology, law and ethics, and social issues,
including gender and cultural diversity. The course is designed to meet
association degree and transfer requirements. It is aimed at students who
intend to pursue careers in media or wish to be consumers that are
more critical. Prerequisite: None. AA/AS General Education: AA/AS
B2--Transfers to both UC/CSU

COMM-113  3 units
Oral Interpretation of Literature  LEC 48-54
This course analyzes the art of communicating works of literary merit
to an audience. The appropriate literary selection, the use of vocal
skills and facial and body expression will be developed in order to
present works of literature to a theatrical audience. Individual and
group performances of poetry, prose, and drama are included. *Cross-
listed as THA-113. Prerequisite: None. AA/AS General Education: AA/
AS C--Transfers to both UC/CSU--CSU Area(s): C1

COMM-115  3 units
Persuasion  LEC 48-54
This course is designed to provide a better understanding of the
theory, practice, and strategies of persuasion in a variety of human
contexts. Knowledge of the persuasion process and social influence
should enable one to make more informed decisions as a sender and
receiver of persuasive messages. Students develop critical thinking
skills by engaging in analysis, evaluation, and composition of
persuasive messages. This course will help you become more effective
at influencing others. Prerequisite: None. Transfers to CSU only

COMM-117  3 units
Professional Communication  LEC 48-54
The purpose of this course is to examine and understand the role of
communication within organizations. Concern will be given to
theories and application pertaining to communication in the work
place. Areas such as technologies, leadership, teamwork, culture,
diversity, global organizations, and ethics will be examined in the
course. Prerequisite: None. Transfers to CSU only

COMM-119  3 units
Public Relations  LEC 48-54
This course is an introduction to the field and practice of public
relations. It examines the origins and evolution of the role of the
PR practitioner. Students will learn to identify trends, use research
and respond ethically to the many challenges facing organizations
today. Strategic management, choice of media, tactics, and types of
campaigns are scrutinized and analyzed as are crisis communication
and credibility. Prerequisite: None. Transfers to CSU only

COMM-120  3 units
Survey of Communication Studies  LEC 48-54
This course examines the range of theoretical approaches to the
field of communication studies. Course provides an introduction
to the field of communication by addressing public, rhetoric,
interpersonal, intercultural, group, organizational, mass, and mediated
communication. Individual and group presentations help students
identify and analyze communication patterns and their effects
as well as develop strategies for becoming better communicators.
Prerequisite: None. Not transferable

COMM-129  3 units
Reader’s Theater  LEC 48-54
This course focuses on the theories and techniques of oral performance
of literature and drama through solo, small group, and ensemble
speaking. Students study script preparation/adaptation, staging/
directing techniques, and vocal skills. This course culminates in public
performance. Prerequisite: THA-105 or THA-110 or COMM 119
(with a grade C or better). Transfers to CSU only

COMM-149  4 units
Occupational Internship: Communication  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. Transfers to CSU only

COMM-201  3 units
Advanced Public Speaking  LEC 48-54
This course develops advanced principles and skills of public speaking,
including application of rhetorical theory, advanced research skills,
depth audience analysis, and the art of clear, precise, and articulate
delivery. In addition to fostering eloquence, consideration is paid to
information competency and advanced critical analysis of oratory.
Prerequisite: COMM-100 (with a grade of C or better). AA/AS
General Education: AA/AS D2--Transfers to both UC/CSU--IGETC Area(s):
1C--CSU Area(s): A1

COMM-299  1-3 units
Special Projects: Communication  IS 16-54
Students with previous course work in the program may do special
projects that involve research and special study. The actual nature of
the project must be determined in consultation with the supervising
instructor. May be taken 3 times for credit. Prerequisite: Previous
Communication classes; a contract with the instructor must be filled
out prior to enrollment. Transfers to CSU only
Computer Information Systems

Computer Applications

CAPP-039
Software Applications Certification Test Review
LEC 16-18
1 unit
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) 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
Computer Applications Workshop
LAB 24-27
0.5 unit
This course reviews and reinforces theory and applications taught in Microsoft Office courses for Word, Excel, PowerPoint, Access, and Outlook. This course offers practice assignments and testing and is recommended for the student desiring to learn how to fully utilize functions and increase their productivity with Microsoft Office applications. May be taken 4 times for credit. 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-080
Introduction to Technology
LEC 16-18
1 unit
This course is designed for the student seeking introductory-level hands-on experience with computing technologies and services at MSJC. Students will have the opportunity to work with software applications as well as web browsers. Prerequisite: None. Not transferable

CAPP-120D
Using Microsoft Office 2007-Level 1 (formerly CAPP-120C)
LEC 48-54
3 units
This course is for the student who wants to learn the concepts of Microsoft Office computer applications. Students will begin to learn the functions and capabilities of Microsoft Access, Excel, PowerPoint, Word, and Outlook, with emphasis on the integration of Microsoft Office software to solve business problems. This course will begin preparing students for Microsoft Office User Specialist (MOUS/MOS) Core-level Exams in the four above applications. Prerequisite: None. Transfers to CSU only

CAPP-120M
Using OpenOffice v2 Level 1
LEC 48-54
3 units
This course is designed to introduce students to the OpenOffice applications suite. Students will learn how to work with the word processing, spreadsheet, presentation, and diagramming components of the OpenOffice suite. Prerequisite: None. Transfers to CSU only

CAPP-121D
Using Microsoft Word 2007-Level 1 (formerly CAPP-121C)
LEC 48-54
3 units
This is a basic course in Microsoft Word. Students learn fundamental word processing skills necessary for career and academic functions including skills necessary to format memos, letters, tables, and newspaper columns. They will also use styles, graphics, charts, templates, and wizards. This course presents all the topics included in the Core MOS exam. Prerequisite: None. Transfers to CSU only

CAPP-122D
Using Microsoft Excel 2007-Level 1 (formerly CAPP-122C)
LEC 48-54
3 units
Students will learn the functions and capabilities of Excel with emphasis on using Excel to solve business problems. This course will prepare students for the Microsoft Office User Specialist (MOUS/MOS) Expert-Level Exam in Excel. Prerequisite: None. Transfers to CSU only

CAPP-123D
Using Microsoft Access 2007-Level 1 (formerly CAPP-123C)
LEC 48-54
3 units
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 User Specialist (MOUS/MOS) Expert-level Exam. Prerequisite: None. Transfers to CSU only

CAPP-124D
Using Microsoft PowerPoint 2007-Level 1 (formerly CAPP-124C)
LEC 48-54
3 units
This course introduces students to presentation software concepts and applications. Students will use Microsoft PowerPoint to create and present information for a variety of contexts. This course is designed for the student who is pursuing the Microsoft Office User Specialist (MOUS/MOS) certification as well as students who are interested in improving their interpersonal communication skills. Prerequisite: None. Transfers to CSU only

CAPP-126E
Using InDesign Cs2 Level 1
LEC 48-54
3 units
This course introduces the student to the principles, concepts, and techniques of desktop publishing with Adobe InDesign. The focus in this course will be on composition and layout of multiple page documents that include imported text, graphics, and artwork. This course is designed for the student who wants to integrate desktop publishing applications with other business computing applications. Prerequisite: None. Recommended Preparation: Previous computer science course work and/or equivalent experience. Transfers to CSU only

CAPP-126F
Using Microsoft Publisher 2007 (formerly CAPP-126D)
LEC 48-54
3 units
This course introduces the student to the principles, concepts, and techniques of desktop publishing with Microsoft Publisher. The focus of this course is on the use of desktop publishing for personal use, but business applications will also be covered. This course is designed for the student who wants to learn desktop publishing to improve their personal productivity. Prerequisite: None. Transfers to CSU only

CAPP-126G
Using Adobe InDesign CS3 (formerly CAPP-126C)
LEC 48-54
3 units
This course introduces the student to the principles, concepts, and techniques of desktop publishing with Adobe InDesign. The focus in this course will be on composition and layout of multiple page documents that include imported text, graphics, and artwork. This course is designed for the student who wants to integrate desktop publishing applications with other business computing applications. Prerequisite: None. Transfers to CSU only
Course Descriptions

CAPP-131A1 1 unit
Using Eudora 5.2
LEC 16-18
This course teaches students how to install, configure, and use the Eudora e-mail application. Prerequisite: None. Transfers to CSU only

CAPP-131D 1 unit
Using Microsoft Outlook 2007 (formerly CAPP-131CI)
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-135D 3 units
Using Microsoft Project 2007 (formerly CAPP-135C) 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-140D 3 units
Using Microsoft Office 2007-Level 2 (formerly CAPP-140C) 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-140M 3 units
Using OpenOffice v2-Level 2 LEC 48-54
This course is designed to acquaint students the proper procedures for creating more advanced documents, workbooks, databases and presentations using the OpenOffice suite. Prerequisite: CAPP 120M Using OpenOffice v2 Level 1 Transfers to CSU only

CAPP-141D 3 units
Using Microsoft Word 2007-Level 2 (formerly CAPP-141C) LEC 48-54
This is an advanced course in Microsoft Word focused on formatting and managing large documents. Topics include: page formatting, footnotes, macros, merging, document assembly, sorting, tables, graphics and collaboration. This course presents topics included in the Expert MOS exam. Prerequisite: CAPP-121D Transfers to CSU only

CAPP-143D 3 units
Using Microsoft Access 2007-Level 2 (formerly CAPP-143C) 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. (with a grade of C or better). Transfers to CSU only

CAPP-160D 3 units
Using Microsoft Office 2007 - Level 3 (formerly CAPP-160C) 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. 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

CSIS-101 3 units
Introduction to Computers and Data Processing LEC 48-54
This course provides a general introduction to computer systems with an emphasis on understanding the application of information technologies in an organizational setting. The student is introduced to the components of an information system (hardware, software, data and people), and the techniques for implementing these systems (program design and system analysis and design), and the technologies for disseminating these systems (network and internet). Students will learn to use computing applications as a tool to improve personal productivity, with an emphasis on spreadsheet applications. This course is designed for students who are interested in how information
Course Descriptions

CSIS-103 3 units
Introduction to the Internet
LEC 48-54
This course provides an overview of the many services available on the Internet. Students will learn about Internet browsers and their extensions, WWW, eMail, search engines, using the Internet for research, chat and instant messaging, uploading and downloading files using FTP servers, storage services, Internet security concepts, e-commerce and the various career opportunities associated with the Internet. **Prerequisite:** None. **Recommended Preparation:** CAPP-080 or basic computer skills. Transfers to CSU only.

CSIS-112A 3 units
Visual Basic Programming - Level 1
LEC 48-54
Introduction to event-driven programming in the Windows environment. Visual Basic will be utilized to develop programs that demonstrate graphical user interface design, database access, and OLE integration. **Prerequisite:** None. Transfers to CSU only.

CSIS-113A 3 units
C++ Programming - Level 1
LEC 48-54
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. Transfers to CSU only.

CSIS-113B 3 units
JAVA Programming - Level 1
LEC 48-54
Introduction to program concepts in which the student will analyze, formulate, code and debug a series of programs related to everyday life. 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: AA/AS D2--Transfers to both UC/CSU

CSIS-113C 3 units
C# Programming
LEC 48-54
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: AA/AS D2--Transfers to both UC/CSU

CSIS-114A 3 units
SQL Programming - Level 1
LEC 48-54
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: AA/AS D2--Transfers to both UC/CSU

CSIS-114B 3 units
XML Design - Level 1
LEC 48-54
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. **Prerequisite:** None. Transfers to CSU only

CSIS-114C 3 units
Database Programming - Level 1
LEC 48-54
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: AA/AS D2--Transfers to CSU only

CSIS-115A 3 units
HTML Programming - Level 1
LEC 48-54
An extensive course on the newest techniques utilized in HyperText Markup Language (HTML) Web Authoring. Students are introduced to the basic skills necessary to create a Web Page, Cascading Style Sheets (CSS), the use of HTML editors, and an examination of emerging technologies like the eXtensible HyperText Markup Language (XHTML). **Prerequisite:** None. Transfers to CSU only

CSIS-115B 3 units
Creating Active Server Pages with VBScript
LEC 48-54
This course introduces students to Active Server Pages using VBScript. Students will use basic VBScript control structures to create web pages that generate dynamic web content. Topics include ADO recordsets, error handling, and standard ASP components. **Prerequisite:** None. AA/AS General Education: AA/AS D2--Transfers to CSU only
Course Descriptions

Corequisite: CSIS-115A (with a grade of C or better). Recommended Preparation: CSIS-112 or previous Visual Basic programming recommended. Transfers to CSU only

CSIS-116A 3 units
Web Scripting with PERL and JavaScript LEC 48-54
An introductory course in Web scripting using PERL and JavaScript. Students will learn to integrate PERL server scripts and JavaScript client scripts to create dynamic web applications. Topics include application of network protocols, advanced HTML features, dynamic page development using CGI interface, and database web connectivity using MySQL. Prerequisite: None. Recommended Preparation: Some HTML or previous programming experience recommended. AA/AS General Education: AA/AS D2--Transfers to CSU only

CSIS-116B 3 units
Developing ASP.NET Web Applications LEC 48-54
An introduction to ASP.NET Web Development using Microsoft Visual Basic. Students will utilize ASP.NET to deliver dynamic content to a Web Application. Topics include Web Forms, User Controls, Server Controls, and Database Integration. Prerequisite: None. Recommended Preparation: Some HTML or previous programming experience recommended. AA/AS General Education: AA/AS D2--Transfers to CSU only

CSIS-116C 3 units
Internet Scripting With Javascript LEC 48-54
This course teaches students the basic concepts of client-side JavaScripting used in designing Web pages for the Internet. Students will learn about the JavaScript object model, how to develop interactive forms, how to handle JavaScript security issues, and how to create JavaScript objects. *Cross-listed as MUL-158. Prerequisite: CSIS-101, CSIS-103 or MUL-110 (with a grade of C or better). Transfers to CSU only

CSIS-116D 3 units
PHP Web Development LEC 48-54
This course is designed to teach students how to configure and code using one of the web design community’s most popular open-source web server extensions, PHP Hypertext Processor. Students will also learn how to create dynamically generated web pages using PHP and database connectivity. May be taken 4 times for credit. Prerequisite: CSIS-115A or CSIS-117C (with a grade of C or better). Transfers to CSU only

CSIS-116E 3 units
Python Programming - Level 1 LEC 48-54
This course introduces students to the principles of object-oriented programming (OOP) using the Python programming language. Students will investigate and evaluate design methodologies and apply them to programming problems using Python. Python features that will be covered include language syntax, class definitions, control structures, function definitions and basic data collections. No prior programming experience required. Prerequisite: None. AA/AS General Education: AA/AS D2--Transfers to both UC/CSU

CSIS-116F 3 units
PERL Programming Level 1 LEC 48-54
An introductory course in scripting using the PERL programming language. Students will learn basic programming principles with an emphasis on creating dynamic web pages. Topics include applications of network protocols, dynamic web page development using CGI, and database web connectivity using MySQL. Prerequisite: None. AA/AS General Education: A3--Transfers to CSU only

CSIS-118A 3 units
Embedded Systems Programming LEC 48-54
An introductory course in embedded systems programming. Students will learn programming at the micro processor level using C and assembly programming languages. Topics include programming in a real time operating system environment, device drivers, boot loading, remote debugging, and real time communications. Prerequisite: None. Recommended Preparation: Previous high-level programming language experience. AA/AS General Education: AA/AS D2--Transfers to both UC/CSU

CSIS-122A 3 units
Visual Basic Programming - Level 2 LEC 48-54
Design, build, and implement business solutions using Microsoft Visual Basic. Advanced topics include component creation and Internet development. Prerequisite: CIS-140/CSIS-112A (with a grade of C or better). AA/AS General Education: AA/AS D2--Transfers to both UC/CSU

CSIS-123A 3 units
C++ Programming - Level 2 LEC 48-54
This course presents advanced programming concepts in the C++ programming language. Advanced aspects of program design methodologies will be studied, evaluated, and applied in the design of complex C++ programs. C++ features that will be covered include classes and data abstraction, operator overloading, inheritance, polymorphism, templates, exception handling, and file structures. 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: AA/AS D2--Transfers to both UC/CSU

CSIS-123B 3 units
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: AA/AS D2--Transfers to both UC/CSU

CSIS-124A 3 units
SQL Programming - Level 2 LEC 48-54
This course extends the students 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: AA/AS D2--Transfers to both UC/CSU

CSIS-124B 3 units
PL/SQL Programming - Level 2 LEC 48-54
This course continues the exploration of PL/SQL programming styles and techniques. Advanced PL/SQL features will be covered, including: stored procedures, functions, and packages, database schema triggers, and database constraints. This course is designed for students who wish to further develop their PL/SQL database programming skills. Prerequisite: CSIS-114B (with a grade of C or better). AA/AS General Education: AA/AS D2--Transfers to CSU only
CSIS-124C 3 units
Database Programming - Level 2
LEC 48-54
This course continues the students 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: AA/AS D2—Transfers to CSU only

CSIS-126E 3 units
Python Programming - Level 2
LEC 48-54
This course continues the students investigation of the Python programming language. Python features that will be covered include object-oriented design, advanced data collections, modules and packages, file handling, and features and services available in the Python standard library. Prerequisite: CSIS-116E (with a grade of C or better). AA/AS General Education: AA/AS D2—Transfers to both UC/CSU

CSIS-132 3 units
Creating Visual Basic Database Applications
LEC 48-54
This course introduces students to database programming with Visual Basic. Topics include programming the DAO and ADO object model, creating a database class module, and ASP and VBScript programming. This course is an elective in the Visual Basic Employment Concentration and is designed to prepare students for entry-level employment as a Visual Basic Programmer. Prerequisite: CIS-140/CSIS-112A (with a grade of C or better). Transfers to CSU only

CSIS-149 1-4 units
Occupational Internship: Computers
OL 16-72
The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. May be taken 4 times for credit. Prerequisite: 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 3 units
Using the OS Command Line Interface
LEC 48-54
This course introduces the student to the command-line interface in popular operating systems (e.g. DOS, Windows, and Linux). Concepts to be covered include the shell interface, disk management, batch files, backup and recovery, and file and system security issues. 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 3 units
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

CSIS-154 3 units
Using and Configuring Windows Operating Systems
LEC 48-54
This course introduces the student to system administration concepts and MS Windows system administration tools. Concepts to be covered include system and software installation, user and profile management, disk management, backup and recovery, and security issues. This course is designed for students preparing for A+ certification, as well as students planning a career in system administration and management. Prerequisite: None. AA/AS General Education: AA/AS D2—Transfers to CSU only

CSIS-181 4 units
Computer Hardware - Level 1
LEC 64-72
This course is an introduction to microcomputer hardware, peripherals, and system software. Topics include basic troubleshooting, system configuration and setup. This course will prepare the student for A+ Certification Exam. Prerequisite: None. Transfers to CSU only

CSIS-190 3 units
Network Media
LEC 48-54
This course introduces students to the theory and concepts of guided and unguided network media. Students will design cable plans, and use the lab facilities to build and test patch cables and cable runs. This course is designed for students preparing for Network+ certification, as well as students planning a career in system or network administration. Prerequisite: None. Transfers to CSU only

CSIS-191 4 units
Network Hardware - Level 1
LEC 64-72
This course introduces students to fundamental data communication concepts and networking hardware. A hands-on approach will reinforce concepts in network protocols and architectures, media and hardware. Students will have the opportunity to install, configure and troubleshoot network hardware. This course is designed for the student who is interested in learning about data communications and networking hardware, as well as career options in network support. Prerequisite: CSIS-181 (with a grade of C or better). AA/AS General Education: AA/AS D2—Transfers to CSU only

CSIS-201 3 units
System Analysis and Design
LEC 48-54
This course introduces the principles, design, and techniques of computer system design. Emphasis is on analyzing and solving problems relating to the design/re-design of a computer system. CASE (Computer Aided Software Engineering) will be introduced and utilized. Prerequisite: CIS-110/CSIS-101 (with a grade of C or better). AA/AS General Education: AA/AS D2—Transfers to both UC/CSU

CSIS-202 3 units
Networks and Data Communications
LEC 48-54
This course introduces students to fundamental data communication concepts including voice and data communications, networking hardware, the OSI model, and network design. Network management and security issues are also covered. This course is designed for the student who is interested in learning about data communications and networking as well as the career options that are available in this field. Prerequisite: None. Transfers to CSU only
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS-211</td>
<td>Introduction to Data Structures and Algorithms</td>
<td>3 units</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-214</td>
<td>Principles of Database Management Systems</td>
<td>3 units</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-223A</td>
<td>Linux System Administration - Level 1</td>
<td>3 units</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-233A</td>
<td>Linux System Administration - Level 2</td>
<td>3 units</td>
<td>LEC 48-54</td>
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<tr>
<td>CSIS-241A</td>
<td>Database Server Administration - Level 1</td>
<td>3 units</td>
<td>LEC 48-54</td>
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<tr>
<td>CSIS-261A</td>
<td>Database Server Administration - Level 2</td>
<td>3 units</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>CSIS-298A</td>
<td>CIS Special Topics: Programming</td>
<td>5-3 units</td>
<td>LEC 8-54</td>
</tr>
<tr>
<td>CSIS-298B</td>
<td>CIS Special Topics: Database Technologies</td>
<td>5-3 units</td>
<td>LEC 8-54</td>
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<tr>
<td>CSIS-299</td>
<td>Special Projects: Computers</td>
<td>1-3 units</td>
<td>IS 16-54</td>
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<tr>
<td>MUL-218</td>
<td>Special Projects: Computers</td>
<td>3 units</td>
<td>LEC 48-54</td>
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<tr>
<td>NET-100</td>
<td>Local Area Network Design and Switch Management</td>
<td>3 units</td>
<td>LEC 48-54</td>
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<tr>
<td>NET-101</td>
<td>Layer 3 Routing and Router Management</td>
<td>3 units</td>
<td>LEC 48-54</td>
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</table>
| NET-102 | Wide Area Network Design and Protocol Configuration | 3 units | 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 3 units**  
**Installing, Configuring, and Administering a Microsoft 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 3 units**  
**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 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 (Server). May be taken 4 times for credit. **Prerequisite:** CSIS-202 (with a grade of C or better). Transfers to CSU only

**NET-122 3 units**  
**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

**NET-140 3 units**  
**Network Security Fundamentals**  
LEC 48-54  
This course is designed to provide students in networking a general understanding of security concepts, communication security, infrastructure security, the basics of cryptography, and operational and organizational security. This course is designed to help students prepare for the Security+ exam from CompTIA. May be taken 4 times for credit. **Prerequisite:** CSIS-202 (with a grade of C or better). Transfers to CSU only

**NET-141 3 units**  
**Hardening the Infrastructure**  
LEC 48-54  
This course is designed to provide students with the foundational skills that a security professional requires. These skills include router security, operating system security, advanced knowledge of TCP/IP, and network security basics. This course helps students prepare for the Security Certified Network Professional examinations. May be taken 4 times for credit. **Prerequisite:** CSIS-202 (with a grade of C or better). Transfers to CSU only

**NET-142 3 units**  
**Network Defense and Countermeasures**  
LEC 48-54  
This course is designed to validate the foundational skills that a security professional requires. These skills include intrusion detection systems design and implementation, network traffic signatures, security policies, risk analysis, firewall design and implementation. This course helps students prepare for the Security Certified Network Professional examinations. May be taken 4 times for credit. **Prerequisite:** CSIS-202 (with a grade of C or better). Transfers to CSU only

**NET-160 3 units**  
**Web Server Administration**  
LEC 48-54  
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. **Prerequisite:** CSIS-202 (with a grade of C or better). Transfers to CSU only

**NET-161 3 units**  
**Implementing Advanced Web Site Designs**  
LEC 48-54  
This course is designed to provide students in networking with the ability to implement advanced web site designs on 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. **Prerequisite:** CSIS-202 (with a grade of C or better). Transfers to CSU only

**NET-162 3 units**  
**Designing a Web Infrastructure for E-Commerce**  
LEC 48-54  
The course is designed to provide students in networking with the ability to design a web infrastructure for e-commerce. Students will learn essential concepts required to understand the foundations of a web site designed to sell products and meet specific marketing goals. This course is designed to help students prepare for the CIW Webmaster certification. May be taken 4 times for credit. **Prerequisite:** CSIS-202 (with a grade of C or better). Transfers to CSU only

**Oracle**

**ORA-039 1 unit**  
**Oracle Certification Test Review**  
LEC 16-18  
The focus of this course is on reviewing Oracle database technology concepts and taking practice exams in preparation for Oracle professional certification. This course is designed for students who already have some experience in the exam content area, but are looking for a refresher course to better prepare for the certification exam. May be taken 4 times for credit. **Prerequisite:** None. Not transferable

**ORA-171B 3 units**  
**Oracle Forms Release 6 - Level 1**  
LEC 48-54  
This course introduces students to the Oracle Forms Release 6 Builder Environment. Students will learn to create basic and master-detail form modules utilizing text items, check boxes, list items, radio groups and list of values (LOVs). Students will also learn how to use and define triggers. This course is designed for the student who is interested in developing database applications using Oracle. **Prerequisite:** None. **Recommended Preparation:** CSIS-124A. Transfers to CSU only

**ORA-172B 3 units**  
**Oracle Reports Release 6 - Level 1**  
LEC 48-54  
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. **Prerequisite:** None. **Recommended Preparation:** CSIS-124A. Transfers to CSU only
Course Descriptions

ORA-181B  
Oracle Reports Release 6 - Level 2  
LEC 48-54  
This is a second-level course in Oracle Reports development. Students will learn how to design reports, create reports, and manage reports using Oracle. Prerequisite: ORA-172B (with a grade of C or better). Transfers to CSU only

ORA-182B  
Oracle Reports Release 6 - Level 2  
LEC 48-54  
This is a second-level course in Oracle Reports development. Students will learn how to design reports, create reports, and manage reports using Oracle. Prerequisite: ORA-172B (with a grade of C or better). Transfers to CSU only

ORA-241B  
Oracle 9.2i Database Administration - Level 1  
LEC 48-54  
This course introduces students to database administration concepts and Oracle database administration tools. Concepts to be covered include Oracle database architecture, database start-up and shutdown, database creation and user management. This course is designed for students preparing for the Oracle Database Administration certification exam, as well as students planning for a career in database administration and management. Prerequisite: ORA-241B (with a grade of C or better). Transfers to CSU only

ORA-251B  
Oracle 9.2i Database Administration - Level 2  
LEC 48-54  
This course introduces students to database administration concepts and Oracle database administration tools. Concepts to be covered include Oracle database architecture, database start-up and shutdown, database creation and user management. This course is designed for students preparing for the Oracle Database Administration certification exam, as well as students planning for a career in database administration and management. Prerequisite: ORA-241B (with a grade of C or better). Transfers to CSU only

ORA-261B  
Oracle 9.2i Database Administration - Level 3  
LEC 48-54  
This course introduces students to database administration concepts and Oracle database administration tools. Concepts to be covered include Oracle database architecture, database start-up and shutdown, database creation and user management. This course is designed for students preparing for the Oracle Database Administration certification exam, as well as students planning for a career in database administration and management. Prerequisite: ORA-241B (with a grade of C or better). Transfers to CSU only

ORA-271B  
Oracle 9.2i Database Administration - Level 4  
LEC 48-54  
This course introduces students to database administration concepts and Oracle database administration tools. Concepts to be covered include Oracle database architecture, database start-up and shutdown, database creation and user management. This course is designed for students preparing for the Oracle Database Administration certification exam, as well as students planning for a career in database administration and management. Prerequisite: ORA-241B (with a grade of C or better). Transfers to CSU only

Dance

DAN-100  
History and Appreciation of Dance  
LEC 48-54  
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: AA/AS B2 or AA/AS C and AA/AS E--Transfers to both UC/CSU--IGETC Area(s): 3A, 3B--CSU Area(s): C1

DAN-108  
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 THA-108. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): E1

DAN-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 can 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: AA/AS C--Transfers to CSU only

DAN-120  
Conditioning and Alignment for Dance  
LEC 24-27/LAB 24-27  
The special conditioning needs of dancers are addressed through a variety of movement disciplines, theories and practices (e.g., Pilates, Bartenieff Fundamentals, Alexander Technique, Release Technique, Structural Reintegration, weight training, aerobics and Yoga.) Exercises for strength, flexibility, neuromuscular coordination, and cardiovascular coordination augmented with conditioning for alignment, neuromuscular coordination, and relaxation. Students learn to assess their own conditioning needs for dance. Individual plans will be created and implemented. May be taken 4 times for credit. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): E1

DAN-121  
Beginning Ballet  
LEC 24-27/LAB 24-27  
An introduction to the classical dance techniques of ballet emphasizing alignment, strength, flexibility, balance and musicality. Historical perspectives, terminology, basic barre and center combinations are learned. Throughout the course, particular attention is placed on the development of a body capable of moving in the ballet aesthetic (the development of a strong core, uplifted stance, turn-out, épaulement,
Course Descriptions

DAN-122  
Beginning Modern Dance  
LEC 24-27/LAB 24-27  
This beginning level study of modern dance techniques focuses on the inner impulse of modern dance and draws upon the movement vocabularies of classical, post-modern, and contemporary styles. Techniques which may be covered are: Graham Holm Humphrey-Weidman Limon Cunningham, Horton Hawkins Taylor Tharp Hay Farber and contemporary styles of current modern dance artists The development of dynamic alignment suppleness flexibility rhythmical musicality endurance balance modern dance movement vocabulary and historicity is emphasized. May be taken 4 times for credit. **Prerequisite:** None. **AA/AS General Education:** AA/AS C or AA/AS E--Transfers to both UC/CSU--CSU Area(s): C1

DAN-123  
Beginning Jazz Dance  
LEC 24-27/LAB 24-27  
This course is an introduction to the highly stylized dance form known as jazz which incorporates African, Latin, Theatrical and Contemporary movement and music styles. Since jazz dance is the dominant American vernacular dance genre, the most current trends in television, film and stage dance may be included. The historical roots and development of jazz as a fusion dance form of North America will be studied. May be taken 4 times for credit. **Prerequisite:** None. **AA/AS General Education:** AA/AS C or AA/AS E--Transfers to both UC/CSU--CSU Area(s): C1

DAN-124  
Beginning Tap Dance  
LAB 48-54  
An introduction to the uniquely American dance form known as tap, this course emphasizes basic traditional tap steps, combinations and rhythms, and introduces the rhythm-based work of jazz-tap as performed in concert. Strong emphasis is on the relationship of steps, rhythms, and music. Choreographic elements, proper preparation and general historic references are included. This class meets a requirement for the dance major and the transfer student and would be of interest to dancers, musical theater performers, actors, musicians, and anyone interested in exploring this unique American dance form. May be taken 4 times for credit. **Prerequisite:** None. **AA/AS General Education:** AA/AS C or AA/AS E--Transfers to both UC/CSU--CSU Area(s): C1

DAN-125  
Introduction to Choreography  
LEC 48-54  
Through lectures, readings, movement studies and video analysis, this beginning study of choreographic theory, history and practice emphasizes the analysis of dance as an art form through the elements of space, shape, motion, time and energy. Students will complete a series of short, choreographic assignments through which they will be encouraged to develop a personal dance aesthetic and unique choreographic voice. Choreographic forms and principles will be introduced. May be taken 2 times for credit. **Prerequisite:** None. **AA/AS General Education:** AA/AS C or AA/AS E--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

DAN-126  
Intermediate Modern Dance  
LEC 16-18/LAB 48-54  
This course offers continuing study of modern dance techniques, which may include, but are not limited to, the movement vocabularies of Graham, Holm, Humphrey-Weidman, Limon, Cunningham, Hawkins, Taylor and Tharp, and the post-modern and contemporary styles of today. The emphasis is on expanding and deepening the dancer’s technical and expressive skills through more complicated techniques, combinations, improvisations, and choreographic studies while supporting the discovery of a personal movement voice. Complexity rhythmically, spatially, and dynamically is stressed. May be taken 4 times for credit. **Prerequisite:** None. **Recommended Preparation:** Modern dance experience. **AA/AS General Education:** AA/AS C or AA/AS G--Transfers to both UC/CSU--CSU Area(s): C1

DAN-127  
Intermediate Jazz Dance  
LEC 16-18/LAB 48-54  
This course offers a continuing study of jazz dance techniques, which may include but are not limited to the styles and techniques of jazz innovators such as Cole, Giordano, Luigi, Robbins, Fosse, Tremaine. Contemporary and commercial styles may also be studied. Historical and theoretical understandings of jazz technique from film, television, and stage are a primary focus, as well as the development of the dancer’s technical and expressive skills. May be taken 4 times for credit. **Prerequisite:** None. **Recommended Preparation:** DAN-123, equivalent experience, or instructor recommendation. **AA/AS General Education:** AA/AS C or AA/AS E--Transfers to both UC/CSU--CSU Area(s): C1

DAN-128  
Intermediate Ballet  
LEC 24-27/LAB 24-27  
This intermediate level course is a further study of classical ballet dance techniques of ballet masters such as Vaganova, Cecchetti, and Balanchine, as well as contemporary ballet innovators. Historical and theoretical understandings of ballet technique are a primary focus, as well as the development of the dancer’s technical and expressive skills. May be taken 4 times for credit. **Prerequisite:** DAN-121 (with a grade of C or better), equivalent experience, or instructor recommendation. **AA/AS General Education:** AA/AS C or AA/AS E--Transfers to both UC/CSU--CSU Area(s): C1

DAN-129  
Intermediate Tap Dance  
LEC 24-27/LAB 24-27  
This intermediate course is a further study of the uniquely American dance form known as tap. This course emphasizes developing technique, aesthetics, style, musicianship, and improvisational skills in both musical theater tap and concert tap forms. Historical and theoretical understandings of tap technique are a integral focus. This class meets a requirement for the dance major and would be of interest to dancers, musical theater performers, actors, and musicians. May be taken 4 times for credit. **Prerequisite:** DAN-124 (with a grade of C or better), equivalent experience, or instructor recommendation. **AA/AS General Education:** AA/AS C or AA/AS E--Transfers to both UC/CSU--CSU Area(s): C1

DAN-130  
Beginning Ballroom Dance  
LEC 24-27/LAB 24-27  
This beginning course in ballroom dance introduces selected dances such as the cha cha, fox trot, hustle, mambo, merengue, rumba, salsa, samba, swing, tango, and the waltz. Emphasis is on alignment, etiquette, leading and following, performance techniques and presentation of simple dance phrases. Cultural and social origins of each style are explored with emphasis on historical development. Ballroom dance as art, social history, popular dance, professional competition, and dance sport is studied. May be taken 4 times for credit. **Prerequisite:** None. **AA/AS General Education:** AA/AS C or AA/AS E--Transfers to both UC/CSU--CSU Area(s): C1

DAN-131  
Beginning Hip Hop  
LEC 24-27/LAB 24-27  
This beginning course in hip hop introduces the movement vocabularies of street dancing as well as its historical context. The most current trends in film, stage dance and television may be included. The course emphasizes the development of coordination, strength, stamina, and rhythm necessary to meet the demands of high intensity performance
Course Descriptions

skills in popular street dancing forms. Students will be encouraged to develop individual interpretation and personal style indigenous to this dance form. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation AA/AS General Education: AA/AS C or AA/AS E--Transfers to CSU only

DAN-133 3 units
American Popular Dance on Stage, Screen, and Television LEC 48-54
This survey of American popular and classical dance on stage, screen and television emphasizes the cultural and social history of the dance styles known as tap, jazz, ballroom, show dancing, modern dance, and the ballet from the late 18th century to the present, as they develop and/or appear in early show dances, minstrelsy, vaudeville, Broadway and Hollywood musicals, and music television videos. This course fulfills requirements for the dance major, MSJC Humanities, and is for all interested in American theatrical dance styles. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

DAN-140 3 units
Music for Dance LEC 48-54
Music for Dance is a course for dancers and other performing artists who wish to understand music and alternative forms of accompaniment from a physical perspective. Structure, timing, phrasing, rhythmic impulses, notation, along with music literature resources are explored. Music history, contemporary music trends, legal implications of usage, and accompaniment as creative resource material are emphasized. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

DAN-201 1 unit
Dances of the World LEC 8-9/LAB 24-27
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: AA/AS C or AA/AS F--Transfers to both UC/CSU--CSU Area(s): E1

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: AA/AS C or AA/AS E--Transfers to both UC/CSU

DAN-209 1-4 units
Musical Production LEC 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: AA/AS C--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: AA/AS C or AA/AS E--Transfers to both UC/CSU--CSU Area(s): C1

DAN-214 3 units
Dance Touring Ensemble LEC 16-18/LAB 96-108
This performance ensemble of intermediate to advanced dancers develops, rehearses and tours programs on the art of dance for presentation at schools, community centers and/or senior citizen residencies throughout the MSJC College District. Students will learn all aspects of touring and will be assigned various roles which may include: creating a lecture-demonstration, creating original choreographies, learning existing repertory, helping in dance reconstructions, designing costumes, setting-up and striking all tour equipment, costumes, and sets. May be taken 4 times for credit. Prerequisite: Audition or consent of instructor. Recommended Preparation: Two years of dance training or performing experience per vitae. AA/AS General Education: AA/AS C or AA/AS E--Transfers to both UC/CSU

DAN-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-095 3 units
Sonography Medical Terminology LEC 48-54
This course is an introduction to medical terminology as used by diagnostic medical sonographers. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program. Not transferable

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
Diagnostic Medical Sonography Program.

Mt. San Jacinto College 2008-2009 Catalog

Prerequisite: Acceptance into the Diagnostic Medical Sonography Program. Transfers to CSU only.

DMS-101 Pathophysiology 3 units
LEC 48-54
This course treats briefly the 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: Acceptance into the Diagnostic Medical Sonography Program. Transfers to CSU only.

DMS-102 Sonography Medical Ethics 3 units
LEC 48-54
The DMS 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: Acceptance into the Diagnostic Medical Sonography Program. Transfers to CSU only.

DMS-103 Sonography Techniques in Patient Care 3 units
LEC 48-54
This course is designed to teach the DMS student basic patient care techniques including the responsibilities and relationships of various allied health departments in a health care setting. Aseptic and surgical techniques will be discussed along with universal precautions. Emergency conditions and procedures are included. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program. Transfers to CSU only.

DMS-110 Sectional Imaging 2 units
LEC 32-36
Computerized tomography, magnetic resonance, and ultrasound images are correlated to review and identify anatomy of the skull, thorax, abdomen, and pelvis. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program. Transfers to CSU only.

DMS-114 Clinical Experience I 5 units
LAB 240-270
This course is offered as on the job training in a sonography department of a selected affiliated hospital/medical center. The student will 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 Ultrasound Physics and Instrumentation I 2 units
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.

DMS-120 Abdomen Scanning 3 units
LEC 48-54
Abdomen and small parts anatomy and sonography scanning techniques will be discussed in this course. Interpretation of clinical laboratory tests, related clinical signs and symptoms, and normal and abnormal sonographic patterns will be discussed. Demonstrations on advanced scanning techniques and protocols will be included. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program. Transfers to CSU only.

DMS-122 Ultrasound Pathology I 1.5 units
LEC 24-27
Abnormal sonographic and Doppler patterns of disease processes, pathology, and pathophysiology of the abdomen, breast, thyroid, prostate, and scrotum will be discussed in this class. Students will recognize, identify, and appropriately document pathology of the abdomen and superficial structures. Case studies will be evaluated and discussed. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program. Transfers to CSU only.

DMS-124 Clinical Experience II 10 units
LAB 480-540
This course is offered as advanced on the job training in a sonography department of a selected affiliated hospital/medical center. The student will demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment. Prerequisite: DMS-114 (with a grade of C or better). Transfers to CSU only.

DMS-128 Clinical Experience III 4 units
LAB 192-216
This course is offered as a continuation of advanced on the job training in a sonography department of a selected affiliated hospital/medical center. The student will demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment. Prerequisite: DMS-124 (with a grade of C or better). Transfers to CSU only.

DMS-130 Obstetric/Gynecology Scanning 3 units
LEC 48-54
Obstetric/Gynecology anatomy, pathology, and sonography scanning techniques will be discussed in this course. Interpretation of clinical laboratory tests, related clinical signs and symptoms, and normal and abnormal sonographic patterns will be discussed. Demonstrations on basic scanning techniques and protocols will be included. Prerequisite: DMS-118 (with a grade of C or better). Transfers to CSU only.

DMS-132 Ultrasound Pathology II 1.5 units
LEC 24-27
Abnormal sonographic and Doppler patterns of pelvic and obstetric disease processes, pathology, and pathophysiology of the female pelvic and fetus. Case studies will be evaluated and discussed. Prerequisite: DMS-122 (with a grade of C or better). Transfers to CSU only.

DMS-134 Ultrasound Seminar 2 units
LEC 32-36
This course is a review of ultrasound physics/instrumentation, abdomen and superficial structures, and presentation of case studies. Discussion of interesting and/or rare cases pertaining to clinical symptoms, sonographic patterns and technical pitfalls will be included. New trends in diagnostic imaging are introduced. Practice testing to...
Course Descriptions

ECON-201  3 units
Principles of Macroeconomics 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). AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4B--CSU Area(s): D2

ECON-202  3 units
Principles of Microeconomics 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 area 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. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4B--CSU Area(s): D2

ECON-299  1-3 units
Special Projects: Economics IS 16-54
Students with previous college-level course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Economics classes; a contract must be completed with the supervising instructor. May be taken 3 times for credit.

Economics

ECON-071  3 units
Introduction to Economics I 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. AA/AS General Education: AA/AS B2--Not transferable

ECON-072  3 units
Introduction to Economics II 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 economics system. Prerequisite: None. AA/AS General Education: AA/AS B2--Not transferable

Earth Science

ES-101  3 units
Topics in Earth Science LEC 48-54
Topics in Earth Science is a non-majors introductory course that reviews current topics in the fields of Astronomy, Geography, Meteorology, Geology, and Oceanography with an emphasis on the change in space and time for Earth as a system in a global environment. Topics include earth's motions, the solar system, deep space, plate tectonics, minerals, rocks, earth's history, ocean, atmosphere, the water cycle, flooding, erosion, climate change, global warming, extinction, pollution, and impact by humans. Prerequisite: None. AA/AS General Education: AA/AS A--Transfers to CSU only--CSU Area(s): B1

Engineering: Drafting Technology

ENGR-106  3 units
M.S.S.C. High-Performance Manufacturing LEC 48-54
This course is designed to prepare the student for a nationally recognized certification test program by the Manufacturing Skills Standards Council (MSSC). 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  3 units
Total Quality Management LEC 48-54
This course is designed to give the student an understanding of the total quality approach to quality management. The total quality philosophy is an approach to doing business that incorporates continuous improvement techniques and employee training to increase overall performance and competitiveness. Prerequisite: None. Transfers to CSU only
ENGR-108 3 units
Manufacturing Organizational Behavior 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. Transfers to CSU only

ENGR-109 3 units
Manufacturing Inspection Techniques and Applications LEC 48-54
This course is designed to give the student an understanding of the basic skills that contribute to the quality of manufactured products and focuses on the tools and techniques used by industry for inspection and measurement of products. It covers various quality assurance, quality control and inspection topics used in industry at the technician level. Prerequisite: None. Transfers to CSU only

ENGR-149 1-4 units
Occupational Internship: Engineering 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

ENGR-154 3 units
Computer Aided Drafting I LEC 32-36/LAB 48-54
An introductory course to Computer Aided Drafting (CAD) provides students with the necessary skills for entry level drafting careers in fields employing architectural and engineering drawings, surveying and planimetric mapping, and computer aided mapping skills, such as Geographic Information Systems. Applying cutting edge technology in the field of drafting, students learn concepts of engineering drafting 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 3 units
Computer Aided Drafting II LEC 24-27/LAB 72-81
An advanced course in Computer Aided Drafting (CAD) provides students with the necessary skills for drafting careers in fields that employ architectural and engineering drawings, surveying and planimetric mapping, and computer aided mapping skills, such as Geographic Information Systems and Manufacturing. Applying cutting edge technology in the field of drafting, students learn concepts of engineering drawing and drafting plans through digital manipulation of design elements. Exercises focus on coordinate geometry, modeling, programming and plotting. Prerequisite: ENGR-154 (with a grade of C or better). Transfers to both UC/CSU

ENGR-156 3 units
Plane Surveying I (formerly Plane Surveying) LEC 48-54/LAB 48-54
This course is designed for students interested in acquiring skills relevant to land surveying, for instance, interpreting assessor parcel maps and records of survey. Students will learn fundamental surveying techniques involving linear, angular, and area calculations and measurements. Field experience may include use of steel tapes, engineer’s level, transit, theodolite, electronic distance measuring instruments, and electronic calculators in solving surveying problems. Property conveyances, easements, state and local laws, ordinances and policies are introduced. Prerequisite: None. Transfers to CSU only

ENGR-157 4 units
Global Positioning Systems LEC 48-54/LAB 48-54
This course provides students with fundamental knowledge for applying GPS technology in the field for engineering based operations. Emphasis is placed on satellite systems, measurements for positional accuracy, statistical adjustments, post-processing, real-time and post-differential correction, field data collection, and mapping models. The course provides hands-on experience with GPS instruments used for field-based survey and planimetric mapping. Prerequisite: None. Transfers to both UC/CSU and to CSU only

ENGR-166 3 units
Legal Aspects of Surveying LEC 48-54
This course is designed for surveyors, engineers, realtors, and anyone 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: ENGR-164 (with a grade of C or better). Transfers to CSU only

ENGR-167 4 units
Plane Surveying II LEC 48-54/LAB 48-54
This advanced course is a continuation of Plane Surveying I and designed for students seeking a career in plane surveying. This course involves advanced linear, angular, and 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-299 1-3 units
Special Projects: Engineering IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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. Not transferable

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

English
Course Descriptions

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 098, 098, and 101. The course begins with the structure of a sentence including parts of speech, punctuation, and mechanics, and ends with the structure of an expository paragraph. Offered as 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 multiple-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. Offered as credit/no-credit only. Prerequisite: None. Not transferable

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-062 (with a grade of C or better) or appropriate assessment score. AA/AS General Education: AA/AS 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.

ENGL-101H 4 units
Honors 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: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-098 with a grade of C or better or appropriate assessment test score. AA/AS General Education: AA/AS D1 or AA/AS 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: AA/AS D2--Transfers to both UC/CSU--IGETC Area(s): 1B--CSU Area(s): A3

ENGL-103H 4 units
Honors Critical Thinking and Writing LEC 64-72
English 103 provides continuing practice in the analytical writing begun in English 101. The course develops critical thinking, reading, and writing skills as they apply to the analysis of written texts (literature and/or non fiction) from diverse cultural sources and perspectives. The techniques and principles of effective written argument as they apply to the written text will be emphasized. Some research is required. Prerequisite: Acceptance in the Honors Enrichment Program; ENGL-101 or ENGL-101H (with a grade of C or better). AA/AS General Education: AA/AS D2--Transfers to both UC/CSU--IGETC Area(s): 1B--CSU Area(s): A3

ENGL-104 3 units
Business Communications LEC 48-54
A study of the principles, strategies, and techniques of written and oral business communication. Emphasis is on analyzing problems and implementing solutions involving appropriate methods of business communication, i.e. letters, memos, proposals, reports, and resumes. Includes oral communication techniques for meetings, conferences, and interviews. Provides a review of grammar, spelling, and mechanics. *Cross-listed as BADM-104. Prerequisite: None. Recommended Preparation: ENGL-098 and typing speed of 25 wpm or concurrent enrollment in OTEC-144 and OTEC/ENGL-095. AA/AS General Education: AA/AS D1 or AA/AS D2--Transfers to CSU only

ENGL-104H 3 units
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. It includes oral communication techniques for meetings, conferences and interviews and provides a review of grammar, spelling and mechanics. *Cross-listed as BADM-104H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended
ENGL-106  
Introduction to Literature  
LEC 48-54  
3 units

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 literary analysis to provide them with a broad understanding of literature. This course is intended for students majoring in liberal studies or other humanities programs as well as those interested in a general introduction to fiction, poetry, and drama.  
Prerequisite: None.  
Recommended Preparation: ENGL-101. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-106H  
Honors Introduction to Literature  
LEC 48-54  
3 units

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 literary analysis to provide them with a broad understanding of literature. This course is intended for students majoring in liberal studies or other humanities programs as well as those interested in a general introduction to fiction, poetry, and drama.  
Prerequisite: ENGL-101 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C2

ENGL-130  
Introduction to Creative Writing  
LEC 48-54  
3 units

English 130 encourages individual exploration into creative writing in several core genres, particularly poetry and short fiction. The course includes writing in journals, composing creative works, reading works of literature, and actively participating in peer workshops.  
Prerequisite: ENGL-101 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C2

ENGL-130H  
Honors Introduction to Creative Writing  
LEC 48-54  
3 units

English 130 encourages individual exploration into creative writing in several core genres, particularly poetry and short fiction. The course includes writing in journals, composing creative works, reading works of literature, and actively participating in peer workshops.  
Prerequisite: ENGL-101 (with a grade of C or better). Transfers to CSU only--CSU Area(s): C2

ENGL-131  
Children's Literature  
LEC 48-54  
3 units

This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature.  
*Cross-listed as CDE-131.  
Prerequisite: None.  
Recommended Preparation: Eligibility for ENGL-101. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C2

ENGL-131H  
Honors Children's Literature  
LEC 48-54  
3 units

This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature.  
*Cross-listed as CDE-131H.  
Prerequisite: Acceptance in the Honors Enrichment Program.  
Recommended Preparation: Eligibility for ENGL-101. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C2

ENGL-132  
Adolescent Literature  
LEC 48-54  
3 units

This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading.  
*Cross-listed as ED-132.  
Prerequisite: None.  
Recommended Preparation: ENGL-101. AA/AS General Education: AA/AS C--Transfers to CSU only--CSU Area(s): C2

ENGL-132H  
Honors Adolescent Literature  
LEC 48-54  
3 units

This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading.  
*Cross-listed as ED-132H.  
Prerequisite: Acceptance in the Honors Enrichment Program.  
Recommended Preparation: ENGL-101. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-145  
Introduction to Language and Linguistics (formerly ENGL-245)  
LEC 48-54  
3 units

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

ENGL-145H  
Honors Introduction to Language and Linguistics (formerly ENGL-245H)  
LEC 48-54  
3 units

Introduction to the study of language to include semantics, sociolinguistics, psycholinguistics, phonology, morphology, and pragmatics. Students learn how language influences their thinking and affects their lives.  
*Cross-listed as ANTH-145H.  
Prerequisite: Acceptance in the Honors Enrichment Program.  
Recommended Preparation: ENGL-101. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-160  
Dramatic Writing for Stage and Screen  
LEC 48-54  
3 units

Beginning playwrights and screenwriters explore the fundamentals of creating scripts for stage and screen. The course will focus on elements of form, style, structure, and character development in published/produced dramatic literature. The students will generate scripts that require the synthesis and application of various approaches to writing.  
Prerequisite: ENGL 101 AA/AS General Education: AA/AS C--Transfers to CSU only

ENGL-190  
Theory and Practice of Tutoring Writing  
LEC 48-54  
3 units

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,
Course Descriptions

reading, and discussing the relationship between the writer and his/her writing, the tutor, the classroom teacher, and the classroom environment. **Prerequisite:** ENGL-101 and ENGL-103 (with 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**

**Writing Tutor Workshop**

**1 unit**

**LEC 16-18**

English 191 is an interactive course that analyzes the techniques of tutoring writing. Students will examine the role of writing tutors in one-on-one conferences, discuss tutoring theory, and observe tutors in the Writing Center and/or composition instructors in the classroom. Though this class is meant to prepare students to tutor writing, any student wishing to improve his/her writing skills will benefit from this course. May be taken 3 times for credit. **Prerequisite:** ENGL-101 and ENGL-103 (with 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-200**

**Survey of Drama**

**3 units**

**LEC 48-54**

This course studies a variety of dramatic literature spanning Greek drama to contemporary plays; issues of genre, staging, and technique are discussed in connection with a representative sample of plays from across several literary cultures and historical periods. **Prerequisite:** None. **Recommended Preparation:** ENGL-101. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s); C2

**ENGL-203**

**Survey of Shakespeare**

**3 units**

**LEC 48-54**

Survey of Shakespeare is a study of selected Shakespearean comedies, tragedies, and histories and the playwrights 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. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s); C2

**ENGL-203H**

**Honors Survey of Shakespeare**

**3 units**

**LEC 48-54**

Survey of Shakespeare is a study of selected Shakespearean comedies, tragedies, and histories and the playwrights 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. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s); C2

**ENGL-205**

**World Folklore**

**3 units**

**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 students own insight. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s); C2

**ENGL-205H**

**Honors World Folklore**

**3 units**

**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. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s); C2

**ENGL-207**

**American Literature: Pre-Colonial to 1865**

**3 units**

**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. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s); C2

**ENGL-207H**

**Honors American Literature: Pre-Colonial to 1865**

**3 units**

**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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s); C2

**ENGL-208**

**American Literature: 1865 to Present**

**3 units**

**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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s); C2

**ENGL-208H**

**Honors American Literature 1865 to Present**

**3 units**

**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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s); C2
ENGL-210 3 units
Analysis of Poetry LEC 48-54
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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-220 3 units
Analysis of Fiction LEC 48-54
This course examines a variety of genres, periods, and authors of fiction from diverse cultural sources and perspectives. Students will explore the elements that make up fiction as well as 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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-220H 3 units
Honors Analysis of Fiction LEC 48-54
This course examines a variety of genres, periods, and authors of fiction from diverse cultural sources and perspectives. Students will explore the elements that make up fiction as well as 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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-225 3 units
Film and Literature LEC 48-54
This course 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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-230 3 units
English Literature: Anglo-Saxon to 1775 LEC 48-54
English Literature: Anglo-Saxon to 1775 chronologically surveys English writing from the Anglo-Saxon period to 1775 and examines the work of both major and minor writers including such writers as the anonymous author of Beowulf, Chaucer, Malory, and the anonymous author of Everyman, More Sidney, Spenser, Marlow, Shakespeare, Donne, Jonson, Bacon, Herrick, Herbert, Marvell, Milton, Dryden, Swift, Pope, Johnson, Boswell, and Gray. Prerequisite: None. Recommended Preparation: ENGL-101. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-231 3 units
English Literature: 1775 to Present (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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-231H 3 units
Honors English Literature: 1775 to Present LEC 48-54
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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-235 3 units
Creative Writing: Fiction LEC 48-54
English 235 encourages individual exploration into creative writing, specifically fiction. The course includes writing in journals, composing creative works, reading works of literature, and actively participating in peer workshops. Prerequisite: ENGL-101 and ENGL-130. AA/AS General Education: AA/AS C--Transfers to CSU only

ENGL-240 3 units
Native American Literature LEC 48-54
This course surveys the variety of writings that constitute Native American literature. Discussion, lectures, and presentations will cover the significance of the cultural context of various societies as well as the way Native American literature and our perceptions have changed as a result of historical, political and literary movements. Prerequisite: None. Recommended Preparation: ENGL-101. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-240H 3 units
Honors Native American Literature LEC 48-54
This course surveys the variety of writings that constitute Native American literature. Discussion, lectures, and presentations will cover the significance of the cultural context of various societies as well as the way Native American literature and our perceptions have changed as a result of historical, political and literary movements. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-250 3 units
Women and Literature LEC 48-54
This course 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: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

ENGL-250H 3 units
Honors Women and Literature LEC 48-54
This course 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:
Course Descriptions

Acceptance in the Honors Enrichment Program. **Recommended Preparation:** ENGL-101. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

**ENGL-260** 3 units
Introduction to African-American Literature  LEC 48-54
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:** None. **Recommended Preparation:** ENGL-101. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

**ENGL-260H** 3 units
Honors Introduction to African-American Literature  LEC 48-54
This course surveys, interprets and compares texts written by and about African Americans and expands upon the African American experience in the United States. Discussions, lectures, and presentations will focus on the oral tradition, the search for identity, freedom and literacy, and the complexities of language choice from both an historical and a literary perspective. The course may include fiction, poetry, drama, film, and non-fiction prose, including autobiography, written by and about African Americans. **Prerequisite:** None. **Recommended Preparation:** ENGL-101. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

**ENGL-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 SPAN-270. **Prerequisite:** None. **Recommended Preparation:** ENGL-101. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

**ENGL-280** 3 units
Multi-Ethnic Literature  LEC 48-54
This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, Native Americans and Chicano authors, exploring the experiences of ethnic Americans. Discussions, lectures, and presentations will focus on the 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:** None. **Recommended Preparation:** ENGL-101. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

**ENGL-280H** 3 units
Honors Multi-Ethnic Literature  LEC 48-54
This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, Native Americans and Chicano authors, exploring the experiences of ethnic Americans. Discussions, lectures, and presentations will focus on the 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:** None. **Recommended Preparation:** ENGL-101. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

**ENGL-285** 3 units
World Literature: Antiquity to 1650  LEC 48-54
This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. This course is intended for students majoring in English or liberal studies and those interested in the literature of different cultures. **Prerequisite:** None. **Recommended Preparation:** ENGL-101 strongly recommended. 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 students' own insights. AA/AS General Education: AA/AS C or AA/AS F--Transfers to CSU only

**ENGL-285H** 3 units
Honors World Literature: Antiquity to 1650  LEC 48-54
This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. This course is intended for students majoring in English or liberal studies and those interested in the literature of different cultures. **Prerequisite:** None. **Recommended Preparation:** ENGL-101 strongly recommended. 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 students' own insights. AA/AS General Education: AA/AS C or AA/AS F--Transfers to CSU only

**ENGL-286** 3 units
World Literature: 1650 to Present  LEC 48-54
This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. This course is intended for students majoring in English or liberal studies and those interested in the literature of different cultures. **Prerequisite:** None. **Recommended Preparation:** ENGL-101 strongly recommended. 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 students' own insights. AA/AS General Education: AA/AS C or AA/AS F--Transfers to CSU only

**ENGL-286H** 3 units
Honors World Literature: 1650 to Present  LEC 48-54
This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. This course is intended for students majoring in English or liberal studies and those interested in the literature of different cultures. **Prerequisite:** None. **Recommended Preparation:** ENGL-101 strongly recommended. 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 students' own insights. AA/AS General Education: AA/AS C or AA/AS F--Transfers to CSU only

Mt. San Jacinto College 2008-2009 Catalog
The following courses are effective through Fall 2008

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

The following courses are effective beginning Spring 2009

ESL-050A 4 units
ESL1: Sentence Structure (formerly ENGL-050 - English as a Second Language)
LEC 64-72
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. Offered as credit/no-credit only. Prerequisite: Appropriate placement based on the CELSA placement instrument. Not transferable

ESL-051A 4 units
ESL 2: Paragraph Structure (formerly ENGL-051 - English as a Second Language II)
LEC 48-54
ESL051A is a continuation of ESL 050A. 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. Students should have passed ESL 050A or have an equivalent skill level to be successful in ESL 051A. Offered as credit/no-credit only. Prerequisite: Appropriate placement on the CELSA placement instrument or successful completion of ESL 050A. In addition, a student could test ENGL-061 and have a second language recommendation to ESL-051A. Not transferable

ESL-052A 4 units
ESL 3: Basic Essays (formerly ENGL-052 - English As a Second Language III)
LEC 48-54
ESL-052A continues ESL-051A 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. Students should have passed ESL 051A or have an equivalent skill level to succeed in ESL-052A. Offered as credit/no-credit only. Prerequisite:
## Course Descriptions

Appropriate placement on the CELSA placement instrument or has appropriate English skill level for participation in college courses. In addition, a student could test ENGL-062 with a second language recommendation. Not transferable

### ESL-053A
**4 units**

ESL 4: Academic Writing (formerly ENGL-053 - English as a Second Language IV)  
**LEC 48-54**

ESL-053A 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. Students should have passed ESL-052A or have equivalent skill level to succeed in ESL-053A. This class may be taken twice for credit. Offered as credit/no-credit only. **Prerequisite:** Appropriate placement on the CELSA placement instrument (or other approved ESL placement instrument). Not transferable

### ESL-054A
**4 units**

ESL 5: Academic Writing and Research (formerly ENGL-054 - English as a Second Language V)  
**LEC 48-54**

ESL-054A continues ESL-053A 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. Students should have passed ESL-053A or have equivalent skill level to succeed in ESL-054A. Offered as credit/no-credit only. **Prerequisite:** Appropriate placement on the CELSA placement instrument (or other approved ESL placement instrument) or successful completion of ESL-053A. In addition, a student could test ENGL-098 and get a second language recommendation to ESL-054A. Not transferable

### ESL-055
**2 units**

English Pronunciation  
**LEC 32-36**

English Pronunciation allows students for whom English is not their native language to practice and develop their overall English speaking proficiency and focus on specific areas of pronunciation difficulty. Regular attendance, language contact assignments, discussions, and student presentations are required to receive class credit. *Cross-listed as COMM-055. Offered as credit/no-credit only. **Prerequisite:** ESL students test for credit-level English through the CELSA placement test 9 or other approved ESL placement instrument or have appropriate English skill level of participation in college courses. Students test for ESL-050 or above. Not transferable

### ESL-056
**3 units**

English Conversation and Culture (formerly ENGL-056 - English As a Second Language Listening and Conversation)  
**LEC 48-54**

This course is an English conversation class that develops listening and speaking skills in the context of acquiring academic content. Students acquire academic skills while learning about American culture and communication. Classes consist of listening exercises, pair/ small group discussion and student presentations. A basic knowledge of English is required. *Cross-listed as COMM-056. Offered as credit/no-credit only. **Prerequisite:** Appropriate placement on the CELSA placement instrument (or other approved ESL placement instrument) ESL 050A or higher. Not transferable

### ESL-057
**2 units**

ESL Vocabulary  
**LEC 32-36**

ESL vocabulary is a basic skills class that allows students for whom English is not their native language to practice and develop their overall English vocabulary proficiency and develop an academic word base for college classes. Regular attendance, language contact assignments, discussions, and student presentations are required to receive class credit. Offered as credit/no-credit only. **Prerequisite:** ESL students test for credit-level English through the CELSA placement test 9 (or other approved ESL placement instrument) or has appropriate English skill level of participation in college courses. Students test for ESL-050 or above. Not transferable

## 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 biological 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: AA/AS 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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, E1

### ENVS-101H
**3 units**

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

### ENVS-102
**1 unit**

Environmental Science Laboratory  
**LAB 48-54**

This 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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B3
Course Descriptions

**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: AA/AS A--Transfers to both UC/CSU--; IGETC Area(s): 5A--CSU Area(s): B3

**ENVS-110**  
4 units  
Natural Resources  
LEC 48-54/LAB 48-54  
Introductory course with a lab field component designed for science majors or non majors. This course focuses on sustainable management principles with application to the harvest and extraction of natural resources particularly forest resources. Principles covered include human interactions with forest resources forest ecology and management. **Prerequisite:** None. AA/AS General Education: AA/AS A--Transfers to CSU only

**ENVS-190**  
4 units  
Watershed Resource Management  
LEC 48-54/LAB 48-54  
Introduction to the foundations of watershed hydrology and management. This course covers the hydrologic cycle, water quality, aquatic ecosystems, social and economic systems, point and nonpoint source pollution, and laws and institutions for managing water resources. It explores the process of developing and implementing a watershed management plan, from problem definition through data collection, public consultation, and program evaluation. **Prerequisite:** None. AA/AS General Education: AA/AS A--Transfers to CSU only

**ENVS-299**  
1-3 units  
Special Projects: Environmental Science  
IS 16-54  
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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**  
3 units  
Introduction to Fire Technology  
LEC 48-54  
This course provides an introduction to fire protection; career opportunities; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; fire strategy and tactics. This course is intended for students pursuing a certificate or degree in Fire Technology. **Prerequisite:** None. Transfers to CSU only

**FIRE-102**  
3 units  
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**  
3 units  
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**  
3 units  
Fundamentals of Fire Behavior and Combustion  
LEC 48-54  
This course provides the student with fundamental information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, 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**  
3 units  
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

**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

Mt. San Jacinto College 2008-2009 Catalog
Course Descriptions

**FIRE-115**

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**Elementary French I**

LEC 80-90

This course introduces students to French language and culture. Students will learn basic grammar and vocabulary while studying pronunciation rules through oral and written practice. Students will also study basic aspects of French culture and civilization. **Prerequisite:** None. **Recommended Preparation:** College level reading skills shown by assessment test results or completion of ENGL-064 with a grade of C or higher. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 6A--CSU Area(s): C2

**FREN-102**

**Elementary French II**

LEC 80-90

A continuation of FREN-101, this course introduces students to more grammar and vocabulary, with an emphasis on oral and written communication. Students will also study francophone culture and civilization in more depth. **Prerequisite:** FREN-101 (with a grade of C or better) or two years of high school French. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2

**FREN-175**

**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: AA/AS C--Transfers to CSU only--CSU Area(s): C2

**FREN-201**

**Intermediate French I**

LEC 64-72

A continuation of FREN-102, this course introduces more advanced grammar and vocabulary, with more emphasis on oral and written communication in response to level-appropriate readings in francophone culture and civilization. Formal compositional strategies are introduced. **Prerequisite:** FREN-102 (with a grade of C or better) or three years high school French. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2

**FREN-202**

**Intermediate French II**

LEC 64-72

A continuation of FREN-201, this course emphasizes advanced grammar and vocabulary, with major emphasis on effective oral communication at a high-intermediate level. Formal composition in response to more advanced readings in francophone culture and civilization is stressed. **Prerequisite:** FREN-201 (with a grade of C or better) or four years of high school French. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2
GEOG-101 (with a grade of C or better).

IGETC Area(s): 5A--CSU Area(s): B1

maps in geographic information systems (GIS). Cartographic skills assisted mapping. Students will create hand drawn maps and digital coordinates and projections, map scales, map accuracy, and computer of map making, symbolic standards, layout aesthetics, geographic map production and interpretation. Topics covered are the history This course introduces the student to the cartographic principles of

GEOG-105 3 units

Introduction to Cartography

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: AA/AS 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: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4E--CSU Area(s): D5

GEOG-111 3 units

Geography of California

LEC 48-54

This course introduces students to California’s regional diversity and the interrelationships between California's physical and cultural landscapes. Emphasis is placed on geographic factors that will broaden a student’s knowledge of California’s topography, climate, population, natural vegetation, agriculture, industry and historic development. Prerequisite: None. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4E--CSU Area(s): D5

GEOG-115 3 units

Honors Introduction to Geographic Information Systems

LEC 48-54

This course prepares students with the geographic concepts necessary for technical application of Geographic Information Systems (GIS). Topics include data structure, acquisition, integration and manipulation. Through practical applications in GIS students will use scientific and technical methods of inquiry to analyze tabular and spatial data for geographic trends, patterns and relationships. Prerequisite: None. Recommended Preparation: CSIS-101 or working knowledge of MS Windows programs. Transfers to both UC/CSU

GEOG-115H 3 units

Honors Introduction to Geographic Information Systems

LEC 48-54

This course prepares students with the geographic concepts necessary for technical application of Geographic Information Systems (GIS). Topics include data structure, acquisition, integration and manipulation. Through practical applications in GIS students will use scientific and technical methods of inquiry to analyze tabular and spatial data for geographic trends, patterns and relationships. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: CSIS-101 or working knowledge of Microsoft Windows programs. Transfers to both UC/CSU

GEOG-120 3 units

Intermediate Geographic Information Systems

LEC 32-36/LAB 48-54

This intermediate geographic information systems course prepares students for advanced geographic analysis. Students will integrate geographic concepts and techniques used in spatial analysis, network analysis and 3D analysis with 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

Mt. San Jacinto College 2008-2009 Catalog 215
Course Descriptions

GEOG-120H 3 units
Honors Intermediate Geographic Information Systems LEC 32-36/LAB 48-54
This intermediate geographic information systems course prepares students for advanced geographic analysis. Students will integrate geographic concepts and techniques used in spatial analysis, network analysis and 3D analysis with 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

GEOG-125 3 units
Advanced Geographic Information Systems: Applications LEC 32-36/LAB 48-54
This course provides practical experience in designing a Geographic Information Systems model. Implementing a research design with spatial data relevant to their field of interest, students sharpen their GIS technical and problem-solving skills. GIS models useful to government, private industry and academic research are examined. Students are prepared with the advanced practical skills necessary to independently plan, implement and manage a GIS project. Prerequisite: GEOG-120 (with a grade of C or better). Transfers to CSU only

GEOG-130 3 units
Geographic Information Systems: Science, Business and Government LEC 48-54
This course includes an in-depth survey of GIS applications in science (geography, geology, oceanography, archaeology and meteorology), government (city, county, state and federal), and business (marketing, sales and management). Students will benefit from weekly special topic lectures by persons employed in public and private GIS professions. Topics include data acquisition, accuracy, analysis, presentation, techniques and legal issues for various GIS applications. Prerequisite: None. Recommended Preparation: GEOG-115 and/or CSIS-101. Transfers to CSU only

GEOG-149 1-4 units
Occupational Internship: Geographic Information Systems 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

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: AA/AS 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: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1
Course Descriptions

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: AA/AS 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. **Prerequisite:** None. AA/AS General Education: AA/AS A--Transfers to CSU only--CSU Area(s): B1

GEOL-109  
3 units  
**Geology of National Parks**  
LEC 48-54  
This course will review the minerals, rocks and land forms found in National Parks throughout the United States. Emphasis is on materials (rocks and minerals), processes (weathering, erosion, mountain building), structure (folds and faults), stratigraphy (geological formations), and current theories regarding the Earth’s crust and interior through an examination of National Parks and Monuments. This course is an introductory course intended for both the science and non-science student that will complement Geologic Field Studies (Geology 107). **Prerequisite:** None. AA/AS General Education: AA/AS A--Transfers to both UC/CSU

GEOL-110  
4 units  
**Oceanography**  
LEC 48-54/LAB 48-54  
This course focuses on geological, physical, chemical, biological, and meteorological aspects of oceans and continental margins. Topics include marine science and biology, critical global warming issues involving the thermohaline current, tsunamis, earthquakes, undersea volcanoes, and the effects/cause of El Nino. This course includes laboratory experiences and is intended for both the science and non-science student. **Prerequisite:** None. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--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 functionality and formation, including the current hypotheses regarding the creation and evolution of the Earth and planetary bodies moons, asteroids, comets, meteors and the Sun. *Cross-listed as ASTR-111. **Prerequisite:** None. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1

GEOL-112  
3 units  
**California Geology**  
LEC 48-54  
This course is an introduction to California and its geology as revealed in the beautiful mountains, valleys and coastlines of the state. Topics of discussion will include materials (rocks and minerals), processes (weathering, erosion, mountain building), structure (folds and faults), stratigraphy (geological formations), and current theories regarding the Earth’s crust. This course is an introductory course intended for both the science and non-science student that will complement Geologic Field Studies (Geology 107). **Prerequisite:** None. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1

GEOL-299  
1-3 units  
**Special Projects: Geology**  
IS 16-54  
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. **Prerequisite:** Previous Geology classes. Note: A contract must be completed with the instructor prior to enrollment. Transfers to 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: AA/AS B2--Transfers to CSU only

GER-110  
3 units  
**Physiology of Aging**  
LEC 48-54  
A core course in the Gerontology Certificate/Degree program that 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: AA/AS 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: AA/AS 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: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0
Course Descriptions

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 interdisciplinary team. This is a career pathway course in the Gerontology Certification/Degree program. Prerequisite: None. Recommended Preparation: GER-100. Transfers to CSU only

GER-149 1-4 units
Occupational Internship: Gerontology
OL 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 learn to accept greater responsibility, develop mutually supportive relationships, raise their self-esteem, discover self-motivation, master effective self-management strategies, change self-defeating patterns and limiting beliefs, set goals, strengthen their emotional intelligence, and become lifelong learners. Essential strategies for critical and creative thinking will also be addressed. Prerequisite: None. Not transferable

GUID-090 .5 unit
Strategies for College Success
LEC 8-9
This course is designed to orient students to the College’s programs, services, procedures, and standards. A brief overview of transfer requirements, admission procedures, and requirements for majors, student support services, student rights and responsibilities, and suggestions for effective study will enable students to be more successful at MSJC. Prerequisite: None. Not transferable

GUID-100 3 units
College Success
LEC 48-54
This comprehensive course integrates personal growth, academic and career success with problem solving, critical and creative thinking. The course focuses on the following topics: life management, goal setting, career decision making, educational planning, college expectations and opportunities, instructor-student relationships, cultural diversity, health maintenance, stress management, campus resources, learning styles, and strategies including lecture note-taking, test taking, and concentration. Prerequisite: None. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU

GUID-102 1 unit
Orientation for College Success
LEC 16-18
This extended orientation class will discuss the College’s programs, services, procedures, and standards. An in-depth exploration of transfer requirements, admission procedures, requirements for majors, student support services, student rights and responsibilities, development of educational plan and basic guidelines for effective study will enhance a student’s success at MSJC. Prerequisite: None. Transfers to CSU only

GUID-104 2 units
Training and Preparation of the College Mentor
LEC 32-36
This course is intended to provide education and training of Mt. San Jacinto College students in the development of abilities to assist new college students and providing Outreach Services to the local district school. This course will also create a learning environment that promotes multi-cultural awareness and sensitivity. Prerequisite: Students must have satisfactorily completed one full time semester (12 units) with a semester and cumulative GPA of at least 2.0. Transfers to CSU only

GUID-105 3 units
Transitions for Intercollegiate Student Athletes
LEC 48-54
This course explores current issues and challenges facing the intercollegiate athlete and develops skills needed to adjust to the college experience. The course focuses on the following topics as they relate to the student athlete: goal setting, time management, career decision making, educational planning, stress management, personal and social responsibility, student/instructor relationships, and NCAA/NAIA transfer rules and requirements. Prerequisite: None. Transfers to CSU only

GUID-110 1 unit
Career Search
LEC 16-18
This introductory course provides undecided students with essential skills to make informed and satisfying career decisions. Students identify personal interests, values, abilities, personality styles, and lifestyle goals using a variety of career assessment instruments. Strategies and skills for occupational and educational exploration, decision-making, and goal-setting are developed. A realistic career action plan is created. This course is appropriate for motivated students desiring a fast approach to career planning and selecting a program of study. Prerequisite: None. Transfers to CSU only

GUID-111 1 unit
Major Search and Educational Planning
LEC 16-18
This course explores the process for connecting academic courses and programs of study to careers. Students will learn how to research majors, select appropriate schools and plan an education to meet their career goals. Strategies are explored for skill development and obtaining alternatives for academic credit to meet the changing needs of adult learners. This course is intended for students who need to select a major or change a previous academic decision. Prerequisite: None. Transfers to CSU only

Mt. San Jacinto College 2008-2009 Catalog

218
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>GUID-112</td>
<td>Creative Job Search</td>
<td>2 units</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>GUID-116</td>
<td>Integrative Career/Life Planning</td>
<td>3 units</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS B2--Transfers to CSU only--CSU Area(s): E1</td>
</tr>
<tr>
<td>GUID-118</td>
<td>Transfer Success</td>
<td>3 units</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>GUID-120</td>
<td>Personal Success Habits of Highly Effective People</td>
<td>3 units</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS B2--Transfers to CSU only</td>
</tr>
<tr>
<td>GUID-151A-O</td>
<td>Topics in Guidance: the Learning Environment</td>
<td>.5-1 unit</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>GUID-152A-T</td>
<td>Topics in Guidance: Learning Strategies</td>
<td>.5-1 unit</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
</tbody>
</table>

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  

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>GUID-153A-K</td>
<td>Topics in Guidance...Personal Management</td>
<td>.5-1 unit</td>
<td>Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-K designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
</tbody>
</table>
| A. Achieving Your Goals  
B. Being Culturally Aware  
C. Handling Life Transitions  
D. Healthy Relationships  
E. Helping Friends in Distress  
F. Improving Your Self-Esteem  
G. Living Successfully  
H. (H not used)  
I. Managing Your Finances  

Mt. San Jacinto College 2008-2009 Catalog 219
Course Descriptions

J. Managing Your Time
K. Resolving Conflicts

GUID-154A-Y .5-1 unit
Topics in Guidance: Career Management
LEC 8-18
Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-Y designation. Topics and credit are determined in relation to student needs. Fees may be required at registration. Offered as credit/no-credit only. Prerequisite: None. Transfers to CSU only.

A. Career Assessment
B. Career Exploration
C. Career Planning
D. Career Trends
E. Resume Preparation
F. Interviewing Strategies
G. Employment Documents
H. (H not used)
I. Creating Your Personal Portfolio
J. Job Search Techniques
K. Dress for Success
L. Workplace Negotiations
M. Workplace Negotiations
N. Technology and Careers
O. Effective Communication in the Workplace
P. Relationships in the Workplace
Q. Being a Successful Entrepreneur
R. Career/Life Balance
S. Job Readiness
T. Career Resiliency
U. Career Management
V. Confidence in the Workplace
W. Successful Workplace Behavior
X. Diversity in the Workplace
Y. Special Projects

GUID-155A-N .5-1 unit
Topics in Guidance: Wellness Management Achieving Life Balance
LEC 8-18
Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-N designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. Offered as credit/no-credit only. Prerequisite: None. Transfers to CSU only.

A. Achieving Life Balance
B. Coping with Chronic Illness
C. Coping with Traumatic Incidents
D. Creating Healthy Leisure Activities
E. Emotional Fitness
F. Grief and Loss
G. Healthy Lifestyles
H. (not used)
I. Making Use of Community Resources
J. Managing Your Stress
K. Moving Beyond Destructive Behaviors
L. Relaxation and Rejuvenation Strategies
M. Spiritual Wellness
N. Students with Disabilities

GUID-299 1-3 units
Special Projects: Guidance
IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Guidance classes; a contract must be completed with the instructor prior to enrollment. Not transferable.

Health Science

HS-121 3 units
Fundamentals of Healthful Living
LEC 48-54
This course 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: AA/AS B2 or AA/AS E--Transfers to both UC/CSU- CSU Area(s): E1

HS-123 3 units
Drugs: Use and Abuse
LEC 48-54
This course offers a comprehensive 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: AA/AS B2 or AA/AS E--Transfers to both UC/CSU- CSU Area(s): E1

HS-299 1-3 units
Special Projects: Health Science
IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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: Collegiate level reading and writing skills. AA/AS General Education: AA/AS B2 or AA/AS C--Transfers to both UC/CSU-- IGETC Area(a): 3B, 4F--CSU Area(a): C2, D6
HIST-102 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: AA/AS B2 or AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B, 4F--CSU Area(s): C2, D6

HIST-103 History of World Civilizations to 1500 LEC 48-54
The course explores the origin and development of civilizations in Europe, the Near East, 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: AA/AS B2 or AA/AS C and AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B, 4F--CSU Area(s): C2, D6

HIST-103H Honors History of World Civilizations to 1500 LEC 48-54
The course explores the origin and development of civilizations in Europe, the Near East, 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: AA/AS B2 or AA/AS C and AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B, 4F--CSU Area(s): C2, D6

HIST-104 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: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B, 4F--CSU Area(s): C2, D6

HIST-104H 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: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B, 4F--CSU Area(s): C2, D6

HIST-105 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: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

HIST-105H Honors 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 the recent international efforts to limit environmental modifications. Prerequisite: Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

HIST-106 The World Since 1900 LEC 48-54
This course introduces students to major global historical trends since 1900 and considers major developments in art and science, the economy and technology, politics and diplomacy, and military affairs. Through reading and written assignments, students will explore scholarship on recent world history, probe the origins of current world problems, and acquire a greater appreciation of international affairs. Prerequisite: None. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B, 4F--CSU Area(s): C2, D6

HIST-106H Honors The World Since 1900 LEC 48-54
This course introduces students to major global historical trends since 1900 and considers major developments in art and science, the economy and technology, politics and diplomacy, and military affairs. Through reading and written assignments, students will explore scholarship on recent world history, probe the origins of current world problems, and acquire a greater appreciation of international affairs. Prerequisite: Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B, 4F--CSU Area(s): C2, D6

HIST-107 The History of East Asia Before 1600 LEC 48-54
This course examines the pre-modern histories of China, Japan, Korea, Vietnam and Thailand, and of their institutional and cultural interaction. Emphasis will be placed on the analysis of the conflicting themes of cultural unity and cultural uniqueness in East Asian civilization and on how Japan, Korea, and Vietnam modified the foundations of Chinese civilization to create distinctive civilizations of their own. Prerequisite: None. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B, 4F--CSU Area(s): C2, D6

HIST-108 The History of East Asia Since 1600 LEC 48-54
This survey course explores the major themes in the development of Chinese, Japanese, Korean, and Vietnamese societies from the beginning of the 17th century to the present. Emphasis will be placed on the Communist Revolution in China, political modernization and imperialism in Japan, and the social, economic, technological, ecological and cultural impact of extended contact with the West upon China, Korea, Vietnam and Japan. Prerequisite: None. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B, 4F--CSU Area(s): C2, D6
## Course Descriptions

### HIST-109

**Global History of World War II**  
LEC 48-54  
This course examines World War II from a global perspective, exploring the origins of the war, ways in which the war affected military forces, civilian populations, areas of the world beyond Europe and the United States, and early developments in the post-war world.  
**Prerequisite:** None.  
AA/AS General Education: AA/AS B2 or AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

### HIST-109H

**Honors Global History of World War II**  
LEC 48-54  
This course examines World War II from a global perspective, exploring the origins of the war, ways in which the war affected military forces, civilian populations, areas of the world beyond Europe and the United States, and early developments in the post-war world.  
**Prerequisite:** Acceptance into the Honors Enrichment Program.  
AA/AS General Education: AA/AS B2 or AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

### HIST-110

**A Brief Survey of U.S. History**  
LEC 48-54  
History 110 surveys U.S. history from pre-colonial times to the present. The course is organized using chronological periods, while focusing on recurrent themes that characterize the nation's history.  
**Prerequisite:** None.  
AA/AS General Education: AA/AS B1 or AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

### HIST-111

**U.S. History to 1877**  
LEC 48-54  
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.  
AA/AS General Education: AA/AS B1 or AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

### HIST-111H

**Honors U.S. History to 1877**  
LEC 48-54  
This course is a survey course that explores the political, social, economic and intellectual development of the United States from colonization and settlement through the Civil War and Reconstruction.  
**Prerequisite:** Acceptance in the Honors Enrichment Program.  
AA/AS General Education: AA/AS B1 or AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

### HIST-112

**U.S. History Since 1865**  
LEC 48-54  
History 112 is a survey course that explores political, social, economic, and intellectual developments in the United States from the end of the Civil War to the current period.  
**Prerequisite:** None.  
AA/AS General Education: AA/AS B1 or AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

### HIST-112H

**Honors U.S. History Since 1865**  
LEC 48-54  
History 112 is a survey course that explores political, social, economic, and intellectual developments in the United States from the end of the Civil War to the current period.  
**Prerequisite:** Acceptance in the Honors Enrichment Program.  
AA/AS General Education: AA/AS B1 or AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

### HIST-113

**Introduction and Appreciation of Music**  
LEC 48-54  
This course provides students with a survey of European music styles concentrating on Baroque, Classical, Romantic, and Modern music. The purpose of the course is to develop an understanding of various styles, to develop an understanding of the elements of music; it’s history, and aesthetics.  
**Prerequisite:** None.  
AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

### HIST-114

**Introduction and Appreciation of American Music**  
LEC 48-54  
This course is a survey of American styles including jazz, popular music, and art music. The purpose of the course is to develop knowledge of music history, an understanding of elements of music, and an aesthetic appreciation of various styles.  
**Prerequisite:** None.  
AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

### HIST-115

**Women in United States History**  
LEC 48-54  
This course surveys the history of women in America from the colonial period to the present with emphasis on relevant political, social, economic and ethnic factors. The course will emphasize the variety of women's experiences during various periods in United States history and will examine some of the significant events, processes, figures and movements shaping that experience. It will serve both UC/CSU transfer students and students pursuing an associate’s degree.  
**Prerequisite:** None.  
AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4D, 4F--CSU Area(s): D4, D6

### HIST-119

**Civil War and Reconstruction 1860-1876**  
LEC 48-54  
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: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

### HIST-120

**California History**  
LEC 48-54  
Starting with geologic beginnings, this survey course discusses California through discovery and settlement to the present. Ethnic legacies, critical events and social and economic development are explored in depth.  
**Prerequisite:** None.  
AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

### HIST-121

**California Indians**  
LEC 48-54  
This is a survey course about the culture and society of Native Californians in prehistory, during the Spanish period, during the Mexican period, and under the government of the United States. Special emphasis is given to the effects of introduced diseases, religions, governments, and 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.  
**Prerequisite:** None.  
AA/AS General Education: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4A, 4F--CSU Area(s): D1, D3
HIST-124 3 units
Recent America: the U.S. Since 1945
LEC 48-54
This course explores in depth the most recent trends and developments in U.S. history, including foreign and military policy, social and economic change, and culture and intellectual developments from the immediate post-war years to the present. Prerequisite: None. Recommended Preparation: Collegiate-level reading and writing skills are strongly recommended. AA/AS General Education: AA/AS B1 or AA/AS B2—Transfers to both UC/CSU—IGETC Area(s): 4F—CSU Area(s): D6

HIST-125 3 units
Military History of the United States
LEC 48-54
History 125 introduces the student to the military history of the United States from the colonial period to the present with emphasis on institutional, technological, social, political, cultural, and diplomatic contexts in times of peace and conflict. Prerequisite: None. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F—Transfers to both UC/CSU—IGETC Area(s): 4F—CSU Area(s): D6

HIST-126 3 units
History of Great Britain to 1714
LEC 48-54
This course analyzes the growth of British civilization from prehistory to the beginning of the Hanoverian Dynasty. The course covers the significant political, economic, social, religious, intellectual and government facets of British culture during this period and places them with the larger context of Western Civilization. Prerequisite: None. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F—Transfers to CSU only

HIST-127 3 units
History of Great Britain From 1714
LEC 48-54
A history of Britain from 1715 through the cold war. This course covers the major political, economic, religious and military facets of British civilization during this period and studies the connection between Britain and its colonial empire. Themes of colonization, industrialization, imperialism and the loss of its hegemony in the 20th century will be examined in depth. Prerequisite: None. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F—Transfers to CSU only

HIST-136 3 units
Cultural History of American Motion Pictures
LEC 32-36/LAB 48-54
In considering the history of American commercial motion picture culture from its origins to the present, students will study film language, the social composition of audiences, the economics of the film industry, major themes and genres that have appeared in American films, and the relationship between politics and American motion pictures. *Cross-listed as THA-136. Prerequisite: None. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F—Transfers to both UC/CSU—IGETC Area(s): 3B, 4F—CSU Area(s): C2

HIST-140 3 units
History of Mexico
LEC 48-54
This course examines the history of Mexico from its pre-Columbian roots to the present. Topics will include the social, economic and cultural aspects of colonialism; imperial reform; collapse of empire; independence and the problems of nation building; Liberalism and Conservatism; foreign intervention; Mexican Revolution; industrialization; and neo-liberalism. Prerequisite: None. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F—Transfers to CSU only

HIST-141 3 units
History of Latin America to 1820
LEC 48-54
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: AA/AS B2 or AA/AS F—Transfers to both UC/CSU—IGETC Area(s): 4F—CSU Area(s): D6

HIST-142 3 units
History of Latin America Since 1820
LEC 48-54
History 142 examines the history of modern Latin America from the nineteenth-century independence revolutions through to the 1990’s. The course focuses on Latin America’s political, economic, and social attempts to modernize. Prerequisite: None. AA/AS General Education: AA/AS B2 or AA/AS F—Transfers to both UC/CSU—IGETC Area(s): 4F—CSU Area(s): D6

HIST-150H 3 units
Honors Race and Ethnicity in U.S. History
LEC 48-54
In HIST-150, students are introduced to the history of interaction between ethnic groups in the United States. The course material allows students to develop theories and constructs regarding what leads to intercultural collaboration or confrontation. The course also encourages an understanding of the similarities and differences in racial ethnic experiences in the U.S. Prerequisite: None. Recommended Preparation: Collegiate level reading and writing skills. AA/AS General Education: AA/AS B2 or AA/AS F—Transfers to both UC/CSU—IGETC Area(s): 4F—CSU Area(s): D6

HIST-151 3 units
History and Appreciation of Dance
LEC 48-54
Through videotapes, lectures, readings and in-class discussions, the universal human activity known as dancing is explored in this cross-cultural course which looks at the myriad ways in which dance functions in societies. The histories, theories, techniques and purposes of various theatrical, religious and social dances from around the world are compared, contrasted and inter-related to reveal the universal as well as the culture-specific nature of the dancing body and its audiences. This is a requirement for dance majors and meets graduation requirement for a multicultural and/or humanities course for the non-major. *Cross-listed as DAN-100. Prerequisite: None. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F—Transfers to both UC/CSU—IGETC Area(s): 3A, 3B—CSU Area(s): C1

HIST-154 3 units
Theater History
LEC 48-54
This survey course approaches world theater history from Ancient Greece through contemporary theater in the early 21st century. Comparative historical studies of Asian, Byzantine, European, African, Latin American and American theater are included. The
complexity of theater as an art form, from its function in a given era and culture to its many component parts including acting, audiences, theatrical spaces, texts, playwriting, production design, machinery, special effects, music, dance, directing, management, and criticism are examined. *Cross-listed as THA-102. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

### HIST-155

#### The Sixties

**3 units**  
**LEC 48-54**

This course explores the nature and significance of social, political, economic and cultural change during the 1960s. Assessing the significance of the period, the course takes a comparative approach to historical change. Similar themes and concepts are looked at in a variety of national and international situations, addressing areas such as: evolving party politics; sexuality and sexual identity; youth and countercultures; anti-war and civil rights movements; music, media and politics. **Prerequisite:** None. **Recommended Preparation:** ENGL-098. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4F--CSU Area(s): D6

### HIST-158

#### History of Jazz and Blues

**3 units**  
**LEC 48-54**

This course is designed to assist students in developing an appreciation and respect for jazz and blues music as original American art forms. The focus is on the evolutionary development of the music and artists responsible for its creation. Students will gain an understanding of basic musical concepts, as well as, the rich history of a purely American music. This course is transferable to most four-year institutions and meets the humanities requirement at MSJC. *Cross-listed as MUS-108. **Prerequisite:** None. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): D1

### HIST-160

#### Black History in the American Context

**3 units**  
**LEC 48-54**

The course traces the historical and political experiences of Black America from colonial times to the present. It examines the differences between the experiences of African Americans and other ethnic groups. Students will encounter the social, economic, and legal institutions which characterized being black in the US at various periods in the nation’s history. The development of political theory and action among black Americans in response to conditions will also be examined. Close study of several major events and political movements will allow students to develop interpretations of political interaction in America. **Prerequisite:** None. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4C, 4F--CSU Area(s): D3, D6

### HIST-299

#### Special Projects: History

**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 History classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

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### Honors Enrichment Program

#### HEP-200

**Honors Seminar**  
**3 units**  
**LEC 48-54**

Students and faculty from a variety of disciplines participate in a weekly symposium on the topic selected for the seminar in a multi-disciplinary format. The seminar requires synthesis of information, critical analysis of research and creative responses to the issues presented. **Prerequisite:** Acceptance in the Honors Enrichment Program; ENGL-101 and MATH-096 (with a grade of C or better). Not transferable

### Humanities

#### HUM-101

**Introduction to the Humanities to 1500**  
**3 units**  
**LEC 48-54**

This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations to 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. **Prerequisite:** None. **Recommended Preparation:** ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student’s own insights. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

#### HUM-101H

**Honors Introduction to the Humanities to 1500**  
**3 units**  
**LEC 48-54**

This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations to 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Recommended Preparation:** ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student’s own insights. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

#### HUM-102

**Introduction to the Humanities Since 1500**  
**3 units**  
**LEC 48-54**

This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations since 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. **Prerequisite:** None. **Recommended Preparation:** ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student’s own insights. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

#### HUM-102H

**Honors Introduction to the Humanities Since 1500**  
**3 units**  
**LEC 48-54**

This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations since 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. **Prerequisite:** Acceptance in the Honors Enrichment Program. **Recommended Preparation:** ENGL-101; Students
should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source materials with the student's own insights. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

HUM-137 3 units
Introduction to World Cinema LEC 32-36/LAB 48-54
This course introduces international film studies by considering film language, international audiences and marketing, relationships between governments and businesses and film production, technological diffusion and innovation, and film content. *Cross-listed as THA-137. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

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

Legal Assistant

LEG-100 3 units
Foundations of the Legal System LEC 48-54
Explores the legal system including basic legal terminology, sources of law, legal reasoning, federalism, court structure, the rules of procedure and ethical standards for lawyers and legal assistants. Includes substantive introduction to the law of contracts and torts, crimes of common law, U.S. Constitution, and the two legal concentration areas of family law and immigration law. A core course in the Legal Assistant Certificate/Degree program. Prerequisite: None. AA/AS General Education: AA/AS B2--Transfers to CSU only--CSU Area(s): D8

LEG-103 3 units
Elder Law LEC 48-54
This course presents the contemporary world of elder law, with a comprehensive legal overview of the most important laws that affect the elderly. The multi-disciplinary approach will analyze the legal needs relevant to the elderly, 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. Prerequisite: None. AA/AS General Education: AA/AS B2--Transfers to CSU only
### Course Descriptions

**LEG-104**  
*Law Office Management*  
LEC 48-54  
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 intake and support, business travel; cost control; computer and other data bases and use of outside services. **Prerequisite:** None. Transfers to CSU only

**LEG-106**  
*Research and Writing I for the Legal Assistant*  
LEC 48-54  
Introduces print and computer-based legal research methods, focusing on Federal and California constitutional, statutory and common law in encyclopedia, restatements, model statutes, legislative materials, articles, and other secondary sources of exposition and analysis. 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. **Prerequisite:** None. Transfers to CSU only

**LEG-108**  
*Research and Writing II for the Legal Assistant*  
LEC 48-54  
This course expands research and writing skills through computerized research and preparing detailed outlines, memoranda, briefs or transactional documents. Also reviews drafting techniques. **Prerequisite:** LEG-106 (with a grade of C or better). Transfers to CSU only

**LEG-110**  
*Administrative and Judicial Proceedings*  
LEC 48-54  
This course presents the adjudicatory process for administrative hearings, immigration court hearings, appeals, and judicial review. Covers courtroom techniques and preparing witnesses; emphasizes utilization of strategies and preparations of documents for hearings. Also provides opportunities for student participation in mock preparation sessions and administrative hearings. **Prerequisite:** None. Transfers to CSU only

**LEG-120**  
*Immigration Law I*  
LEC 48-54  
This course introduces the fundamentals of current immigration and nationality law in the United States. It covers the classification of citizens and aliens, the procedures to establish status and ground of eligibility and loss of status. Also includes judicial and administrative review of government, adjudications, and U.S. Constitutional restraints. **Prerequisite:** None. Transfers to CSU only

**LEG-122**  
*Immigration Law II*  
LEC 48-54  
Covers substantive immigration and nationality law, including conditions of eligibility for immigrant and non-immigrant status, asylum eligibility, grounds of exclusion to enter the U.S., defenses to deportation, procedures for petitions and applications to secure status, and adjudications. Includes the process of preparing a petition for status as an immigrant involving a complex fact pattern, an application for asylum, a waiver application for an excludable alien and other documents, all with supporting evidence. **Prerequisite:** LEG-120 (with a grade of C or better). Transfers to CSU only

**LEG-130**  
*Family Law I*  
LEC 48-54  
This course explores fundamental principle 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

**LEG-150**  
*Probate Law and Procedures*  
LEC 48-54  
This course introduces fundamental principles wills, trusts, and estate administration. Students will review the formal requirements for a valid will, identify various kinds of property, forms of ownership, and transfer of property under the Law of Succession. This course will also discuss the elements of Trusts and the benefits of Estate Planning. Students will prepare legal forms of an informal probate administration. This course is intended to be of benefit for students in the Legal Assistant Certificate Program and other students with an interest in this field. **Prerequisite:** None. Transfers to CSU only

**LIB-100**  
*Introduction to Library Research and Information Competency*  
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-101  
Essentials of Library Research And Information Competency  
LEC 16-18

This course will guide students through the research process, using both library resources and the Internet. Students will learn how to search a variety of electronic databases, library catalogs, and Internet sources for relevant and authoritative information, and prepare a works cited list using the MLA format. This course will prepare students for research in any discipline, and will impart the information competency skills necessary to become a lifelong learner. Prerequisite: None. Transfers to CSU only

Management/Supervision

MGT-103  
Introduction to Management  
LEC 48-54

U.S. businesses operate in a constantly changing global business environment. Thus modern business managers need to be aware of a wide variety of domestic and global issues. This course will introduce students to the task of managing, the history of management, the role of planning, organizing, leading and controlling on both a domestic and global level. Students will review the role of information systems, management theories, and examine current issues in management. Prerequisite: None. Transfers to CSU only

MGT-103H  
Introduction to Management  
LEC 48-54

U.S. businesses operate in a constantly changing global business environment. Thus modern business managers need to be aware of a wide variety of domestic and global issues. This course will introduce students to the task of managing, the history of management, the role of planning, organizing, leading and controlling on both a domestic and global level. Students will review the role of information systems, management theories, and examine current issues in management. Prerequisite: None. Transfers to CSU only

MGT-132  
Labor Management Relations  
LEC 48-54

This course will emphasize the history and development of the labor movement, development of the National Labor Relations Act, the Taft-Hartley Act, and the Landrum Griffin Act. The supervisor’s responsibility for good labor relations, union contract and grievance procedures will be discussed. Prerequisite: None. Transfers to CSU only

MGT-133  
Productivity Management  
LEC 48-54

This course surveys and studies modern business productivity management via systems analysis and the application of productivity techniques to daily business problems. Time and motion study, process analysis and motivational programs such as Quality Circles will be covered. Students will complete a productivity project. Prerequisite: MGT-103 (with a grade of C or better). Transfers to CSU only

MGT-134  
Communication in the Organization  
LEC 48-54

Review of basic organizational theory and instruction in organization communication; includes both verbal and non-verbal communication of two or more people through public communication and communication up and down the organization. The student will learn, through class participation, role playing and practice how to get through to people in business, social and family settings. Prerequisite: None. Transfers to CSU only

Mathematics

MATH-051  
Pre-Algebra Lab  
LAB 48-54

This course explores and reinforces the math concepts taught in MATH-051, Pre-Algebra. Activities will help students gain a better understanding of the concepts, computer-assisted tutorials and assistance from a professional expert will be available. Offered as credit/no-credit only. Prerequisite: None. Corequisite: MATH-051. Not transferable
Course Descriptions

MATH-042  1 unit
Elementary Algebra Lab
LAB 48-54
This course explores and reinforces the math concepts taught in MATH-090, Pre-Algebra. Activities will help the students gain a better understanding of the concepts, computer-assisted tutorials and assistance from a professional expert will be available. Offered as credit/no-credit only. **Prerequisite:** None. **Corequisite:** MATH-090. Not transferable

MATH-050  3 units
Mind Over Math
LEC 48-54
An introductory course in arithmetic covering whole numbers, fractions, decimals, primes, order of operations, rate, ratio, proportions, and conversion of percent, decimals and fractions. Students will also discuss issues regarding math anxiety. **Prerequisite:** Appropriate assessment score. Not transferable

MATH-051  3 units
Foundations of Mathematics (Pre-Algebra)
LEC 48-54
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

MATH-051LL  3 units
Foundations of Mathematics + Lab (Pre-Algebra)
LEC 32-36/LAB 48-54
Mathematics 051LL is designed to prepare students for elementary algebra. The course covers basic arithmetic, working with whole numbers, integers, fractions, decimals, and percentages. Other topics taught will include conversions within and between the metric and standard systems. Topics in geometry and algebra will be introduced. In addition to lecture, the students will also work on lab activities. This course is designed to give students ample time in class to understand the concepts covered in the lecture. **Prerequisite:** MATH-050 (with a grade of C or better) or equivalent assessment score. Not transferable

MATH-090  4 units
Elementary Algebra
LEC 64-72
Mathematics 90 is the first course in the algebra sequence. Students will solve linear equations and applications, graph lines, solve systems of linear equations, perform polynomial and rational expression arithmetic, solve equations involving algebraic fractions, factor polynomials, and solve quadratic equations by factoring and utilizing the Quadratic Formula. This course is designed to meet the math requirement for an AA degree. **Prerequisite:** MATH-051 or MATH-051LL (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Not transferable

MATH-090A  3 units
Elementary Algebra Part A
LEC 48-54
Math 090A is the first half of the year-long course, covering some of the topics taught in Elementary Algebra as well as developing math study skills. Students are given more time to understand the abstract concepts that are taught, such as solving linear equations and applications, graph lines, solve systems of equations, and simplifying polynomial expressions. **Prerequisite:** MATH-051 or MATH-051LL (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Not transferable

MATH-090B  3 units
Elementary Algebra Part B
LEC 48-54
Math 090B is the second half of the year-long Elementary Algebra course. Students will solve applications, perform rational expression arithmetic, solve equations involving algebraic fractions, factor polynomials, and solve quadratic equations by factoring and utilizing the Quadratic Formula. This course is designed to give students ample time to learn concepts and to further develop math study skills. **Prerequisite:** MATH-090A (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Not transferable

MATH-096  5 units
Intermediate Algebra
LEC 80-90
The second course in the algebra sequence. Mathematics 096 prepares the student for transfer-level math courses. Students will distinguish between the real number sets, solve quadratic, rational, absolute value and radical equations, related applications and inequalities, factor polynomials, graph functions, simplify expressions containing radicals or rational exponents, evaluate function notation, determine if the graph is a function, find the domain and range, construct graphs of conic sections, graph exponential functions and formulate their logarithmic equivalents. **Prerequisite:** MATH-090 or MATH-090A and MATH-090B (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Not transferable

MATH-096A  3 units
Intermediate Algebra Part A
LEC 48-54
MATH-096A is the first half of the year-long Intermediate Algebra course. Students will distinguish between the real number sets, solve quadratic, rational, absolute value and radical equations, related applications, factor polynomials, simplify expressions containing radicals or rational exponents, evaluate function notation, determine if the graph represents a function and find the domain and range and develop math study skills. **Prerequisite:** MATH-090 or MATH-090B (with a grade of C or better). AA/AS General Education: AA/AS G--Not transferable

MATH-096B  3 units
Intermediate Algebra Part B
LEC 48-54
MATH-096B, the second half of the year-long Intermediate Algebra course, prepares students for transfer level math courses. Students will solve quadratic, rational, and radical equations, related applications, graph functions, simplify expressions containing rational exponents, construct graphs of conic sections, graph exponential functions and formulate the logarithmic equivalent to an exponential equation and vise versa. This course is designed to give students ample time to learn concepts and to further develop math study skills. **Prerequisite:** MATH-096A (with a grade of C or better). AA/AS General Education: AA/AS G--Not transferable

MATH-102  3 units
Finite Mathematics
LEC 48-54
The study of linear functions, matrices, vectors and these topics as they apply to linear programming techniques. The study of sets, logic, counting and applications of these topics to probability and stochastic processes. The study of Mathematics of Finance, Network, Decision Theory 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: AA/AS G--Transfers to both UC/CSU--IGETC Area(a): 2A--CSU Area(a): B4
Course Descriptions

MATH-105  
4 units  
College Algebra  
LEC 64-72  
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.  
Prerequisite: MATH-096 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4

MATH-105H  
4 units  
Honors College Algebra  
LEC 64-72  
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.  
Prerequisite: MATH-096 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4

MATH-110  
5 units  
Pre-Calculus  
LEC 80-90  
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.  
Prerequisite: MATH-105 or MATH-105H (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4

MATH-115  
3 units  
Ideas of Mathematics  
LEC 48-54  
This transfer level course is designed for Social Science and Liberal Arts majors. This course covers topics in and applications of sets, counting, probability, statistics and logic.  
Prerequisite: MATH-096 (with a grade of C or better) or equivalent. Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4

MATH-135  
4 units  
Calculus for Social Science and Business  
LEC 64-72  
This course covers functions and their graphs including exponential and logarithmic functions, single variable calculus, limits, differentiation, integration and its applications, multivariable calculus with application to management, social, behavioral and biomedical sciences.  
Prerequisite: MATH-105 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4

MATH-140  
4 units  
Introduction to Statistics  
LEC 64-72  
An introduction to the concepts, ideas, and applications of probability and statistics. Math 140 covers descriptive statistics, elementary probability, probability distributions, estimation of population parameters, hypothesis testing, correlation, linear regression, and ANOVA. Applications will be taken from the fields of business, economics, social sciences, life sciences, engineering and physical sciences.  
Prerequisite: MATH-096 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4

MATH-140H  
4 units  
Honors Introduction to Statistics  
LEC 64-72  
An introduction to the concepts, ideas, and applications of probability and statistics. Math 140 covers descriptive statistics, elementary probability, probability distributions, estimation of population parameters, hypothesis testing, correlation, linear regression, and ANOVA. Applications will be taken from the fields of business, economics, social sciences, life sciences, engineering and physical sciences.  
Prerequisite: Acceptance in the Honors Enrichment Program and completion of MATH-096 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4

MATH-155  
3 units  
Mathematics for Elementary Teaching I  
LEC 48-54  
By reviewing and reinforcing the mathematical knowledge necessary for effective mathematics instruction, Mathematics 155 serves as the first course of preparation for the teaching of elementary school mathematics. Mathematical topics include sets, reasoning and proof, the four arithmetic operations, number theory, the real numbers and ratio, proportion and percent. Mathematical education topics include the NCTM standards, problem-solving, pattern recognition, teaching techniques, lesson planning and evaluation.  
Prerequisite: MATH-096 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Transfers to both UC/CSU

MATH-156  
3 units  
Mathematics for Elementary Teaching II  
LEC 48-54  
Math 156 serves as the second course in preparation for the teaching of elementary school mathematics. As an extension of Math 155 mathematical topics covered in this course include proportion and percent, probability, statistics, geometry as shape, geometry as transforming shapes, and geometry as measurement.  
Prerequisite: MATH-155 (with a grade of C or better). AA/AS General Education: AA/AS G--Transfers to both UC/CSU

MATH-211  
5 units  
Analytic Geometry and Calculus I (formerly Calculus I and Analytic Geometry)  
LEC 80-90  
This is a course intended for math, science and engineering majors. This course studies limits, continuity, differentiation of algebraic and trig functions, graphing, related rates, maximum-minimum problems, integration, applications of integration such as areas and volumes, arc-length, and rectilinear motion.  
Prerequisite: MATH-110 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Transfers to both UC/CSU

MATH-212  
5 units  
Analytic Geometry and Calculus II  
LEC 80-90  
Concluding the first-year calculus sequence, this course covers differentiation of exponential, logarithmic and inverse trigonometric functions, logarithmic differentiation, techniques of integration, improper integrals, indeterminate forms, L'Hôpital's Rule, infinite series, polar coordinates and curves, conic sections, parametric equations and an introduction to separable first order differential equations.  
Prerequisite: MATH-211 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-212H</td>
<td>5 units</td>
<td>Honors Analytic Geometry and Calculus II (LEC 80-90) A continuation of Math 211 covering physics applications, exponential and logarithmic functions, inverse trig functions, techniques of integration, improper integrals, indeterminate forms, infinite series and Taylor's formula, the conic sections, polar coordination and parametric equations. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program; MATH-211 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: H3--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4</td>
</tr>
<tr>
<td>MATH-213</td>
<td>5 units</td>
<td>Analytic Geometry and Calculus III (LEC 80-90) Vectors in 2 and 3 dimensions, quadric surfaces, partial differentiation, multiple integration, volumes and surface areas, line and surface integrals, Green's and Stoke's Theorem. <strong>Prerequisite:</strong> MATH-212 (with a grade of C or better) or equivalent assessment score. AA/AS General Education: AA/AS G--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4</td>
</tr>
<tr>
<td>MATH-215</td>
<td>4 units</td>
<td>Differential Equations (LEC 64-72) The course covers linear and nonlinear differential equations with constant and variable coefficients, with applications in exponential growth and decay, harmonic motion and electronics and Laplace transforms. <strong>Prerequisite:</strong> MATH-212 (with a grade of C or better) or equivalent assessment score, or one year of college level calculus. AA/AS General Education: AA/AS G--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4</td>
</tr>
<tr>
<td>MATH-218</td>
<td>4 units</td>
<td>Linear Algebra (LEC 64-72) Linear Algebra is part of the second-year calculus sequence requirement for transfer into the UC and the CSU systems. This is a course for math, science, and engineering majors. This course covers matrix algebra, matrices and linear equations, determinants and their properties, vector spaces and their properties, linear transformations, eigenvalues, eigenvectors, and orthogonal matrices. It also examines related topics and applications. <strong>Prerequisite:</strong> MATH-211 (with a grade of C or better). AA/AS General Education: AA/AS G--Transfers to both UC/CSU--IGETC Area(s): 2A--CSU Area(s): B4</td>
</tr>
<tr>
<td>MATH-290</td>
<td>2 units</td>
<td>Foundations of Theoretical Mathematics (LEC 32-36) This is a course for the student planning to major in mathematics, statistics, computer science and related fields. Topics are chosen from a wide variety of mathematical fields, including logic, set theory, arithmetic, non-Euclidean geometry, group theory and topology, with a major emphasis on abstract thinking and methods of proving mathematical results. <strong>Prerequisite:</strong> MATH-213 (with a grade of C or better). AA/AS General Education: AA/AS G--Transfers to both UC/CSU--CSU Area(s): B4</td>
</tr>
<tr>
<td>MATH-299</td>
<td>1-3 units</td>
<td>Special Projects: Math (IS 16-54) Students with previous course work in the program may do special projects that involve research and special study. May be taken 3 times for credit. <strong>Prerequisite:</strong> Previous Math classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only</td>
</tr>
</tbody>
</table>

### Multimedia

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUL-080</td>
<td>1 unit</td>
<td>Multimedia 2D Design Practicum (LAB 48-54) This course explores and reinforces the theory, processes and techniques taught in the 2D Design lecture classes. This course is designed for students who are concurrently enrolled in MUL-110, MUL-113, MUL-121, or MUL-123. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>MUL-081</td>
<td>1 unit</td>
<td>Multimedia 2D Advanced Practicum (LAB 48-54) This course explores and reinforces the theory, processes and techniques taught in the advanced 2D Design lecture classes. This course is designed for students who are concurrently enrolled in MUL-110, MUL-113, MUL-121, or MUL-123 credit. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>MUL-090</td>
<td>1 unit</td>
<td>Digital Imaging Studio Laboratory (LAB 48-54) This lab makes the Digital Light Room and Digital imaging studio available to the intermediate and advanced digital photography students. Students enroll in MUL-090 to be eligible to reserve the Digital Studio for production project work assigned throughout the program. *Cross-listed as PHOT-090. May be taken 4 times for credit. <strong>Prerequisite:</strong> MUL-124 (with a grade of C or better). <strong>Corequisite:</strong> MUL-224 or MUL-225. Not transferable</td>
</tr>
<tr>
<td>MUL-110</td>
<td>3 units</td>
<td>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. <strong>Prerequisite:</strong> None. <strong>Recommended Preparation:</strong> Knowledge of general computer use. Transfers to CSU only</td>
</tr>
<tr>
<td>MUL-112</td>
<td>3 units</td>
<td>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 of and planning for optimum audience interaction is included. Media output topics include designing for CD, DVD, and Web content. Interactive media projects will be created using current, business standard multimedia software. <strong>Prerequisite:</strong> MUL-110 (with a grade of C or better). Transfers to CSU only</td>
</tr>
</tbody>
</table>
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Schedule</th>
<th>Prerequisites</th>
<th>Transfers to CSU/UC</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUL-114</td>
<td>3</td>
<td>Production Management (formerly Multimedia Production)</td>
<td>LEC 48-54</td>
<td>MUL-112 (with a grade of C or better). Transfers to CSU only</td>
<td></td>
</tr>
<tr>
<td>MUL-123</td>
<td>3</td>
<td>Video Production I (formerly Digital Video Production I)</td>
<td>LEC 48-54</td>
<td>MUL-110. Transfers to both UC/CSU</td>
<td></td>
</tr>
<tr>
<td>MUL-124</td>
<td>3</td>
<td>Digital Photography Production I</td>
<td>LEC 48-54</td>
<td>MUL-110. Transfers to both UC/CSU</td>
<td></td>
</tr>
<tr>
<td>MUL-125</td>
<td>3</td>
<td>Scripting for Multimedia</td>
<td>LEC 48-54</td>
<td>MUL-112 (with a grade of C or better). Transfers to CSU only</td>
<td></td>
</tr>
<tr>
<td>MUL-126</td>
<td>3</td>
<td>Time Based Media</td>
<td>LEC 32-36/LAB 48-54</td>
<td>None. AA/AS General Education: AA/AS C--</td>
<td></td>
</tr>
<tr>
<td>MUL-127</td>
<td>3</td>
<td>Production Development</td>
<td>LEC 48-54</td>
<td>MUL-110 or MUL-131 (with a grade of C or better). Transfers to CSU only</td>
<td></td>
</tr>
<tr>
<td>MUL-131</td>
<td>3</td>
<td>3D Animation I</td>
<td>LEC 48-54</td>
<td>None. Transfers to CSU only</td>
<td></td>
</tr>
<tr>
<td>MUL-132</td>
<td>3</td>
<td>3D Animation II</td>
<td>LEC 48-54</td>
<td>MUL-131 (with a grade of C or better). Transfers to CSU only</td>
<td></td>
</tr>
<tr>
<td>MUL-137</td>
<td>3</td>
<td>3D Topic - Character</td>
<td>LEC 48-54</td>
<td>MUL-137 (with a grade of C or better). Transfers to CSU only</td>
<td></td>
</tr>
<tr>
<td>MUL-138</td>
<td>2</td>
<td>Digital Art - Illustration (formerly ART-140 Digital Illustration)</td>
<td>LEC 16-18/LAB 48-54</td>
<td>None. Transfers to CSU only</td>
<td></td>
</tr>
<tr>
<td>MUL-139</td>
<td>3</td>
<td>3D Topic - Effects</td>
<td>LEC 48-54</td>
<td>MUL-130 or MUL-110 (with a grade of C or better) or demonstrated ability. AA/AS General Education: AA/AS C--</td>
<td></td>
</tr>
</tbody>
</table>

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Mt. San Jacinto College 2008-2009 Catalog 231
Course Descriptions

MUL-143  
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  
O I 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 JavaScripting used in designing Web pages for the Internet. Students will learn about the JavaScript object model, how to develop interactive forms, how to handle JavaScript security issues, and how to create JavaScript objects. *Cross-listed as CSIS-116C. Prerequisite: CSIS-101, CSIS-103 or MUL-110 (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

MUL-218  
3 units  
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

MUL-223  
3 units  
Video Production II  
LEC 48-54  
This advanced course will cover the use of digital video production software and hardware (editing, effects, filters, color correction, compression output processes). Students work on projects using non-linear video editing software techniques. Related topics include preparing video production for television broadcasting and DVD authoring. *Cross-listed as AUD-153. May be taken 2 times for credit. Prerequisite: MUL-124/PHOT-125 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to CSU only

MUL-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 PHOT-224. May be taken 3 times for credit. Prerequisite: MUL-124/PHOT-125 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to CSU only

MUL-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-assessment. High quality digital output is integral to this course. *Cross-listed as PHOT-225. May be taken 4 times for credit. Prerequisite: MUL-224 (with a grade of C or better). Transfers to CSU only

MUL-245  
3 units  
3D Topic - Modeling  
LEC 48-54  
The course focuses on developing advanced skills in model creation and editing. Covered topics include advanced NURBS processes, Sub-division surface modeling using Standard mode, and re-building and reducing geometry. Models will also be created using a 3D scripting language. This course adds valuable modeling skills to the student’s basic skill set. May be taken 2 times for credit. Prerequisite: MUL-137 (with a grade of C or better). Transfers to CSU only

MUL-299  
1-3 units  
Special Projects: Multimedia  
IS 16-54  
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Multimedia classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only
Music

MUS-081 3 units
Popular Music Theory: Songwriting
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 3 units
Introduction and Appreciation of Music
LEC 48-54
This course provides students with a survey of European music styles concentrating on Baroque, Classical, Romantic, and Modern music. The purpose of the course is to develop an understanding of various styles, to develop an understanding of the elements of music; its history, and aesthetics. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

MUS-100H 3 units
Honors Introduction and Appreciation of Music
LEC 48-54
This course provides students with a survey of European music styles concentrating on Baroque, Classical, Romantic, and Modern music. The purpose of the course is to develop an understanding of various styles, to develop an understanding of the elements of music; its history, and aesthetics. **Prerequisite:** Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

MUS-101 3 units
Music Fundamentals
LEC 48-54
This introductory course is designed for students who have no formal background in music. 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: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1

MUS-102 3 units
History and Appreciation of Music
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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A, 3B--CSU Area(s): C1

MUS-103 3 units
Music Theory I: Diatonic Harmony (formerly Beginning Music Theory)
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: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1

MUS-104 3 units
Music Theory II: 18th and 19th Century Harmony (formerly Intermediate Music Theory)
LEC 48-54
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. **Prerequisite:** MUS-103 (with a grade of C or better). **Recommended Preparation:** Concurrent enrollment in MUS-176. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1

MUS-106 3 units
History of Rock and Roll
LEC 48-54
This course is designed to assist students in developing historical understanding, appreciation, and respect for rock and roll and related derivative musical styles. The course focuses upon the evolutionary development of rock from the 1950s to today. The genre's innovators will be discussed and analyzed. Moreover, students will be introduced to and gain an understanding of basic musical concepts through the rich history of this American born music. **Prerequisite:** None. AA/AS General Education: AA/AS A or AA/AS F--Transfers to CSU only

MUS-107 3 units
Introduction and Appreciation of American Music
LEC 48-54
This course is a survey of American styles including jazz, popular music, and art music. The purpose of the course is to develop knowledge of music history, an understanding of elements of music, and an aesthetic appreciation of various styles. **Prerequisite:** None. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

MUS-108 3 units
History of Jazz and Blues
LEC 48-54
This course 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. **Prerequisite:** None. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

MUS-109 3 units
World Music
LEC 48-54
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. **Prerequisite:** None. AA/AS General Education: AA/AS C or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

MUS-110 3 units
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...
MUS-111
Beginning Piano
1 unit
LEC 48-54
This course offers individual instruction to students who have no previous training. May be taken 3 times for credit. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(a); C1

MUS-112
Intermediate Piano
1 unit
LEC 48-54
This course is a continuation of beginning piano. May be taken 3 times for credit. Prerequisite: Two units of MUS-111 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(a); C1

MUS-113
Children’s Music
3 units
LEC 48-54
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. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(a); C1

MUS-114
Jazz Improvisation
2 units
LEC 24-27/LAB 24-27
This course is designed to teach improvisational techniques. Included in the course will be chords, scales and jazz literature. May be taken 3 times for credit. Prerequisite: Ability to play an instrument and read music. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(a); C1

MUS-115
Beginning Voice Class - Breath/Tone
2 units
LEC 24-27/LAB 24-27
Beginning Voice Class provides the student with an understanding of the process of singing and develops the student's personal singing abilities. This course focuses on breathing and support, tone production and resonance. Students learn about the physiology of good singing and learn to sing in a large group and small group environments. Solo performance is available to those interested. This is one course of a two-semester package. The two courses may be taken in any order. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU

MUS-116
Beginning Voice Class - Diction and Expression
2 units
LEC 24-27/LAB 24-27
This Beginning Voice Class provides the student with an understanding of the process of singing and develops the student's personal singing abilities. This section focuses on diction, style and expression. However, all the elements of good singing are included. Students learn about the physiology of good singing and learn singing in large group and small group environments. Solo performance is available to those interested. This is one course of a two-semester package. The two courses may be taken in any order. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU

MUS-118
Applied Music I: Instrumental
1 unit
LAB 48-54
This course provides individual or group instruction on musical instruments. Some techniques taught will be notation, style and performance practices. May be taken 4 times for credit. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(a); C1

MUS-121
Sight Singing and Ear Training
2 units
LEC 32-36
This course presents sight singing and ear training fundamentals. Included in the course are reading notation at sight, intervals and dictation. May be taken 4 times for credit. Prerequisite: MUS-101 (with a grade of C or better) or ability to read music. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(a); C1

MUS-125
Guitar I
1 unit
LAB 48-54
For those who have never played before. A concise survey of songs, useful techniques, varied styles and basic theory. Strumming and picking patterns to accompany voice are taught. The student must provide a classical or folk guitar for his or her own use. May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: Concurrent enrollment in MUS-101. AA/AS General Education: AA/AS C--Transfers to CSU only

MUS-127
Guitar II
1 unit
LAB 48-54
This course presents a continuation of skills learned in Music 125. May be taken 2 times for credit. Prerequisite: MUS-125 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to both UC/CSU

MUS-140
Beginning Studio Recording
3 units
LEC 48-54
This course offers instruction in the basic concepts of multi-track recording. Instruction includes an examination of basic acoustics, microphones, mixers, monitors, signal processors, and recording techniques. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to CSU only--CSU Area(a); C1

MUS-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. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to CSU only--CSU Area(a); C1

MUS-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. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to CSU only
### Course Descriptions

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<tr>
<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MUS-143</td>
<td>3 units</td>
<td>Advanced Studio Recording II</td>
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<td>LEC 48-54</td>
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Advanced studio recording offers students experience in digital editing using computers and software. This class includes digital recording techniques. *Cross-listed as AUD-143. May be taken 2 times for credit. **Prerequisite:** MUS/AUD-141 (with a grade of C or better). AA/AS General Education: AA/AS C—Transfers to CSU only

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<tbody>
<tr>
<td>MUS-145</td>
<td>3 units</td>
<td>Midi &amp; Computer Recording</td>
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<td>LEC 48-54</td>
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This course offers instruction in music software and basic audio concepts. The primary focus is on recording, mixing, and editing. *Cross-listed as AUD-145. May be taken 2 times for credit. **Prerequisite:** None. AA/AS General Education: AA/AS C—Transfers to CSU only

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<tr>
<td>MUS-146</td>
<td>3 units</td>
<td>Recording Music and Live Sound</td>
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<td>LEC 48-54</td>
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Recording Music and Live Sound offers instruction in mixing techniques for acoustic and electronic musical instruments. Students will also receive instruction in mixing music and the use of public address systems and their components. *Cross-listed as AUD-146. May be taken 3 times for credit. **Prerequisite:** MUS/AUD-141 (with a grade of C or better). AA/AS General Education: AA/AS C—Transfers to CSU only

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<tr>
<td>MUS-147</td>
<td>3 units</td>
<td>The Music &amp; Audio Business</td>
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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 RADM-147. **Prerequisite:** None. Transfers to CSU only

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<tbody>
<tr>
<td>MUS-148</td>
<td>3 units</td>
<td>Radio Production</td>
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<td>LEC 48-54</td>
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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

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<tr>
<td>MUS-150</td>
<td>1 unit</td>
<td>Intermediate Voice Class</td>
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<td>LAB 48-54</td>
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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: AA/AS C—Transfers to both UC/CSU

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<tr>
<td>MUS-151</td>
<td>1 unit</td>
<td>Applied Music: Voice</td>
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<td>LAB 48-54</td>
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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: AA/AS C—Transfers to both UC/CSU—CSU Area(s): C1

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<tr>
<td>MUS-175</td>
<td>2 units</td>
<td>Musicianship I</td>
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<td>LEC 24-27/LAB 24-27</td>
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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

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<tr>
<td>MUS-176</td>
<td>2 units</td>
<td>Musicianship II</td>
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<td>LEC 24-27/LAB 24-27</td>
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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

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<tr>
<td>MUS-201</td>
<td>1 unit</td>
<td>Orchestra</td>
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<td>LAB 48-54</td>
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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: AA/AS C—Transfers to both UC/CSU

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<tr>
<td>MUS-203</td>
<td>1 unit</td>
<td>Concert Band</td>
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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: AA/AS C—Transfers to both UC/CSU

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<tr>
<td>MUS-204</td>
<td>1-3 units</td>
<td>Musical Theater Workshop</td>
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<td>LAB 48-162</td>
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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: AA/AS C—Transfers to both UC/CSU

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<tr>
<td>MUS-205</td>
<td>1 unit</td>
<td>College Singers</td>
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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:** By audition. AA/AS General Education: AA/AS C—Transfers to both UC/CSU

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<tr>
<td>MUS-206</td>
<td>1 unit</td>
<td>Chamber Choir</td>
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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
Course Descriptions

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: AA/AS C—Transfers to both UC/CSU

**MUS-207**

3 units

Techniques of Musical Theater   LEC 48-54
This course will introduce performance techniques in musical theater. While emphasizing the musical aspects, will also cover dramatic and movement techniques. May be taken 4 times for credit. **Prerequisite:** By audition. AA/AS General Education: AA/AS C—Transfers to both UC/CSU

**MUS-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 THA-209* May be taken 4 times for credit. **Prerequisite:** By audition and/or interview. AA/AS General Education: AA/AS C—Transfers to both UC/CSU

**MUS-210**

1 unit

Jazz Ensemble I (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:** Enrollment is by audition and/or interview only. AA/AS General Education: AA/AS C—Transfers to both UC/CSU

**MUS-211**

1 unit

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 these 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:** Enrollment is by audition and/or interview only. AA/AS General Education: AA/AS C—Transfers to both UC/CSU

**MUS-253**

3 units

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. **Prerequisite:** MUS-104 (with a grade of C or better). **Recommended Preparation:** Previous or current enrollment in advanced musicianship course. AA/AS General Education: AA/AS C—Transfers to both UC/CSU—CSU Area(s): C1

**MUS-299**

1-3 units

**Special Projects: Music**   IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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

**Nursing**

**NURS-084A**

.5-2 units

Nursing Skills Lab - Certified Nursing Assistant   LAB 24-108
This course provides the opportunity for students enrolled in skill-based certified nursing program to practice and master skills necessary for safe patient care. Materials used include practice medical supplies and equipment, models and manikins, multimedia, computer-based instruction and clinical supervision. 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**

.5-2 units

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**

.5-2 units

Nursing Skills Lab - Registered Nurse   LAB 24-108
This course provides the opportunity for students enrolled in the skill-based Registered Nursing courses to practice and master skills necessary for safe patient care. Materials used include practice medical supplies 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**

7.5 units

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:** NURS-084A; Admission to the class is pending successful completion of Department of Justice fingerprint clearance, current level C CPR card, proof of negative TB skin test and a physician certificate of adequate physical health for enrollment. Not transferable

**NURS-086**

2 units

Home Health Aide   LEC 32-36
This course including theory and clinical practice which prepares the Certified Nurse Assistant for the expanded role of Certified Home Health Aide. Home Health Aides work in a variety of health care settings, but are found predominantly in the field of home care. The general topics of study include medical and social needs of clients, personal care services, nutrition, and cleaning and care tasks in home settings. Clinical sites vary each semester. **Prerequisite:** Must be a Certified Nurse Assistant (required by Title XXII, Department of

Mt. San Jacinto College 2008-2009 Catalog
### NURS-087  3 units
**CNA to Acute Care Nursing Aide**  
LEC 24-27/LAB 72-81  
This course provides training in fundamental nursing skills and theory. The course is designed for the certified nurse assistant who desires to supplement training with emphasis in acute care. May be taken 4 times for credit. **Prerequisite:** CNA Certification. Not transferable

### NURS-090  1 unit
**CNA Review and Assessment**  
LEC 16-18  
This course prepares the CNA for the written and laboratory assessment. Offered as credit/no-credit only. **Prerequisite:** Must be a CNA accepted to the VN program. Not transferable

### NURS-100  3 units
**Introduction to Anatomy and Physiology**  
LEC 48-54  
This course provides a basic overview of the structure and function of the body for allied health students or those who desire a basic understanding of the human body. The content includes the anatomy and physiology as systems approach and includes selected homeostatic mechanisms and pathologies where appropriate. **Prerequisite:** None. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5B--CSU Area(s): B2

### NURS-170  7 units
**Part-Time Vocational Nursing I**  
LEC 64-72/LAB 144-162  
The first course of the four semester, part-time VN program. It introduces nursing concepts and rationale for nursing skills. Correlated clinical experience focuses on intermediate skills and provides introductory information on total patient care. **Prerequisite:** NURS-182, NURS-100, and ENGL-098 (with a grade of C or better). **Corequisite:** NURS-084B and NURS-183. Transfers to CSU only

### NURS-171  9 units
**Part-Time Vocational Nursing II**  
LEC 80-90/LAB 192-216  
The second course of the part-time VN program. There is an emphasis on the physiological and nursing needs of adult patients experiencing problems with the integumentary musculoskeletal, endocrine, skin, cardiovascular and neurosensory problems. **Prerequisite:** AH-070, NURS-90, NURS-100, NURS-170, NURS-182, and NURS-183 (with a grade of C or better). **Corequisite:** NURS-084B, NURS-192 and NURS-193. Transfers to CSU only

### NURS-172  10.5 units
**Part-Time Vocational Nursing III**  
LEC 96-108/LAB 216-243  
The third course of the part-time VN program. There is an emphasis on the physiological and nursing concerns of adult client’s needs relating to respiratory, gastrointestinal, and fluid and electrolyte and urinary problems. Age specific pediatric problems are covered. **Prerequisite:** AH-070, NURS-090, NURS-100, NURS-170, NURS-171, NURS-182, NURS-183, NURS-192, NURS-193 (with a grade of C or better). **Corequisite:** NURS-084B. Transfers to CSU only

### NURS-173  10 units
**Part-Time Vocational Nursing IV**  
LEC 80-90/LAB 240-270  
The last course of the part-time VN program. Students study all phases of the child bearing family in addition to physiological and nursing concerns of adult client’s needs relating to reproductive problems. Leadership and professional responsibilities are emphasized. **Prerequisite:** Completion of all previous part-time LVN courses. **Corequisite:** NURS-084B. Transfers to CSU only

### NURS-180  10 units
**Vocational Nursing I**  
LEC 80-90/LAB 240-270  
This is the foundation course of the VN program which introduces basic nursing concepts and rationale for nursing skills and interpersonal communication. Special emphasis is in nursing, nutrition, gerontology, chronic and terminal illness. Correlated laboratory experience focused on basic and intermediate procedural skills and introduction to total patient care. **Prerequisite:** AH-070, NURS-100, NURS-182, ENGL-098 (with a grade of C or better). **Corequisites:** NURS-084B and NURS-183 or prior enrollment within two years of registration. Transfers to CSU only

### NURS-182  1 unit
**Dosage Calculations for Allied Health**  
LEC 16-18  
This course is for students in Allied Health who will administer medications. Calculations are taught using one simple formula, desired over have (D/H). **Prerequisite:** None. Transfers to CSU only

### NURS-183  2 units
**Understanding Human Behavior for Allied Health**  
LEC 32-36  
This is a course to introduce the basic principles of human behavior and relate these principles to the interaction process of health care providers and their clients. **Prerequisite:** Admission to the VN program. Transfers to CSU only

### NURS-190  16 units
**Vocational Nursing II**  
LEC 144-162/LAB 336-378  
Emphasizing the physiological understanding and nursing concerns of adult client’s needs relating to pre and post op, musculoskeletal, endocrine, cardiovascular, respiratory, neurosensory and gastrointestinal problems. Correlated clinical laboratory experiences involve application of the nursing process. **Prerequisite:** AH-070, NURS-100, NURS-180, NURS-182, NURS-183. **Corequisite:** NURS-084B, NURS-192, 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. Transfers to CSU only

### NURS-192  2 units
**Introduction to Pharmacology for Allied Health**  
LEC 32-36  
This course is designed for any student who will be administering medications or caring for clients receiving medications. It introduces the student to the basic drug classifications and their nursing implications. **Prerequisite:** Admission to the VN or RN program. Transfers to CSU only

### NURS-193  2 units
**Understanding Human Development for Allied Health**  
LEC 32-36  
This course gives an overview of human development, focusing on the psycho-social influences as well as maturation. Inter-related health issues of each stage of life will be integrated. **Prerequisite:** Admission to the VN program. Transfers to CSU only

### NURS-194  3.5 units
**Pharmacology & Dosage Calculations for Nurses**  
LEC 56-63  
This course provides nursing students with a methodical approach for calculating medication dosages, selecting and administering drugs, and monitoring the patient’s response to drug therapy. Content includes general principles of pharmacology, legal, ethical, and safety aspects of medication administration, and drug calculations. Transfers to CSU only

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Mt. San Jacinto College 2008-2009 Catalog  237
Course Descriptions

This course covers the application of the nursing process to the care of children, from birth to eighteen, who are experiencing alterations in their health states. The role of the nurse in utilizing knowledge of the nursing role, communication, safety, pharmacology, growth and development, socio-cultural diversity and nutrition to promote, maintain and restore optimum wellness for the client is addressed. **Prerequisite:** NURS-210, BIOL-125, and NURS-182 (with a grade of C or better). **Corequisite:** NURS-084C. Transfers to CSU only

**NURS-222**

**3.5 units**

**Nursing Care of Children & Families**

LEC 32-36/LAB 72-81

This course covers the application of the nursing process to the care of children and their families. Emphasis in on the concepts and skills related to age-appropriate family centered care. **Prerequisite:** Admission requirements to the RN program. **Corequisite:** NURS-084C. Transfers to CSU only

**NURS-224**

**5 units**

**Beginning Medical-Surgical Nursing II**

LEC 40-45/LAB 120-135

Medical Surgical Nursing II develops the first year nursing student's knowledge and skills as they relate to the adult non-critical moderately complex medical-surgical patient. Through utilization of the nursing process, the student will recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Psychomotor skills associated with moderately complex needs, medication administration and intravenous therapy will be studied and practiced. The impact of multiple nursing diagnoses on patient outcomes will be introduced. **Prerequisite:** NURS-214 (with a grade of C or better). **Corequisite:** NURS-084C. Transfers to CSU only

**NURS-226**

**3.5 units**

**Nursing of Childbearing & Families**

LEC 32-36/LAB 72-81

This course develops the first year nursing student’s knowledge and skills necessary to provide safe, effective, culturally sensitive physiological and psychosocial care using the nursing process and family centered approach for childbearing clients and their families. Clinical experiences emphasizes refinement of critical thinking, decision making, psychomotor skills and management of care for evidence based practice in the roles of professional nursing. **Prerequisite:** Admission requirements to the RN program. **Corequisite:** NURS-084C. Transfers to CSU only

**NURS-230**

**5 units**

**Intermediate Medical - Surgical Nursing**

LEC 40-45/LAB 120-135

This course applies the nursing process to the care of clients experiencing alterations in the respiratory, cardiac, gastrointestinal, musculoskeletal, immunological and hematological systems. The role of the nurse in applying knowledge of the nursing role, communication, safety, pharmacology, growth and development, socio-cultural diversity and nutrition to promote, maintain and restore optimum wellness for the client is addressed. **Prerequisite:** NURS-220 and NURS-221 (with a grade of C or better). **Corequisite:** NURS-084C. Transfers to CSU only

**NURS-231**

**5 units**

**Mental Health Nursing**

LEC 40-45/LAB 120-135

This course applies the nursing process to the care of clients experiencing alterations in their mental health states. The role of the nurse in applying knowledge of the nursing role, communication, safety, pharmacology, growth and development, socio-cultural diversity and nutrition to promote, maintain and restore optimum wellness for the client is addressed. **Prerequisite:** NURS-220, NURS-221, and PSYC-101 (with a grade of C or better). **Corequisite:** NURS-084C. Transfers to CSU only
Course Descriptions

NURS-232 3 units
Role Transition
LEC 32-36/LAB 48-54
This course focuses on the theory and application of concepts of physical assessment, the nursing process, critical thinking, relationship of homeostatic mechanisms to fluids and electrolytes and nursing competencies in the professional roles of clinician, teacher, leader and advocate. This course will serve as a bridge for the LVN to the role of Associate Degree Nursing Student and for the advanced placement student transitioning from other Associate Degree Programs. Prerequisite: Admission criteria to the Associate Degree Nursing program. Transfers to CSU only

NURS-234 5 units
Intermediate Medical-Surgical Nursing III
LEC 40-45/LAB 120-135
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. Transfers to CSU only

NURS-236 3 units
Mental Health Nursing
LEC 24-27/LAB 72-81
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

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 individuals response to teaching and learning. The student will also explore interventions to increase the older adults 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 clinical decision making, psychomotor skills and management of patient care in professional nursing practice. Prerequisite: NURS-234 (with a grade of C or better). Corequisite: NURS-084C. Transfers to CSU only

NURS-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

Nutrition

NUTR-100 3 units
Family Nutrition
LEC 48-54
This course covers basic principles of nutrition for the non-professional student. It includes the study of the essential nutrients, meal planning and preparation, dietary considerations for pregnancy, the aged, weight control and heart disease, methods of food preservation and sanitation, plus food additives and consumer protection laws. Prerequisite: None. AA/AS General Education: AA/AS B2 or AA/AS E--Transfers to both UC/CSU--CSU Area(s): E1

NUTR-101 3 units
Nutrition and Foods
LEC 48-54
This course examines the science of nutrition 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. AA/AS General Education: AA/AS A or AA/AS E--Transfers to CSU 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
Course Descriptions

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. Not transferable.

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.

PHIL-101H 3 units
Honors Introduction to Philosophy I  LEC 48-54
This course is a general introduction to some of the central problems of philosophy. Students will study classical, medieval, modern and contemporary philosophers as a basis for the discussion of epistemology, metaphysics, logic, ethics and aesthetics. The ability to think reflectively and critically will be emphasized. Prerequisite: Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

PHIL-103 3 units
Logic  LEC 48-54
This course emphasizes the study of formal deductive logic with minor treatment of inductive and informal logic. Students will study Aristotelian Logic, Modern Deductive Logic and Quantification. The focus will be on the analysis and critique of valid and invalid argument forms, soundness, rules of inference, logical puzzles, diagramming arguments and Venn diagrams. The course will stress the critical analysis of arguments and critical reasoning skills. Prerequisite: None.

PHIL-103H 3 units
Honors Logic  LEC 48-54
This course emphasizes the study of formal deductive logic with minor treatment of inductive and informal logic. Students will study Aristotelian Logic, Modern Deductive Logic and Quantification. The focus will be on the analysis and critique of valid and invalid argument forms, soundness, rules of inference, logical puzzles, diagramming arguments and Venn diagrams. The course will stress the critical analysis of arguments and critical reasoning skills. Prerequisite: Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS C or AA/AS D2--Transfers to both UC/CSU--CSU Area(s): A3

PHIL-104 3 units
World Religions  LEC 48-54
This course is an introduction to the main religions of the world: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam. This course is also an objective study of the essential beliefs and practices of these religions. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

PHIL-105 3 units
Introduction to Ethics  LEC 48-54
This course introduces the students to basic ethical writings from the ancients to the present. Studies include free will and determinism, good and evil, the concepts of right and wrong, whether morality is relative to different cultures, the limits of moral obligations to others, contemporary moral issues such as famine and the distribution of wealth and the application of moral values to our everyday life. Some of the philosophers studied are Plato, Immanuel Kant, David Hume, Friedrich Nietzsche, Jean Paul Sartre, Peter Singer, and James Rachels. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

PHIL-105H 3 units
Honors Introduction to Ethics  LEC 48-54
This course introduces the students to basic ethical writings from the ancients to the present. Studies include free will and determinism, good and evil, the concepts of right and wrong, whether morality is relative to different cultures, the limits of moral obligations to others, contemporary moral issues such as famine and the distribution of wealth and the application of moral values to our everyday life. Some of the philosophers studied are Plato, Immanuel Kant, David Hume, Friedrich Nietzsche, Jean Paul Sartre, Peter Singer, and James Rachels. Prerequisite: None. Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

PHIL-108 3 units
Contemporary Religions in the United States of America  LEC 48-54
A study of religious beliefs and practices in United States of America with special reference to proliferation of Protestant, Catholic, Jewish and Eastern religions of European and Asian origins. Insights of religious and philosophic undertones of the American society will be highlighted in this course. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): A3

PHIL-109 3 units
Ancient and Medieval Philosophy  LEC 48-54
Critical study of the origin and development of major philosophical views from the period of the ancient Greeks and Romans and continuing through the Middle Ages, with special emphasis on Socrates, Plato, Aristotle, St. Augustine, Boethius and St. Thomas. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

PHIL-110 3 units
Renaissance and Modern Philosophy  LEC 48-54
Critical study of the philosophic systems and ideas from the renaissance through the modern period which have had a dominant impact on Western civilization, with special emphasis on Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume and Kant. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2
Course Descriptions

PHIL-111 3 units
Contemporary Philosophy  LEC 48-54
Critical study of the major philosophical movements of the late 19th, 20th and early 21st centuries, including existentialism and continental philosophy, linguistic analysis, hermeneutics, positivism, and pragmatism. Contemporary issues in philosophy of mind, epistemology, and political and social philosophy are also studied. Some philosophers that may be studied include Soren Kierkegaard, Friedrich Nietzsche, Jean-Paul Sartre, Ludwig Wittgenstein, Jurgen Habermas, Daniel Dennett, John Hospers, James Rachels, Peter Singer, Ayn Rand, and John Rawls. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

PHIL-111H 3 units
Honors Contemporary Philosophy  LEC 48-54
This course offers critical study of the major philosophical movements of the late 19th and 20th centuries, including existentialism, linguistic analysis, conceptual analysis, logical analysis and realism. Special emphasis will be paid to the philosophies of Soren Kierkegaard, Friedrich Nietzsche, Jean-Paul Sartre, Albert Camus, G.E. Moore, Bertrand Russell, Kurt Baier, Gilbert Ryle and Ludwig Wittgenstein. Prerequisite: Acceptance into the Honors Enrichment Program. Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

PHIL-112 4 units
Critical Thinking and Composition (formerly 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: ENGL-101 (with a grade of C or better). AA/AS General Education: AA/AS C or AA/AS D2--Transfers to both UC/CSU--IGETC Area(s): 1B--CSU Area(s): A3

PHIL-112H 4 units
Honors Critical Thinking and Composition  LEC 64-72
This course focuses on studying the structure of argument, the detection of common argument fallacies, the creation of cogent, valid argument, and the acquisition of skills needed to translate clearly constructed arguments into argumentative essays. Students will study inductive and deductive logic, valid and invalid argument forms, the difference between fact, judgment and belief, and the importance definition plays in constructing strong arguments. Prerequisite: Acceptance in the Honors Enrichment Program; ENGL-101 (with a grade of C or better). AA/AS General Education: AA/AS C or AA/AS D2--Transfers to both UC/CSU--IGETC Area(s): 1B--CSU Area(s): A3

PHIL-299 1-3 units
Special Projects: Philosophy  IS 16-54
Students with previous work course in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Philosophy classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

Photography

PHOT-090 1 unit
Digital Imaging Studio Laboratory  LAB 48-54
This lab makes the Digital Light Room and Digital imaging studio available to the intermediate and advanced digital photography students. Students enroll in MUL-90 to be eligible to reserve the Digital Studio for production project work assigned throughout the program. *Cross-listed as MUL-090. May be taken 4 times for credit. Prerequisite: MUL-124/PHOT-125 (with a grade of C or better). Corequisite: MUL-224 or MUL-225. Not transferable

PHOT-118 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 ART-128. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU

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 ART-125. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: MUL-110. Transfers to both UC/CSU

PHOT-130 3 units
History of Still Photography  LEC 48-54
The History of Still Photography offers a comprehensive exploration of the historical progression of fixing a still image, that is to say writing with light. This course starts in ancient times with naturally occurring images, and moves through advances in optics and chemical processes. It then moves through the prolific period of traditional Black and White photography and then covers the birth and advancements of the digital light sensor and its possibilities for the future. Prerequisite: None. Transfers to CSU only

PHOT-149 1-4 units
Occupational Internship: Photography  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
**Course Descriptions**

**PHOT-224**  
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). AA/AS General Education: AA/AS C--Transfers to CSU only

**PHOT-225**  
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). Transfers to CSU only

**PHOT-299**  
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**  
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: AA/AS E--Not transferable

**PE-100**  
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: AA/AS E--Transfers to both UC/CSU

**PE-102**  
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: AA/AS E--Transfers to both UC/CSU

**PE-103**  
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: AA/AS E--Transfers to both UC/CSU

**PE-104**  
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: AA/AS E--Transfers to both UC/CSU

**PE-106**  
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: AA/AS E--Transfers to both UC/CSU

**PE-107**  
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: AA/AS E--Transfers to both UC/CSU

**PE-108**  
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: AA/AS E--Transfers to both UC/CSU

**PE-109**  
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: AA/AS E--Transfers to both UC/CSU

**PE-110**  
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: AA/AS E--Transfers to both UC/CSU

**Mt. San Jacinto College 2008-2009 Catalog**

242
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE-111</td>
<td>2</td>
<td>Introduction and Techniques of Golf</td>
<td>LEC 16-18/LAB 48-54</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching golf. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
<td></td>
</tr>
<tr>
<td>PE-112</td>
<td>1</td>
<td>Body Conditioning</td>
<td>LAB 48-54</td>
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<tr>
<td></td>
<td></td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
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<tr>
<td>PE-112H</td>
<td>1</td>
<td>Honors Body Conditioning</td>
<td>LAB 48-54</td>
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<tr>
<td></td>
<td></td>
<td>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. <strong>Prerequisite:</strong> Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS E--Transfers to CSU only</td>
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<tr>
<td>PE-113</td>
<td>1</td>
<td>Introduction to Jogging</td>
<td>LAB 48-54</td>
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<tr>
<td></td>
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<td>This course is designed to teach students the correct way to jog and experience the fitness activity of jogging. Included in this course is information on equipment, proper techniques of jogging, guidelines of jogging and how to develop a sound, personal jogging program. May be taken 3 times for credit. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
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</tr>
<tr>
<td>PE-114</td>
<td>1</td>
<td>Weight Training</td>
<td>LAB 48-54</td>
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<tr>
<td></td>
<td></td>
<td>This course is designed to teach the individual benefits of various strength training routines. Special attention will be placed upon personal training program design and training specificity. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
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<tr>
<td>PE-115</td>
<td>3</td>
<td>First Aid and CPR (formerly First Aid)</td>
<td>LEC 48-54</td>
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<tr>
<td></td>
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<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
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<tr>
<td>PE-116</td>
<td>2</td>
<td>Introduction to Athletic Techniques: Softball</td>
<td>LEC 16-18/LAB 48-54</td>
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<tr>
<td></td>
<td></td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
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<tr>
<td>PE-119</td>
<td>1</td>
<td>Exercise Walking</td>
<td>LAB 48-54</td>
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<tr>
<td></td>
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<td>This course will provide students the opportunity to participate using the number one exercise in the United States - Exercise walking. This course will produce injury-free aerobic capacities and/or cross-training results not attainable by running. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
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<tr>
<td>PE-120</td>
<td>1</td>
<td>Beginning Yoga</td>
<td>LAB 48-54</td>
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<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
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<tr>
<td>PE-121</td>
<td>3</td>
<td>Techniques of Coaching</td>
<td>LEC 32-36/LAB 48-54</td>
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<tr>
<td></td>
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<td>This course covers coaching techniques with emphasis on drill progression or teaching procedures. Students will have the opportunity to participate in the development of a grading plan and supervise students in classes. May be taken 2 times for credit. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
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<tr>
<td>PE-122</td>
<td>2</td>
<td>Introduction to Football</td>
<td>LEC 16-18/LAB 48-54</td>
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<tr>
<td></td>
<td></td>
<td>This course provides instruction in the skills, techniques, strategy, etiquette, and rules of football. This course is designed to be interesting, to improve physical fitness, and to teach carryover skills. Course includes beginning levels. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
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</tr>
<tr>
<td>PE-123</td>
<td>2</td>
<td>Football II</td>
<td>LEC 16-18/LAB 48-54</td>
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<tr>
<td></td>
<td></td>
<td>This course provides instruction in the skills, techniques, strategy, etiquette, and rules football. This course is designed to be interesting, to improve physical fitness, and to teach carryover skills. Course includes beginning levels. <strong>Prerequisite:</strong> PE-122 (with a grade of C or better). AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
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</tr>
<tr>
<td>PE-124</td>
<td>2</td>
<td>Football III</td>
<td>LEC 16-18/LAB 48-54</td>
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<tr>
<td></td>
<td></td>
<td>This course offers instruction in the skills, techniques, strategy, etiquette and rules of football. Course designed to be interesting, to improve fitness and to teach carryover skills. <strong>Prerequisite:</strong> PE-123 (with a grade of C or better). AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
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</tr>
<tr>
<td>PE-132</td>
<td>1</td>
<td>Individual and Group Sports: Tennis</td>
<td>LAB 48-54</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A co-educational introduction to the rules and techniques of tennis, taught in the context of an activity class. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU</td>
<td></td>
</tr>
<tr>
<td>PE-133</td>
<td>1</td>
<td>Individual and Group Sports: Basketball</td>
<td>LAB 48-54</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A co-educational introduction to the rules and techniques of basketball, taught in the context of an activity class. May be taken 4 times for credit. <strong>Prerequisite:</strong> None. Transfers to both UC/CSU</td>
<td></td>
</tr>
</tbody>
</table>
Course Descriptions

PE-134  
Individual and Group Sports: Volleyball  
LAB 48-54  
1 unit  
A co-educational introduction to the rules and techniques of volleyball, taught in the context of an activity class. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU

PE-135  
Intramural Volleyball  
LAB 48-54  
1 unit  
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: AA/AS E--Transfers to both UC/CSU

PE-136  
Individual and Group Sports: Golf  
LAB 48-54  
1 unit  
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: AA/AS E--Transfers to both UC/CSU

PE-137  
Individual and Group Sports: Soccer  
LAB 48-54  
1 unit  
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: AA/AS E--Transfers to both UC/CSU

PE-138  
Intercollegiate Sports: Soccer (Men)  
LAB 96-108  
2 units  
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: AA/AS E--Transfers to both UC/CSU

PE-139  
Intercollegiate Sports: Soccer (Women)  
LAB 96-108  
2 units  
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: AA/AS E--Transfers to both UC/CSU

PE-140  
Intercollegiate Sports: Football (Men)  
LAB 144-162  
3 units  
This advanced course is for students who have had significant training in football and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition. Students will participate in college sponsored athletic competitions throughout this course. May be taken 3 times for credit. Prerequisite: None. AA/AS General Education: AA/AS E--Transfers to both UC/CSU

PE-141  
Intercollegiate Sports: Basketball (Men)  
LAB 144-162  
3 units  
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: AA/AS E--Transfers to both UC/CSU

PE-142  
Intercollegiate Sports: Volleyball (Women)  
LAB 96-108  
2 units  
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: AA/AS E--Transfers to both UC/CSU

PE-143  
Intercollegiate Sports: Basketball (Women)  
LAB 144-162  
3 units  
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: AA/AS E--Transfers to both UC/CSU

PE-144  
Intercollegiate Sports: Baseball (Men)  
LAB 144-162  
3 units  
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: AA/AS E--Transfers to both UC/CSU

PE-145  
Intercollegiate Sports: Tennis (Men)  
LAB 144-162  
3 units  
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: AA/AS E--Transfers to both UC/CSU

PE-146  
Intercollegiate Sports: Tennis (Women)  
LAB 144-162  
3 units  
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: AA/AS E--Transfers to both UC/CSU

PE-147  
Intercollegiate Sports: Golf  
LAB 96-108  
2 units  
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: AA/AS E--Transfers to both UC/CSU

Mt. San Jacinto College 2008-2009 Catalog
### Course Descriptions

#### PE-148 3 units
**Intercolligate Sports: Softball (Women)** LEC 144-162/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 rigorous 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: AA/AS E--Transfers to both UC/CSU

#### PE-150 2 units
**Intercolligate 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: AA/AS E--Transfers to both UC/CSU

#### PE-160 3 units
**Introduction to Physical Training I** LEC 16-18/LAB 96-108
A course designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in intensely vigorous physical activity. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. **Prerequisite:** None. AA/AS General Education: AA/AS E--Transfers to CSU only

#### PE-161 3 units
**Physical Training II** LEC 16-18/LAB 96-108
This course is designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in some vigorous physical activity such as, but not limited to, varsity athletics. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. **Prerequisite:** PE-160 (with a grade of C or better). AA/AS General Education: AA/AS E--Transfers to CSU only

#### PE-162 3 units
**Physical Training III** LEC 16-18/LAB 96-108
A course designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in intensely vigorous physical activity, such as, but not limited to, varsity athletics. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. **Prerequisite:** PE-161 (with a grade of C or better). AA/AS General Education: AA/AS E--Transfers to CSU only

#### PE-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

#### PE-182 1 unit
**Golf Academy Practicum** LEC 16-18/LAB 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

### Physics

#### PHY-100 3 units
**Conceptual Physics** LEC 48-54
This course provides a conceptual introduction to the basic physics of everyday life. Topics include mechanics, heat, electricity and magnetism, optics and sound, and other modern physics topics. The course is designed for liberal art majors and medical technicians. **Prerequisite:** None. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1

#### PHY-101 4 units
**Basic Physics: Energy and Motion** LEC 48-54/LAB 48-54
This course provides a non-calculus based introduction to the basic physics of motion and thermodynamics. It covers the general principles of mechanics, heat and fluid dynamics. The course is designed for pre-dental and pre-optometry students, as well as for students with a general interest in science. **Prerequisite:** MATH-105 (with a grade of C or better). AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3
Course Descriptions

PHY-102  
Basic Electricity and Modern Physics  
LEC 48-54/LAB 48-54  
This course is the study of the principles of electricity and magnetism, the properties of light, the theory of relativity and nuclear physics. It is designed for pre-dental and pre-optometry students, as well as for students with a general interest in science. **Prerequisite:** PHY-101 (with a grade of C or better). AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3

PHY-201  
Mechanics and Wave Motion  
LEC 48-54/LAB 48-54  
This course is a calculus based study of statics and dynamics of particles, solid bodies, along with fluid mechanics and wave motion. It is designed primarily for students who plan to major in physics, engineering, chemistry, mathematics or life sciences. It is also designed for pre-medical students. **Prerequisite:** MATH-211 (with a grade of C or better). AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3

PHY-202  
Electricity and Magnetism  
LEC 48-54/LAB 48-54  
Designed for engineering and physical sciences students. Covers topics in thermodynamics including temperature, heat, and the laws of thermodynamics; and the kinetic theory of gases. Also covers topics in electricity and magnetism including electric fields and potential; Gauss’ law; capacitance; magnetic fields; Ampere’s law; Faraday’s law and induction; electromagnetic oscillations; dc and ac current; and circuits. **Prerequisite:** PHY-201 (with a grade of C or better). Corequisite: MATH-212 or higher. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3

PHY-202H  
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:** PHY-201 (with a grade of C or better). Corequisite: MATH-212 or higher. AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3

PHY-203  
Optics and Modern Physics  
LEC 48-54/LAB 48-54  
This course is a calculus based study of optics, and modern physics. Subjects covered include Geometrical and Physical Optics, Special Relativity, Quantum Physics, Atomic Physics, Nuclear Physics and Particle Physics. **Prerequisite:** PHY-202 (with a grade of C or better). Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3

PHY-299  
Special Projects: Physics  
IS 16-54  
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. **Prerequisite:** Previous Physics classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only

**Political Science**

PS-101  
Introduction to American Government and Politics  
LEC 48-54  
An introduction to the politics, principles, theories and practices of the governments of the United States and California. It meets the state requirement in American political institutions. This course, in combination with any U. S. History course, will meet all state requirements in American history. **Prerequisite:** None. AA/AS General Education: AA/AS B1 or AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4H--CSU Area(s): D8

PS-101H  
Honors Introduction to American Government and Politics  
LEC 48-54  
An introduction to the politics, principles, theories and practices of the governments of the United States and California. It meets the state requirement in American political institutions. This course, in combination with any U. S. History course, will meet all state requirements in American history. **Prerequisite:** Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS B1 or AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4H--CSU Area(s): D8

PS-102  
Comparative Politics and Government  
LEC 48-54  
A comparative analysis of the politics and governmental institutions of democratic and non-democratic based political systems. The course will include an analysis of the crises and stages of political development; a discussion of the relationship of geography, history and economics to political development; an examination of the role of political socialization, political culture and political ideology in political development; a discussion of intra-national conflicts; and an examination of the problems of Third World nation building. **Prerequisite:** PS-101 (with a grade of C or better). AA/AS General Education: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4H--CSU Area(s): D8

PS-102H  
Honors Comparative Politics and Government  
LEC 48-54  
A comparative analysis of the politics and governmental institutions of democratic and non-democratic based political systems. The course will include an analysis of the crises and stages of political development; a discussion of the relationship of geography, history and economics to political development; an examination of the role of political socialization, political culture and political ideology in political development; a discussion of intra-national conflicts; and an examination of the problems of Third World nation building. **Prerequisite:** Acceptance in the Honors Enrichment Program; PS-101 (with a grade of C or better). Corequisite: PS-101 (with a grade of C or better). AA/AS General Education: AA/AS A--Transfers to both UC/CSU--IGETC Area(s): 5A--CSU Area(s): B1, B3

PS-103  
Ethnic Politics in America  
LEC 48-54  
This course is intended as a required core course for the Ethnic Studies major. It will examine the role of ethnic minorities in the political process and their relationship to and role in government. The course will include a discussion of the ethnic empowerment, major ethnic based political and community organizations, the philosophies of major ethnic group leaders, and current political issues and trends as they impact ethnic groups and their future. The ethnic groups to be reviewed will include Blacks, Latinos, Asians, and Native Americans. Their experience will be compared and contrasted to that of European
Course Descriptions

PSYC-101 3 units
Introduction to Psychology
LEC 48-54
This course is designed to introduce students to the core themes of 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: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1

PSYC-101H 3 units
Honors Introduction to Psychology
LEC 48-54
This course is designed to introduce students to the 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: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1

PSYC-102 3 units
Personal Growth
LEC 48-54
The major points of view in psychology will be presented as pathways toward personal growth. The course will explore psychological health and mental illness from different perspectives. Psychological principles that can be useful to the individual in achieving personal growth will be emphasized. Prerequisite: None. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1

PSYC-103 3 units
Human Development
LEC 48-54
This course is a life span course, which looks at the psychological, intellectual, physical and social development of individuals from conception to the end of the life journey. Contemporary developmental theories and research methods will be introduced. The focus of this course will be in presenting an ecological and a multicultural approach to human development. Parenting skills and personal development will be emphasized throughout the course. Prerequisite: None. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1

PSYC-103H 3 units
Honors Human Development
LEC 48-54
This is a life span course, which looks at the psychological, intellectual, physical and social development of individuals from conception to the end of the life journey. Contemporary developmental theories and research methods will be introduced. The focus of this course will be in presenting an ecological and a multicultural approach to human development. Parenting skills and personal development will be emphasized throughout the course. Prerequisite: Acceptance in the Honors Enrichment Program. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s): D9, E1
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Course Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC-104</td>
<td>3</td>
<td>Psychology of Gender</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 goal of this course is to promote the intellectual and personal development of students by broadening their understanding of the social aspects of gender identity. The course is designed to satisfy General Education requirements for the Associate Degree.</td>
<td>PSYC-101 (with a grade of C or better). AA/AS General Education: AA/AS B2 or AA/AS F</td>
</tr>
<tr>
<td>PSYC-104H</td>
<td>3</td>
<td>Honors Psychology of Gender</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 goal of this course is to promote the intellectual and personal development of students by broadening their understanding of the social aspects of gender identity. The course is designed to satisfy General Education requirements for the Associate Degree.</td>
<td>PSYC-101 (with a grade of C or better). AA/AS General Education: AA/AS B2 or AA/AS F</td>
</tr>
<tr>
<td>PSYC-105</td>
<td>3</td>
<td>Social Psychology</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. *Cross-listed as SOCI-105.</td>
<td>PSYC-101</td>
</tr>
<tr>
<td>PSYC-106</td>
<td>3</td>
<td>Psychology of Personality</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. *Cross-listed as ADS-102.</td>
<td>PSYC-101 or PSYC-102 (with a grade of C or better). AA/AS General Education: AA/AS B2</td>
</tr>
<tr>
<td>PSYC-107</td>
<td>3</td>
<td>Psychobiology</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. *Cross-listed as ADS-110 or PSYC-110 (with a grade of C or better). AA/AS General Education: AA/AS B2</td>
<td>PSYC-101 (with a grade of C or better). AA/AS General Education: AA/AS B2</td>
</tr>
<tr>
<td>PSYC-108</td>
<td>3</td>
<td>Abnormal Psychology</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.</td>
<td>None. AA/AS General Education: AA/AS B2-Transfers to both UC/CSU--IGETC Area(s): 4I--CSU Area(s):D9</td>
</tr>
<tr>
<td>PSYC-110</td>
<td>3</td>
<td>Introduction to Counseling</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. *Cross-listed as ADS-110.</td>
<td>PSYC-101 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>PSYC-112</td>
<td>3</td>
<td>Gender and Social Interaction</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. *Cross-listed as SOCI-112.</td>
<td>None. AA/AS General Education: AA/AS B2 or AA/AS F</td>
</tr>
<tr>
<td>PSYC-115</td>
<td>3</td>
<td>Individual, Family and Group Counseling</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. *Cross-listed as ADS-115.</td>
<td>ADS-110 or PSYC-110 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>PSYC-120</td>
<td>3</td>
<td>Personal and Professional Growth</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. *Cross-listed as ADS-110 or PSYC-110 (with a grade of C or better). Transfers to CSU only</td>
<td>None. AA/AS General Education: AA/AS B2</td>
</tr>
</tbody>
</table>
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. AA/AS General Education: AA/AS 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  

**Public Administration**  

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. Identifies theoretic 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. 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. 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.  
**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.  
**Prerequisite:** READ-063 (with a grade of C or better) or placement test eligibility.  
**Corequisite:** READ-044. Not transferable  

**Real Estate**  

RE-045  
**Introduction to Real Estate Economics**  
LEC 48-54  
3 units  
Basic material covered in RE-145 with less detailed and technical requirements. This course is for students wishing to prepare for Real Estate Economics wanting a better understanding of our real estate markets.  
**Prerequisite:** RE-140 or RE-141 (with a grade of C or better). Not transferable  

RE-140  
**Real Estate Principles**  
LEC 48-54  
3 units  
This course covers the basic laws and principles of California real estate. It provides the basic background and terminology necessary to understand contracts, agency, listings, real estate financing, deeds, liens, escrows and title insurance, land descriptions, real estate  

Mt. San Jacinto College 2008-2009 Catalog
Course Descriptions

mathematics, real estate licensing and state regulations. A required course for the California Real Estate Salesperson license. **Prerequisite:** None. Transfers to CSU only

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE-141</td>
<td>3</td>
<td>Real Estate Practice (LEC 48-54) 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. Transfers to CSU only</td>
</tr>
<tr>
<td>RE-143</td>
<td>3</td>
<td>Real Estate Finance (LEC 48-54) 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 RE-141 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>RE-144</td>
<td>3.5</td>
<td>Basic Appraisal Principles and Procedures (formerly) Real Estate Appraisal (LEC 56-63) This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. Emphasis is on residential real estate and covers basic real estate appraisal principles and procedures. It meets the license requirements for all levels of appraisal licensure and is required for the trainee, residential, certified residential, and certified general licenses. This course qualifies with the California Department of Real Estate as a statutory/pre-license course for the salesperson and broker education requirements. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>RE-145</td>
<td>3</td>
<td>Real Estate Economics (LEC 48-54) 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). Transfers to CSU only</td>
</tr>
<tr>
<td>RE-146</td>
<td>3</td>
<td>Real Estate Mortgage Broker (LEC 48-54) 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. Transfers to CSU only</td>
</tr>
<tr>
<td>RE-149</td>
<td>1-4</td>
<td>Occupational Internship: Real Estate (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. <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. Transfers to CSU only</td>
</tr>
<tr>
<td>RE-150</td>
<td>3</td>
<td>Escrow I (LEC 48-54) An applied study of use and operation of the escrow function in real estate transactions, including the study of preparation of escrow instructions and similar documents, computation of pro-rations of real property taxes, insurance premiums, interests and making closing statements, ordering and reviewing title insurance policies and preliminary title reports. <strong>Prerequisite:</strong> RE-140 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>RE-151</td>
<td>3</td>
<td>Escrow II (LEC 48-54) An advanced course in escrow procedures dealing with complex escrows of subdivisions, condominiums, bulk transfers, etc. <strong>Prerequisite:</strong> RE-150 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>RE-152</td>
<td>3</td>
<td>Escrow III (LEC 48-54) An advanced course in escrow procedures dealing with complex escrows of subdivisions, condominiums, bulk transfers, etc. <strong>Prerequisite:</strong> RE-150 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>RE-153</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> RE-140 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>RE-154</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
</tbody>
</table>
## Course Descriptions

**RE-156**  
**Residential Appraisal Report Writing**  
LEC 16-18  
This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. It emphasizes residential report writing and case studies and includes writing and reasoning skills, common writing problems, and appraisal form reports. This course meets the license requirements for all levels of appraisal licensure. It is required for the trainee, residential and certified residential license.  
**Prerequisite:** None. Transfers to CSU only

**RE-157**  
**Uniform Standards of Professional Appraisal Practice (USPAP)**  
LEC 16-18  
This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation for state licensing and certification. This course includes the national examination as required by the AQB. Completion of this course and successful completion of the three-hour national examination (the course final examination) are required by the California Office of Real Estate Appraisers (OREA) for initial trainee licensure.  
**Prerequisite:** None. Transfers to CSU only

**RE-158**  
**Appraisal Statistics, Modeling and Finance**  
LEC 16-18  
This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation for the Certified Residential & Certified General License. The California Office of Real Estate Appraisers (OREA) requires completion of this course for the Certified Residential and Certified General license.  
**Prerequisite:** None. Transfers to CSU only

**RE-159**  
**Advanced Residential Applications and Case Studies**  
LEC 16-18  
This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation for the Certified Residential License. The California Office of Real Estate Appraisers (OREA) requires completion of advanced residential applications and case studies for Certified Residential licensure.  
**Prerequisite:** None. Transfers to CSU only

**RE-299**  
**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

### Sociology

**SOCI-095**  
**Survey of Human Services**  
LEC 16-18  
This survey course provides the prospective student in Human Services an outline of the Human Services Certificate program, prospects for employment upon completion of the program, state of California legal requirements and restrictions, and what is expected of students entering this program. This course must be taken prior to entering the Human Services studies program at Mt. San Jacinto College. Offered as credit/no-credit only.  
**Prerequisite:** None. Not transferable

**SOCI-101**  
**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:** AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0

**SOCI-101H**  
**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:** AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0

**SOCI-102**  
**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:** AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0, E1

**SOCI-103**  
**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:** AA/AS B2--Transfers to both UC/CSU--CSU Area(s): D0, E1

**SOCI-105**  
**Social Psychology**  
LEC 48-54  
Social psychology involves the analysis of relationships between the behavior of individuals and the structure, functions, and processes of society. Topics to be covered in this course include: attitude formation and change, beliefs, attribution, social persuasion, social facilitation, group influences, prejudice, aggression, attraction, altruism, and conflict.  
**Cross-listed as PSYC-105.**  
**Prerequisite:** None.  
**AA/AS General Education:** AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4I, 4J--CSU Area(s): D0, D9

**SOCI-106**  
**Intercultural Relations**  
LEC 48-54  
The nature, functions, and consequences of culture in inter-group relations among various racial/ethnic, sex/gender, social class, religious, ability, and nationality groups in the USA and selected other countries in the world. This course is intended for students interested in the social and behavioral sciences; multimedia and communications studies, liberal arts, and the humanities.  
**Prerequisite:** None.  
**AA/AS General Education:** AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI-108</td>
<td>3</td>
<td>Human Sexuality</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): D0, E1</td>
</tr>
<tr>
<td>SOCI-110</td>
<td>3</td>
<td>Media and Society</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): D0</td>
</tr>
<tr>
<td>SOCI-112</td>
<td>3</td>
<td>Gender and Social Interaction</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 include the social construction of gender roles and interpersonal communications, interactions, and relationships. Structural aspects include analyses of the economic and political aspects of gender, the representation of gender in the media, differential access issues, and the effects on individuals' life chances. This course is intended for students interested in the social and behavioral sciences; multimedia and communications studies; liberal arts, and the humanities. <em>Cross-listed as PSYC-112</em>. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): D0--CSU Area(s): D4, D7, E1</td>
</tr>
<tr>
<td>SOCI-115</td>
<td>3</td>
<td>Contemporary Chicano in Society</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS B2 or AA/AS F--Transfers to both UC/CSU--IGETC Area(s): D4--CSU Area(s): D0, D3</td>
</tr>
<tr>
<td>SOCI-125</td>
<td>3</td>
<td>Crime and Society</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): D4--CSU Area(s): D0</td>
</tr>
<tr>
<td>SOCI-129</td>
<td>2</td>
<td>Processes of Power</td>
<td>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. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS B2--Transfers to CSU only--CSU Area(s): D7</td>
</tr>
<tr>
<td>SOCI-130</td>
<td>3</td>
<td>Sociology of Aging</td>
<td>Presents social, economic and political factors related to the aged in their changing family and social roles. Includes: demo-graphics, aging and adaptation, needs, resources and social support system. <em>Cross-listed as GER-130</em>. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS B2--Transfers to both UC/CSU--IGETC Area(s): 4J--CSU Area(s): D0</td>
</tr>
<tr>
<td>SOCI-140</td>
<td>3</td>
<td>Introduction to Applied Human Services</td>
<td>This course is an introduction to the sociological explanations of employment and workplace 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 Paraprofessionals. Focus is on assisting special populations. <strong>Prerequisite:</strong> SOCI-095 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>SOCI-141</td>
<td>3</td>
<td>Case Services and Advocacy in Human Services</td>
<td>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. <strong>Prerequisite:</strong> SOCI-095 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>SOCI-150</td>
<td>3</td>
<td>Introductory Field Work in Human Services</td>
<td>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. <strong>Prerequisite:</strong> SOCI-095 (with a grade of C or better). Transfers to CSU only</td>
</tr>
<tr>
<td>SOCI-299</td>
<td>1-3</td>
<td>Special Projects: Sociology</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 Sociology classes; a contract must be completed with the instructor prior to enrollment. Transfers to CSU only</td>
</tr>
</tbody>
</table>

Mt. San Jacinto College 2008-2009 Catalog
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN-051</td>
<td>2</td>
<td>Elementary Spanish Conversation I</td>
<td>2</td>
<td>This is an introductory course for non-native speakers of Spanish in which the student learns to converse on a variety of everyday topics. This course is not intended for native speakers. Offered as credit/no-credit only. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>SPAN-052</td>
<td>2</td>
<td>Elementary Spanish Conversation II</td>
<td>2</td>
<td>This course presents a continuation of skills learned in Spanish 051. This course is not intended for native speakers. Offered as credit/no-credit only. <strong>Prerequisite:</strong> SPAN-051 (with a grade of C or better) or one year of high school Spanish. Not transferable</td>
</tr>
<tr>
<td>SPAN-055</td>
<td>2</td>
<td>Spanish for Health Services Personnel</td>
<td>2</td>
<td>An introductory course designed to provide basic grammar and vocabulary skills along with specific health-related vocabulary and terminology. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>SPAN-061</td>
<td>3</td>
<td>Spanish for Supervisors</td>
<td>3</td>
<td>With a large Spanish-speaking population in our area, the Spanish language is often used in the work place. Spanish for Supervisors is designed to help the beginner achieve an understanding of conversational Spanish, as used in business and industry. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>SPAN-070</td>
<td>2</td>
<td>Basic Spanish for Professionals</td>
<td>2</td>
<td>A course covering basic Spanish grammar and sentence structure; intended as a foundation for learning Spanish used in medical, safety, and supervisory situations. <strong>Prerequisite:</strong> None. Not transferable</td>
</tr>
<tr>
<td>SPAN-071</td>
<td>2</td>
<td>Spanish for Medical Professionals</td>
<td>2</td>
<td>This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for medical professionals. <strong>Prerequisite:</strong> SPAN-070 (with a grade of C or better). Not transferable</td>
</tr>
<tr>
<td>SPAN-072</td>
<td>2</td>
<td>Spanish for Public Safety Personnel</td>
<td>2</td>
<td>This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for public safety personnel. <strong>Prerequisite:</strong> SPAN-070 (with a grade of C or better). Not transferable</td>
</tr>
<tr>
<td>SPAN-073</td>
<td>2</td>
<td>Spanish for Managers and Supervisors</td>
<td>2</td>
<td>This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for managers and supervisors. <strong>Prerequisite:</strong> SPAN-070 (with a grade of C or better). Not transferable</td>
</tr>
<tr>
<td>SPAN-101</td>
<td>5</td>
<td>Elementary Spanish I</td>
<td>5</td>
<td>This beginning course emphasizes pronunciation, oral practice, basic grammar of the Spanish language, and study of Hispanic culture and civilization. <strong>Prerequisite:</strong> None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 6A--CSU Area(s): C2</td>
</tr>
<tr>
<td>SPAN-102</td>
<td>5</td>
<td>Elementary Spanish II</td>
<td>5</td>
<td>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. <strong>Prerequisite:</strong> SPAN-101 (with a grade of C or better) or two years of high school Spanish. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2</td>
</tr>
<tr>
<td>SPAN-103</td>
<td>5</td>
<td>Elementary Spanish for Spanish Speakers</td>
<td>5</td>
<td>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. <strong>Prerequisite:</strong> Nonc. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 6A--CSU Area(s): C2</td>
</tr>
<tr>
<td>SPAN-104</td>
<td>5</td>
<td>Elementary Spanish for Spanish Speakers II</td>
<td>5</td>
<td>A continuation of Spanish 103, this course is designed for Spanish speakers. It introduces more advanced grammar and vocabulary, and it provides the opportunity for further development of reading comprehension and oral communication, with more emphasis in writing proficiency and diction. Compositional strategies are presented throughout the course, as well as level-appropriate readings in Spanish culture and civilization. <strong>Prerequisite:</strong> SPAN-103 (with a grade of C or better) or two years of high school Spanish. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2</td>
</tr>
<tr>
<td>SPAN-140</td>
<td>3</td>
<td>Spanish for Public Service Personnel</td>
<td>3</td>
<td>An introductory course designed to provide basic grammar and vocabulary skills along with specific public service-oriented vocabulary. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
</tr>
<tr>
<td>SPAN-180</td>
<td>3</td>
<td>Special Studies in Spanish: Mexico</td>
<td>3</td>
<td>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. <strong>Prerequisite:</strong> SPAN-101 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to CSU only</td>
</tr>
<tr>
<td>SPAN-181</td>
<td>3</td>
<td>Special Studies in Spanish: Spain</td>
<td>3</td>
<td>This course is designed to improve Spanish language competence and cultural awareness through individualized study, lectures, and class excursions. It provides an opportunity for students to use the Spanish language in the most natural settings possible. To be offered in Spain primarily during semester breaks and vacation periods. (Appropriate fees to cover Spanish residence will be assessed.) <strong>Prerequisite:</strong> SPAN-101 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to CSU only</td>
</tr>
</tbody>
</table>
Course Descriptions

SPAN-201 4 units
Intermediate Spanish I
LEC 64-72
A continuation of Spanish 102, this course introduces more advanced grammar and vocabulary with added emphasis on reading and writing. **Prerequisite:** SPAN-102 (with a grade of C or better) or three years of high school Spanish. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2

SPAN-201H 4 units
Honors Intermediate Spanish I
LEC 64-72
A continuation of Spanish 102, this course introduces more advanced grammar and vocabulary with added emphasis on reading and writing. **Prerequisite:** Acceptance into the Honors Enrichment Program; SPAN-102 (with a grade of C or better) or three years of high school Spanish. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2

SPAN-202 4 units
Intermediate Spanish II
LEC 64-72
A continuation of Spanish 201, this course emphasizes the usage of advanced grammar and vocabulary with major emphasis on reading and writing. **Prerequisite:** SPAN-201 (with a grade of C or better) or four years of high school Spanish. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2

SPAN-202H 4 units
Honors Intermediate Spanish II
LEC 64-72
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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B, 6A--CSU Area(s): C2

SPAN-230 3 units
Spanish Composition I
LEC 48-54
This course is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. **Prerequisite:** SPAN-104 or SPAN-201 (with a grade of C or better). Transfers to both UC/CSU

SPAN-230H 3 units
Honors Spanish Composition I
LEC 48-54
This course is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. **Prerequisite:** Acceptance into the Honors Enrichment Program; SPAN-104 or SPAN-201 (with a grade of C or better). Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

SPAN-231 3 units
Spanish Composition II
LEC 48-54
This course is the continuation of SPAN-230, it is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. **Prerequisite:** SPAN-230 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

SPAN-231H 3 units
Honors Spanish Composition II
LEC 48-54
This course is the continuation of SPAN-230, it is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. **Prerequisite:** Acceptance into the Honors Enrichment Program; SPAN-230 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2

SPAN-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: AA/AS C or AA/AS 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

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. AA/AS General Education: AA/AS 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: AA/AS B2--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. Not transferable

Teaching Assistant

TA-080 2 units
Introduction to Math Tutoring 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 Tutorial Writing 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

TA-100 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

TA-101 3 units
Introduction to Teaching Assistant LEC 48-54
This course will explore the role of the para-professional in assisting the classroom teacher. Emphasis will be on developing specific instructional and non-instructional skills to help the student become an effective member of the educational team. **Prerequisite:** None. Transfers to CSU only

TA-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. Not transferable

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 required for the Theater Arts major and meets the general education graduation requirement for Arts and Humanities. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1

THA-101H 3 units
Honors Introduction to Theater LEC 48-54
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 required 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: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA-102</td>
<td>3</td>
<td>Theater History</td>
<td>LEC 48-54</td>
<td></td>
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<tr>
<td></td>
<td></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 HIST-154. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C2</td>
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<tr>
<td>THA-105</td>
<td>3</td>
<td>Voice and Diction (formerly Voice for the Actor)</td>
<td>LEC 48-54</td>
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<td>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: AA/AS C--Transfers to both UC/CSU</td>
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<tr>
<td>THA-108</td>
<td>3</td>
<td>Improvisation for Dance and Theater</td>
<td>LEC 48-54</td>
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<td>Through structured and unstructured movement and vocal improvisations drawing on the theories and practices of action theater, mask work, contract improvisation, theater games and dance, the student will learn spontaneity, immediacy and commitment in non-scripted theater. This course is for the dance and/or theater major, meets general education and transfer requirements and is for any performer or student interested in developing their intuitive responses in all performance situations. *Cross-listed as DAN-108. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): E1</td>
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<td></td>
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<tr>
<td>THA-109</td>
<td>3</td>
<td>Movement for Actors</td>
<td>LEC 48-54</td>
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<td>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 graduation requirement. May be taken 2 times for credit. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1</td>
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<tr>
<td>THA-110</td>
<td>3</td>
<td>Fundamentals of Acting</td>
<td>LEC 48-54</td>
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<td>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: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1</td>
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<tr>
<td>THA-111</td>
<td>3</td>
<td>Intermediate Acting</td>
<td>LEC 48-54</td>
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<td>This course offers a continuing study of acting technique for the serious theatre student preparing for advanced work at the university or professional levels. Emphasis is placed on developing multidimensional 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: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1</td>
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<tr>
<td>THA-112</td>
<td>3</td>
<td>Acting for Film and Television</td>
<td>LEC 48-54</td>
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<td>This is a course in the fundamentals of acting in front of the camera for film and television. Students learn elements of concentration and character creation (in out-of-context shooting), to work with a studio production team, script/rehearsal procedures, and scene preparation for film. Various studies in television acting may include TV dramas, sit-coms, soap operas, news and commercials. Prerequisite: THA-110 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1</td>
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<tr>
<td>THA-113</td>
<td>3</td>
<td>Oral Interpretation of Literature</td>
<td>LEC 48-54</td>
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<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 COMM-113. Prerequisite: None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1</td>
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<tr>
<td>THA-114</td>
<td>3</td>
<td>Intermediate Movement for Actors</td>
<td>LEC 48-54</td>
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<td>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: AA/AS C--Transfers to both UC/CSU</td>
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<tr>
<td>THA-117</td>
<td>3</td>
<td>Stagecraft</td>
<td>LEC 32-36/LAB 48-54</td>
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<td>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: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1</td>
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<tr>
<td>THA-118</td>
<td>3</td>
<td>Theater Production</td>
<td>LEC 40-45/LAB 24-27</td>
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<td>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: AA/AS C--Transfers to both UC/CSU</td>
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</table>
### Course Descriptions

**THA-120 Lighting** 3 units  
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: AA/AS C--Transfers to both UC/CSU

**THA-121 Costume** 3 units  
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 and 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: AA/AS C--Transfers to both UC/CSU

**THA-122 Stage Makeup** 3 units  
LEC 48-54  
This course introduces the students to the basic techniques and materials used in perspective watercolor renderings and scale models for scenic representation of designs for theatrical productions. Students will create water-color renderings and three dimensional models through interpretation of ground plans, elevations, and construction plots. May be taken 2 times for credit. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU

**THA-123 Models and Rendering** 3 units  
LEC 32-36/LAB 48-54  
This course introduces the students to the basic techniques and materials used in the painting of scenery for the stage. Demonstration of techniques will culminate in hands-on assignments. Students will learn color mixing, base, lay-out, ink, lay-in, detail and the use of standard brushes and tools. May be taken 2 times for credit. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU

**THA-124 Scenic Painting** 3 units  
LEC 32-36/LAB 48-54  
This course introduces the students to the basic techniques and materials used in the painting of scenery for the stage. Demonstration of techniques will culminate in hands-on assignments that make extensive use of these methods to achieve a scenic effect. Students will learn color mixing, base, lay-out, ink, lay-in, detail and the use of standard brushes and tools. May be taken 2 times for credit. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU

**THA-125 Children's Theater** 3 units  
LEC 48-54  
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 include choosing material, basic acting techniques, organizing rehearsals, child psychology, and starting a children's theater. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU

**THA-127 Reader's Theater** 3 units  
LEC 48-54  
This course focuses on the theories and techniques of oral performance of literature and drama through solo, small group, and ensemble speaking. Students study script preparation/adaptation, staging/directing techniques, and vocal skills. This course culminates in public performance. May be taken 2 times for credit. **Prerequisite:** THA-105 or THA-110 or COMM-113 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to both UC/CSU

**THA-132 Acting for the Classical Theater** 3 units  
LEC 32-36/LAB 48-54  
This course is an introduction to the challenge of acting for the classical theater. Students will study the technique/skills required for performing such period styles as Greek Tragedy, Shakespeare, Commedia Dell'Arte and Restoration. Involves close reading and study of text for meaning. Students will prepare scenes and monologues to be performed for class discussion and analysis. May be taken 2 times for credit. **Prerequisite:** THA-110 (with a grade of C or better). **Recommended Preparation:** THA-111 and ENGL-203. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1

**THA-135 Introduction to Film** 3 units  
LEC 48-54  
This is an introductory course in film aesthetics and theory which focuses on the art, technology, and business of filmmaking. Elements of film production (mise-en-scene, cinematography, composition, lighting and sound) are explored for the purpose of film analysis. Analyses of filmic text both narrative and non-narrative structures are approached to develop the students perception, appreciation and analytical skills in film studies. Hollywood models of marketing and distribution, as well as independent filmmaking approaches are studied. **Prerequisite:** None. **Recommended Preparation:** Eligibility for ENGL-098. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3B--CSU Area(s): C1

**THA-136 Cultural History of American Motion Pictures** 3 units  
LEC 32-36/LAB 48-54  
In considering the history of American commercial motion picture culture from its origins to the present, students will study film language, the social composition of audiences, the economics of the film industry, major themes and genres that have appeared in American films and the relationship between politics and American motion pictures. **Cross-listed as HIST-136.** **Prerequisite:** None. AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F--Transfers to both UC/CSU--IGETC Area(s): 3B, 4F--CSU Area(s): C2

**THA-137 Introduction to World Cinema** 3 units  
LEC 32-36/LAB 48-54  
This course introduces international film studies by 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 HUM-137.** **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--CSU Area(s): C1

**THA-155 Musical Theater History** 3 units  
LEC 48-54  
Musical Theater History is the study of the evolution of the American theatrical art form from its European beginnings in nineteenth-century theatrical genres as, opéra-comique, opérette, pantos, and vaudeville. The course surveys American Musical Theater from 1850 to the present day, in social, economic, and cultural contexts. **Prerequisite:** None. AA/AS General Education: AA/AS C--Transfers to both UC/CSU--IGETC Area(s): 3A--CSU Area(s): C1
Course Descriptions

THA-160  3 units
Dramatic Writing for Stage and Screen  LEC 48-54

Beginning playwrights and screenwriters explore the fundamentals of creating scripts for stage and screen. The course will focus on elements of form, style, structure, and character development in published/produced dramatic literature. The students will generate scripts that require the synthesis and application of various approaches to writing. Prerequisite: ENGL 101 AA/AS General Education: AA/AS C--Transfers to CSU only

THA-200  3 units
Actor’s Workshop  LEC 48-54

This advanced course is for students, with significant actor training and/or theatre experience, who wish to improve their acting and performance skills. The primary focus is on ensemble acting, textual analysis, with concentration on in-depth study of subject material, intensity of action, freedom of emotional context, and clarity of expression. Classroom exercises and scene study will culminate in public workshop performance. May be taken 4 times for credit. Prerequisite: By audition and/or interview. Recommended Preparation: THA 110 and THA 111, and/or equivalent experience. AA/AS General Education: AA/AS C--Transfers to both UC/CSU

THA-201  3 units
Rehearsal and Performance  LAB 144-162

This course is a laboratory designed to give the student a variety of experiences in acting and production. The student will work on presenting plays through rehearsal techniques that build skills in all areas of theater, including involvement in production, acting, and artistic teams. This course culminates in public performance. May be taken 4 times for credit. Prerequisite: By audition and/or interview. AA/AS General Education: AA/AS C--Transfers to both UC/CSU

THA-205  3 units
Summer Repertory Theater  LAB 144-162

This is a summer course designed to produce and to present plays as part of a summer theater festival. Students are given opportunities to act, stage manage work crew and participate in all phases of creating plays and musicals for the public. May be taken 4 times for credit. Prerequisite: THA-110 (with a grade of C or better). AA/AS General Education: AA/AS C--Transfers to both UC/CSU

THA-209  1-4 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: AA/AS 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 directors 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 gardens. 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>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>HORT-105</td>
<td>3 units</td>
<td>Golf Course/Landscape Irrigation (formerly AGTM-105)</td>
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<td>LEC 48-54</td>
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<td></td>
<td></td>
<td>This course is an introduction to fundamental irrigation principles and</td>
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<td>practices for golf courses and other landscape management projects.</td>
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<td>The student will learn to read and interpret an irrigation blue print,</td>
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<td>calculate evapo-transpiration rate, perform a water audit, design an</td>
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<td>irrigation schedule, program an irrigation controller and troubleshoot</td>
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<td>and repair basic irrigation problems.</td>
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<td><strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>HORT-106</td>
<td>3 units</td>
<td>Pesticide Law &amp; Regulations - Turf &amp; Landscape (formerly AGTM-106)</td>
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<td>LEC 48-54</td>
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<td></td>
<td></td>
<td>This course includes pesticide, safety and enforcement regulations</td>
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<td>pertaining to the turf and landscape manager.</td>
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<td>Presentation of the California Code Sections and study material prepare</td>
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<td>students for the Department of Pesticide Regulations Laws &amp; Regulations</td>
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<td>exams.</td>
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<td><strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>HORT-107</td>
<td>3 units</td>
<td>Arboriculture (formerly AGTM-107)</td>
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<td>LEC 32-36/LAB 48-54</td>
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<td></td>
<td>This course includes care and management of ornamental trees, pruning</td>
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<td>techniques, fruit tree care, bracing, cabling, and pest control.</td>
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<td>Also included are safe practices in the use of equipment, including the</td>
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<td>use of ropes, chippers, boom trucks, chain saws, and identification</td>
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<td>and evaluation of common trees. This course prepares students for the</td>
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<td>tree worker and arborist certification exams. This course is an elective</td>
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<td></td>
<td>course in the Golf Course/Turf Management Program.</td>
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<td><strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>HORT-109</td>
<td>3 units</td>
<td>Landscape Design (formerly AGTM-109)</td>
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<td>LEC 48-54</td>
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<td></td>
<td>This course introduces the history and fundamentals of landscape</td>
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<td>design. The student will learn site evaluation, design methods,</td>
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<td></td>
<td>elements of texture, form and color, selection of landscape material and</td>
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<td>the functional and aesthetic use of plants.</td>
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<td><strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>HORT-110</td>
<td>3 units</td>
<td>Laws and Regulations an Integrated Pest Management Approach</td>
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<td></td>
<td></td>
<td>(formerly AGTM-110)</td>
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<td>LEC 48-54</td>
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<td></td>
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<td>This course focuses on laws and regulations as applied to common</td>
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<td>agricultural pests in Southern California and analyzes physical,</td>
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<td>biological and chemical pest control principles and practices.</td>
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<td><strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>HORT-120</td>
<td>3 units</td>
<td>Sales and Marketing in Hospitality (formerly AGTM-120)</td>
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<td>LEC 48-54</td>
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<td>This course examines how effective marketing plans are conceived,</td>
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<td>designed and implemented. The course emphasizes sales and marketing as</td>
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<td></td>
<td>it applies to a variety of resort, restaurant, and related hospitality</td>
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<td>service industry products. The focus includes related sales and</td>
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<td>promotional strategies, merchandising, public relations and advertising.</td>
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<td><strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>HORT-121</td>
<td>2 units</td>
<td>Sanitation and Safety in Resort Management (formerly AGTM-121)</td>
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<td>LEC 32-36</td>
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<td></td>
<td>This course is a study of the principles of hygiene and sanitation and</td>
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<td>their application to food service operations. Emphasis is placed on the</td>
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<td>implementation of proper methods and procedures and the food handlers</td>
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<td>responsibility in maintaining high sanitation and safety standards.</td>
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<td>**Cross-listed as BADM-121. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>HORT-122</td>
<td>3 units</td>
<td>Resort Food &amp; Beverage Operation (formerly AGTM-122)</td>
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<td>LEC 48-54</td>
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<td>This course is the study of the techniques and methods of operating and</td>
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<td>controlling a food and beverage operation in a resort environment.</td>
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<td>It studies the management techniques necessary for the planning,</td>
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<td>monitoring and controlling of a food service operation and of the</td>
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<td>control systems available to insure a profitable operation. *Cross-listed</td>
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<td>as BADM-122. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>HORT-123</td>
<td>2 units</td>
<td>Menu Planning in Resort Management (formerly AGTM-123)</td>
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<td></td>
<td>LEC 32-36</td>
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<td></td>
<td>This course studies the basic principles of menu making for a variety of</td>
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<td>types of food service operations within the golf industry, considering the</td>
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<td>factors of clientele, types of operations, economic requirements,</td>
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<td>nutritional adequacy, skill of personnel, and equipment limitations.</td>
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<td>*Cross-listed as BADM-123. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
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<tr>
<td>HORT-124</td>
<td>.5-4 units</td>
<td>Occupational Internship: Turf and Landscape Management (formerly AGTM-149)</td>
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<td>OI 8-72</td>
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<td>The purpose of this course is to enable eligible students to include</td>
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<td>supervised on-the-job training as an integral part of the total college</td>
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<td>educational program. This is accomplished through a planned program of</td>
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<td>learning experiences, which combines academic and vocational learning at</td>
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<td>school with new learning experiences on the job in an occupational setting.</td>
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<td>May be taken 4 times for credit.</td>
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<td><strong>Prerequisite:</strong> Each student must be enrolled for the full semester and</td>
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<td>complete 7 units (including the occupational internship) or be enrolled in</td>
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<td>the Alternative Plan. A training agreement must be completed prior to</td>
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<td>registration. Please refer to the Occupational Internship Student</td>
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<td>Handbook for specific information. Not transferable</td>
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<tr>
<td>HORT-299</td>
<td>.5-3 units</td>
<td>Special Projects: Turf and Landscape Management (formerly AGTM-299)</td>
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<td>IS 8-54</td>
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<td>Students with previous course work in the program may do special projects</td>
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<td>that involve research and special study. The actual nature of the project</td>
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<td>must be determined in consultation with the supervising instructor. May be</td>
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<td>taken 4 times for credit. <strong>Prerequisite:</strong> Previous Turf and Landscape</td>
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<td>Management classes; a contract must be completed with the instructor prior</td>
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<td>to enrollment. Not transferable</td>
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</tbody>
</table>
## Course Descriptions

### Viticulture, Enology & Winery

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisite:</th>
<th>Recommended Preparation:</th>
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<tbody>
<tr>
<td>VEW-100</td>
<td>3</td>
<td>Introduction to Viticulture</td>
<td>An introduction to viticulture; historical perspective of grape cultivation for table grapes, wine and raisins; grape varieties and species; botany, anatomy, propagation, climate, cultivation, vineyard management, plant-soil-water relations, irrigation, fertilization and pruning; weed, disease and pest control; establishment, training and pruning grapevines; harvest and post-harvest operations. Transfers to CSU only</td>
<td>None.</td>
<td>None.</td>
</tr>
</tbody>
</table>

### Water Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisite:</th>
<th>Recommended Preparation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATR-100</td>
<td>1</td>
<td>Introduction to Water/Wastewater Operations</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.</td>
<td>None.</td>
<td>None.</td>
</tr>
<tr>
<td>WATR-102</td>
<td>2</td>
<td>Basic Waterworks Mathematics</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.</td>
<td>None.</td>
<td>None. Not transferable</td>
</tr>
<tr>
<td>WATR-103</td>
<td>3</td>
<td>Water Treatment Plant Operations I &amp; II</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 (T-1 &amp; T-2). May be taken 2 times for credit.</td>
<td>None.</td>
<td>WATR-102. Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-105</td>
<td>3</td>
<td>Water Treatment Plant Operations III, IV &amp; V</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 (T-3, T-4 &amp; T-5). May be taken 2 times for credit.</td>
<td>None.</td>
<td>WATR-102 and WATR-103. Transfers to CSU only</td>
</tr>
</tbody>
</table>

### Supplementary Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
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<th>Description</th>
<th>Prerequisite:</th>
<th>Recommended Preparation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATR-107</td>
<td>3</td>
<td>Water Distribution I &amp; II</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.</td>
<td>None.</td>
<td>Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-109</td>
<td>3</td>
<td>Water Distribution III, IV &amp; V</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.</td>
<td>None.</td>
<td>Recommended Preparation: WATR-107. Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-120</td>
<td>3</td>
<td>Wastewater Treatment Plant Operations I &amp; II</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.</td>
<td>None.</td>
<td>None. Recommended Preparation: WATR-102. Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-122</td>
<td>3</td>
<td>Wastewater Plant Operations III, IV &amp; V</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.</td>
<td>None.</td>
<td>None. Recommended Preparation: WATR-102 and WATR-120. Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-125</td>
<td>3</td>
<td>Laboratory Procedures for Water and Wastewater</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.</td>
<td>None.</td>
<td>WATR-102. Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-130</td>
<td>3</td>
<td>Environmental Laws and Regulations</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.</td>
<td>None.</td>
<td>Transfers to CSU only</td>
</tr>
<tr>
<td>Course Code</td>
<td>Units</td>
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<td>Description</td>
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</tr>
<tr>
<td>WATR-140</td>
<td>3</td>
<td>Wells, Pumps and Motors LEC 48-54</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. <strong>Prerequisite:</strong> None. Transfers to CSU only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATR-149</td>
<td>1-4</td>
<td>Occupational Internship: Water Technologies OI 16-72</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. Not transferable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATR-299</td>
<td>1-3</td>
<td>Special Projects: Water Technology IS 16-54</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. Not transferable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ENGL-001X Creative Writing 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.

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.
Music

MUS-001X Golden Eagle Chorale
Rehearsal and performance of advanced choral literature for the student with previous vocal experience. By audition on a space available basis. NOTE: Students will have the opportunity to participate with one of several performance groups.

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”.

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.
District Personnel

Board of Trustees
Joan F. Sparkman, President (Trustee Area 5)
Eugene V. Kadow, Clerk (Trustee Area 1)
Dorothy J. McGargill (Trustee Area 2)
Ann Motte (Trustee Area 4)
Gwendolyn Schlange (Trustee Area 3)

Administrative Staff

Superintendent and President .......... Roger Schultz
Executive Assistant .................... Kathy Donnell
Administrative Associate ............... Kristen Grimes
Associate Dean of Institutional Research
& Planning ............................ Charles Hawkins
Director of Public Information
and Marketing .......................... Karin Marriott
Director of Grant Development ........ Rebecca Teague

Vice President, Human Resources,
District Safety & Security .......... Irma Ramos
Executive Assistant .................... Faith Nobles
Chief of Police ........................ Kevin Segawa

Vice President, Business Services ...... George Kozitza
Executive Assistant .................... Jennifer Marrs
Dean, Business Services ............... Catalina Cruz
Associate Dean of Business Services .. TBA
Dean, Information Services ............. Susan Guarino
Director, Planning &
Capital Construction .................... Jeanne O’Dell

Vice President, Instruction .......... Dennis Anderson
Instructional Support Coordinator ....... Kristi DiMemmo
Curriculum Specialist .................. Kathleen Munoz
Class Scheduling & Information Specialist .. TBA
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Menifee Valley Campus .................. Richard Rowley
Dean of Instruction, Math & Sciences,
Menifee Valley Campus ................. Temma Dadah
Interim Dean of Instruction, Academic Programs,
San Jacinto Campus .................... Carlos Lopez
Dean of Instruction, Career Education & Categorical Programs, Menifee Valley Campus ...... Joyce Johnson
Dean of Instruction, Career Education & Categorical Programs, San Jacinto Campus .......... Michael Conner
Dean of Instruction, Library
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Dean of Instruction, External Programs .................. Laurie McLaughlin
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San Jacinto Campus ..................... TBA
Associate Dean of Nursing Education
& Allied Health ......................... TBA
Director of the Child Development Center ...... TBA

Vice President, Student Services ....... TBA
Executive Assistant .................... Becky Mitchell
Dean of Student Support Services,
Counseling ............................. Tom Spillman
Dean of Outreach/Matriculation/
Student Development .................. JoAnna Quejada
Dean of Student Support Services: Categorical Programs ......................... Camille Kraft
Dean of Student Support Services, Athletics, Outreach &
Student Life ............................ Patrick Springer
Director of Disabled Students Programs & Services .... TBA
Director of Enrollment Services,
Menifee Valley Campus ............... Susan Loomis
Director of Enrollment Services,
San Jacinto Campus .................... TBA
Interim Director of EOPS)
& CARE .............................. Ketmani Kouanchao
Interim Director of Upward Bound
Project .............................. Marisa Mendoza
ACADEMIC TITLES AT MSJC

Academic titles are determined by an Academic Rank Committee using the following standards:

The title Instructor is given to Full-Time non tenure-track employees.

The title Assistant Professor is awarded to tenure-track Full-Time Faculty in their first through fourth years of employment.

The title Associate Professor is awarded to tenured Full-Time Faculty who are in their fifth or later year of service.

The title Professor is given to tenured Full-Time Faculty who have demonstrated eminence and service meeting the standards set by the Academic Rank Committee.

2008-2009 Full-Time Faculty and Administrators

AGUILAR, SHELLEY
Associate Professor, Biology
A.A., San Bernardino Valley College
B.A., University of California, Riverside
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M.S., San Diego State University

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M.A., University of Kansas

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SMITH, PATRICK
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B.S., Brigham Young University
M.A., California State University, Fresno
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
<th>Education Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPILLMAN, THOMAS</td>
<td>Dean of Student Support Services, Counseling</td>
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<tr>
<td></td>
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<td>STEVENSON, GLEN</td>
<td>Associate Professor, Computer Information Systems</td>
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<td>STEWART, MICHELLE P.</td>
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<td>STRATE, PATRICIA</td>
<td>Associate Professor, Spanish</td>
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<td>B.A., Universite de Bordeaux III, Bordeaux, France</td>
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<td>TAUSIG, MICHAEL R.</td>
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<td>B.A., Whittier College, Whittier</td>
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<td>TEAGUE, REBECCA</td>
<td>Director of Grant Development</td>
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<td>B.A., University of California, Los Angeles</td>
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<td>TOROK, LORI</td>
<td>Associate Professor, Dance/Theater</td>
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<td>B.A., Niagara University</td>
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<td>TURNER, KATHRYN</td>
<td>Associate Professor, Child Development and Education</td>
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<td>UHL, SUZANNE</td>
<td>Associate Professor, Communications</td>
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<td>Ph.D., Regent University</td>
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<td>VALDEZ ALVAREZ, JORGE</td>
<td>Assistant Professor, Mathematics</td>
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<td>VASEK, ANTHONY</td>
<td>Professor, Engineering/Mathematics</td>
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<td>B.A., St Joseph’s College</td>
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<td>VRTIS, APRIL</td>
<td>Assistant Professor, Counselor</td>
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<td>B.S., University of Houston, Clear Lake</td>
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<td>WELLS, CAROL</td>
<td>Assistant Professor, Nursing</td>
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<td>YAMANAKA, CHRISTINA</td>
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<td>B.A., University of California, Los Angeles</td>
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<tr>
<td>ZOGRAFOS, PETER</td>
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<td></td>
<td>Diploma, Vanier College, Canada</td>
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<td></td>
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</tbody>
</table>
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- Saucedo, Edward
- Segawa, Kevin
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- Gamez, Maria
- Jimenez, Lupe
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- Brooks, Joan
- Cerda, Enrique

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- Shoffner, Cecilia

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Padilla, Jackie
Parker, Robert
Pieper, Edelina

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Hornback, Mandie
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Kovalchuk, Anton
Ledesma, Aristeo
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Moore, Yolanda
Naish, Justin
Ramirez, Anthony
Runner, Steven
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Smith, Eddie
Snyder, Nora
Tercero, Christian
Walker-Leach, Patrice
Wellington, Jordan
*Wellington, Kathie

Mt. San Jacinto College 2008-2009 Catalog 273
Index

A

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>101</td>
</tr>
<tr>
<td>A.A. in Advanced Audio Technology</td>
<td>87</td>
</tr>
<tr>
<td>A.A. in Art</td>
<td>85</td>
</tr>
<tr>
<td>A.A. in Audio Technology</td>
<td>87</td>
</tr>
<tr>
<td>A.A. in Dance</td>
<td>104</td>
</tr>
<tr>
<td>A.A. in Humanities</td>
<td>124</td>
</tr>
<tr>
<td>A.A. in Liberal Arts</td>
<td>127</td>
</tr>
<tr>
<td>A.A. in Music</td>
<td>135</td>
</tr>
<tr>
<td>A.A. in Musical Theater</td>
<td>136</td>
</tr>
<tr>
<td>A.A. in Physical Education</td>
<td>146</td>
</tr>
<tr>
<td>A.A. in Social/Behavioral Sciences</td>
<td>153</td>
</tr>
<tr>
<td>A.A. in Theater Arts</td>
<td>156</td>
</tr>
<tr>
<td>A.A. in Visual Communication (Graphic Design)</td>
<td>85</td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td>31</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>31</td>
</tr>
<tr>
<td>Academic Renewal</td>
<td>31</td>
</tr>
<tr>
<td>Acquired Immune Deficiency Syndrome</td>
<td>53</td>
</tr>
<tr>
<td>Activities, Student Services &amp; Admissions</td>
<td>56</td>
</tr>
<tr>
<td>Admission</td>
<td>17, 20, 22, 47</td>
</tr>
<tr>
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<td>18</td>
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<tr>
<td>Advisement, Catalog Authority</td>
<td>14</td>
</tr>
<tr>
<td>Air Force</td>
<td>60</td>
</tr>
<tr>
<td>Americans with Disabilities Act (A.D.A.)</td>
<td>53</td>
</tr>
<tr>
<td>Appeal</td>
<td>46</td>
</tr>
<tr>
<td>Application</td>
<td>59</td>
</tr>
<tr>
<td>Area, Campus Speaking</td>
<td>54</td>
</tr>
<tr>
<td>Army</td>
<td>61</td>
</tr>
<tr>
<td>Arts</td>
<td>127</td>
</tr>
<tr>
<td>A.S. in Administration of Justice</td>
<td>79</td>
</tr>
<tr>
<td>A.S. in Alcohol/Drug Studies</td>
<td>80</td>
</tr>
<tr>
<td>A.S. in Automotive/Transportation Technology</td>
<td>88</td>
</tr>
<tr>
<td>A.S. in Business Administration</td>
<td>91</td>
</tr>
<tr>
<td>A.S. in Child Development and Education</td>
<td>96</td>
</tr>
<tr>
<td>A.S. in Computer Information Systems</td>
<td>101</td>
</tr>
<tr>
<td>A.S. in Diagnostic Medical Sonography</td>
<td>105</td>
</tr>
<tr>
<td>A.S. in Engineering: Drafting Technology</td>
<td>109</td>
</tr>
<tr>
<td>A.S. in Environmental Studies</td>
<td>112</td>
</tr>
<tr>
<td>A.S. in Fire Technology</td>
<td>115</td>
</tr>
<tr>
<td>A.S. in Geographic Information Systems</td>
<td>116</td>
</tr>
<tr>
<td>A.S. in Gerontology</td>
<td>119</td>
</tr>
<tr>
<td>A.S. in Golf Course/Turf Management</td>
<td>158</td>
</tr>
<tr>
<td>A.S. in Legal Assistant</td>
<td>126</td>
</tr>
<tr>
<td>A.S. in Management/Supervision</td>
<td>130</td>
</tr>
<tr>
<td>A.S. in Mathematics/General</td>
<td>131</td>
</tr>
<tr>
<td>A.S. in Medical Assisting</td>
<td>81</td>
</tr>
<tr>
<td>A.S. in Multimedia</td>
<td>133</td>
</tr>
<tr>
<td>A.S. in Nursing</td>
<td>138</td>
</tr>
<tr>
<td>A.S. in Office Administration</td>
<td>93</td>
</tr>
<tr>
<td>A.S. in Photography</td>
<td>144</td>
</tr>
<tr>
<td>A.S. in Real Estate</td>
<td>151</td>
</tr>
<tr>
<td>A.S. in Science</td>
<td>152</td>
</tr>
<tr>
<td>A.S. in Technical Theater</td>
<td>156</td>
</tr>
<tr>
<td>A.S. in Water Technology</td>
<td>159</td>
</tr>
<tr>
<td>Accounting and Tax Preparation Concentration</td>
<td>91</td>
</tr>
<tr>
<td>Accounting Applications Concentration</td>
<td>93</td>
</tr>
<tr>
<td>Activities Director</td>
<td>119</td>
</tr>
<tr>
<td>Administration</td>
<td>96</td>
</tr>
<tr>
<td>Administration, Business</td>
<td>91</td>
</tr>
<tr>
<td>Administration, Office</td>
<td>93</td>
</tr>
<tr>
<td>Alcohol/Drug Studies</td>
<td>80</td>
</tr>
</tbody>
</table>

B

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health</td>
<td>81</td>
</tr>
<tr>
<td>Alternative Fuels, Bus Transit and Heavy Duty Transportation</td>
<td>88</td>
</tr>
<tr>
<td>American Sign Language</td>
<td>83</td>
</tr>
<tr>
<td>Animation</td>
<td>133</td>
</tr>
<tr>
<td>Anthropology</td>
<td>84</td>
</tr>
<tr>
<td>Art</td>
<td>85, 96</td>
</tr>
<tr>
<td>Assessment</td>
<td>16, 17, 18, 71</td>
</tr>
<tr>
<td>Assessment/Placement</td>
<td>18</td>
</tr>
<tr>
<td>Assistant Superintendent</td>
<td>158</td>
</tr>
<tr>
<td>Assistant Teacher</td>
<td>96</td>
</tr>
<tr>
<td>Associated</td>
<td>56</td>
</tr>
<tr>
<td>Associated Student Body (A.S.B.)</td>
<td>56</td>
</tr>
<tr>
<td>Associate Teacher</td>
<td>96</td>
</tr>
<tr>
<td>Astronomy</td>
<td>86</td>
</tr>
<tr>
<td>Athletics</td>
<td>56</td>
</tr>
<tr>
<td>Attendance Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Audio Technology</td>
<td>87</td>
</tr>
<tr>
<td>Auditing</td>
<td>32</td>
</tr>
<tr>
<td>Automotive</td>
<td>88</td>
</tr>
<tr>
<td>Automotive Service Advisor/Automotive Service Shop Management</td>
<td>88</td>
</tr>
<tr>
<td>Band</td>
<td>263</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>89</td>
</tr>
<tr>
<td>Business Business Administration</td>
<td>91</td>
</tr>
<tr>
<td>Business Office Administration</td>
<td>93</td>
</tr>
<tr>
<td>Business Programs Overview</td>
<td>90</td>
</tr>
</tbody>
</table>

C

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARE (Cooperative Agencies Resources for Education)</td>
<td>58</td>
</tr>
<tr>
<td>Catalog</td>
<td>62</td>
</tr>
<tr>
<td>CDE Career Opportunities</td>
<td>99</td>
</tr>
<tr>
<td>Certificates, Degree Granting Programs and</td>
<td>14</td>
</tr>
<tr>
<td>Certificates of Achievement</td>
<td>66</td>
</tr>
<tr>
<td>Certificate in Musical Theater</td>
<td>157</td>
</tr>
<tr>
<td>Challenge Procedure</td>
<td>71</td>
</tr>
<tr>
<td>Changes, Program</td>
<td>33</td>
</tr>
<tr>
<td>Child Development</td>
<td>57</td>
</tr>
<tr>
<td>Children</td>
<td>55</td>
</tr>
<tr>
<td>Children on Campus</td>
<td>55</td>
</tr>
<tr>
<td>CIW</td>
<td>101</td>
</tr>
<tr>
<td>Classes, Schedule of</td>
<td>22</td>
</tr>
<tr>
<td>College, First Degree from Another</td>
<td>64</td>
</tr>
<tr>
<td>Colleges, Assessments From Other</td>
<td>18</td>
</tr>
<tr>
<td>Commitment to Quality</td>
<td>12, 13</td>
</tr>
<tr>
<td>Complaints</td>
<td>55</td>
</tr>
<tr>
<td>Complaints, False</td>
<td>52</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>50</td>
</tr>
<tr>
<td>Conflicts, Time</td>
<td>32</td>
</tr>
<tr>
<td>Copies, Refusal to Provide</td>
<td>26</td>
</tr>
<tr>
<td>Corequisite</td>
<td>72</td>
</tr>
<tr>
<td>Counseling and Guidance Services</td>
<td>57</td>
</tr>
<tr>
<td>Course Repetition</td>
<td>32</td>
</tr>
<tr>
<td>Courses, Experimental</td>
<td>68</td>
</tr>
<tr>
<td>C++ Programming</td>
<td>101</td>
</tr>
</tbody>
</table>

Mt. San Jacinto College 2008-2009 Catalog
| Certificate in Administration of Justice | 79 |
| Certificate in Advanced Audio Technology | 87 |
| Certificate in Alcohol/Drug Studies | 80, 81 |
| Certificate in Audio Technology | 87 |
| Certificate in Automotive/Transportation Technology | 88 |
| Certificate in Business, Clerical | 93, 94 |
| Certificate in Business Administration | 91, 92 |
| Certificate in Child Development and Education | 96, 97 |
| Certificate in Diagnostic Medical Sonography | 105, 106 |
| Certificate in Engineering: Drafting Technology | 109 |
| Certificate in Fire Technology | 115 |
| Certificate in General Track | 101, 102 |
| Certificate in Geographic Information Systems | 116, 117 |
| Certificate in Gerontology | 119 |
| Certificate in Golf Course/Turf Management | 158 |
| Certificate in Internet Authoring | 101, 102 |
| Certificate in Legal Assistant | 126 |
| Certificate in Management/Supervision | 130 |
| Certificate in Medical Assisting | 81, 82 |
| Certificate in Microsoft Applications Specialist | 93, 94 |
| Certificate in Multimedia | 133 |
| Certificate in Musical Theater | 104, 136, 137, 156, 157 |
| Certificate in Networking | 101, 103 |
| Certificate in Photography | 144, 145 |
| Certificate in Programming | 101, 103 |
| Certificate in Real Estate | 151 |
| Certificate in Small Business Operations | 91, 92 |
| Certificate in Technical Theater | 156, 157 |
| Certificate in Vocational Nursing | 141, 142 |
| Certificate in Water Technology | 159 |
| Certified Internet Webmaster | 101 |
| Certified Nursing Assistant/Home Health Aide (CNA/HHA) | 81 |
| Chemistry | 95 |
| Child Development & Education Continuing Education | 97 |
| Child Development Permit | 97 |
| Chorale Groups | 263 |
| CIW | 101, 103 |
| Communication | 96, 100 |
| Community Concert Band | 263 |
| Computer Information Systems | 101 |
| Continuing Education | 262 |
| Corrections | 79 |
| Credit/No Credit | 30 |
| Credit, Unit of | 28 |
| Crime | 55 |
| Cultural Events | 58 |

**D**

| Dance | 104 |
| Data Analysis and Modeling | 101 |
| Deaf Culture | 96 |
| Degree, Associate | 64 |
| Degrees, Associate | 64 |
| A.A. in Advanced Audio Technology | 87 |
| A.A. in Arts | 85 |
| A.A. in Audio Technology | 87 |
| A.A. in Dance | 104 |
| A.A. in Humanities | 124 |
| A.A. in Legal Assistant | 126 |
| A.A. in Liberal Arts Studies | 127 |
| A.A. in Music | 135 |
| A.A. in Musical Theater | 136 |
| A.A. in Physical Education | 146 |
| A.A. in Social/Behavioral Sciences | 153 |
| A.A. in Theater Arts | 156 |
| A.A. in Visual Communication (Graphic Design) | 85 |
| A.S. in Administration of Justice | 79 |
| A.S. in Alcohol/Drug Studies | 80 |
| A.S. in Automotive/Transportation Technology | 88 |
| A.S. in Business Administration | 91 |
| A.S. in Child Development and Education | 96, 97 |
| A.S. in Computer Information Systems | 101, 102 |
| A.S. in Diagnostic Medical Sonography | 105, 106 |
| A.S. in Engineering: Drafting Technology | 109 |
| A.S. in Environmental Studies | 112, 113 |
| A.S. in Fire Technology | 115 |
| A.S. in Geographic Information Systems | 116 |
| A.S. in Gerontology | 119 |
| A.S. in Golf Course/Turf Management | 158 |
| A.S. in Legal Assistant | 126 |
| A.S. in Management/Supervision | 130 |
| A.S. in Mathematics/General | 131 |
| A.S. in Mathematics/Science | 152 |
| A.S. in Medical Assisting | 81, 82 |
| A.S. in Multimedia | 133 |
| A.S. in Nursing | 138, 139 |
| A.S. in Office Administration | 93 |
| A.S. in Photography | 144, 145 |
| A.S. in Real Estate | 151 |
| A.S. in Technical Theater | 156 |
| A.S. in Water Technology | 159 |
| Degrees, Award of Multiple | 64 |
| Descriptions, Course | 71 |
| Diagnostic Medical Sonography | 105 |
| Digital Imaging Entrepreneur | 144, 145 |
| Digital Imaging Technician | 144, 145 |
| Discipline | 52 |
| Disclaimer | 11 |
| Disclosure | 26 |
| Disclosure, Record of Request for | 27 |
| District Responsibilities | 17 |
| Drafting | 109 |
| Drops | 24 |
| DSP&S (Disabled Students Programs and Services) | 58 |
| Dual Diagnosis | 80 |
Index

E

Eagle Advisor/Web Services .................................................................61
Early Childhood Special Education ......................................................96
Earth Science ....................................................................................107
Economics .......................................................................................108
Education, The Importance of ............................................................14
Elementary Education ........................................................................96
eligibility, MSJC Standards of Satisfactory Progress for Financial Aid .................................................................59
Eligibility, Student ...........................................................................59
Emergency Medical Technician (EMT) .................................................81
Emergency Medical Technician (EMT) Advanced ...............................81
Employees .......................................................................................51
Employees, Students and ..................................................................51
Employment .....................................................................................80
Employment Concentration Certificates

A+ 101, 102
Accounting and Tax Preparation Concentration 91, 92
Accounting Applications Concentration 93, 94
Activities Director 119
Administration 96, 98
Alternative Fuels, Bus Transit and Heavy Duty Transportation 88, 89
Animation 133, 134
Art 96, 98
Assistant Superintendent 158
Assistant Teacher 96, 98
Associate Teacher 96, 98
Automotive Service Advisor/Automotive Service Shop Management 88, 89
Bus/Heavy Duty Vehicle Technician 88, 89
CIW 101
C++ Programming 101, 103
Certified Internet Webmaster (CIW) 101, 103
Certified Nursing Assistant/Home Health Aide (CNA/HHA) 81, 83
CIW 101, 103
Communication 96, 98
Corrections 79, 80
Data Analysis and Modeling 101, 102
Deaf Culture 96, 98
Digital Imaging Entrepreneur 144, 145
Digital Imaging Technician 144, 145
Dual Diagnosis 80, 81
Early Childhood Special Education 96, 98
Elementary Education 96, 98
Emergency Medical Technician (EMT) 81, 83
Emergency Medical Technician (EMT) Advanced 81, 83
Engineering 116, 117
Engine Performance Technician 88, 89
Fire Academy Preparation 115
Fire Apparatus Operator Preparation 115
First Aid 96, 98
General Technician 88, 89
Geographic Information Systems 116, 117
Graphic Design 85, 86
Health & Safety 96, 98
Healthy Living 96, 98
Human Services 154
Imaging 133, 134
inet+ 101, 102
Infant/Toddler 96
Internet Authoring 101, 102
Irrigation Technician 158
Java Programming 101, 103
K-12 Special Education 96, 98
LAN/WAN Administration CCNA 101, 103
Landscaping Operation 158
Language and Literacy 96, 98
Legal Office Support 126, 127
Linux System Administration 101, 103
Management Communications Concentration 91, 92
MCSA 101
Microsoft Certified Systems Administrator 101, 103
Microsoft Office Applications Developer 101, 102
Multimedia 116, 117
Music and Movement 96, 98
Networks 102
Nutrition 96, 98
Office Communications Concentration 93, 94
Office Technologies Concentration 93, 94
Oracle Developer 101, 103
Photography for Digital Video 144, 145
Photography for Graphic Design 144, 145
Production Management 133, 134
Programming 116, 117
Resort Operations 91, 92, 158
School-Age Child Care 96, 98
School-Age Permit 96, 98
Science 96, 98
Security Certified Network Professional (SCNP) 101, 103
Senior Nutrition 119
Social Services Designee 119
SQL Programming 103
Substance Abuse Awareness 96, 98
Surveying 109
Videography 133
Visual Basic Programming 101, 103
Visual Design 116, 117
Web-Based Digital Imaging 144, 145
Web Design 133, 134
Employment Concentration Certificates .............................................66
Engineering ....................................................................................116
Engineering: Drafting Technology ....................................................109
Engine Performance Technician .......................................................88
English .........................................................................................110
Enrollment Fee Waiver ..................................................................23
Enrollment, Other Limitations on .....................................................72
Enrollment, Policy on Open Enrollment ...........................................16
Enrollment Priorities ....................................................................18
Enrollment Services ......................................................................57
Environmental Studies ..................................................................112
EOP&S (Extended Opportunity Programs & Services) ......................57
Equity, Student ..........................................................................61
Equivalent ...................................................................................32
ESL ...............................................................................................30
Evaluation ..................................................................................64
Evening Classes ...........................................................................22
Examinations, Final ....................................................................28
Exemption, PlaceType California Nonresident Tuition ....................23

Mt. San Jacinto College 2008-2009 Catalog
<table>
<thead>
<tr>
<th>F</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FasTrac..........................</td>
<td>23</td>
</tr>
<tr>
<td>Fees.................................</td>
<td>23</td>
</tr>
<tr>
<td>FERPA....................................</td>
<td>25</td>
</tr>
<tr>
<td>Financial Aid....................</td>
<td>59</td>
</tr>
<tr>
<td>Fire Academy Preparation........</td>
<td>115</td>
</tr>
<tr>
<td>Fire Apparatus Operator Preparation</td>
<td>115</td>
</tr>
<tr>
<td>Fire Technology..................</td>
<td>115</td>
</tr>
<tr>
<td>First Aid...........................</td>
<td>96</td>
</tr>
<tr>
<td>Foreign Country Units ............</td>
<td>40</td>
</tr>
<tr>
<td>Foundation, Mt. San Jacinto College</td>
<td>15</td>
</tr>
<tr>
<td>Freedom of Speech.................</td>
<td>53</td>
</tr>
<tr>
<td>Full-time.............................</td>
<td>33, 62</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Technician........</td>
<td>88</td>
</tr>
<tr>
<td>Geographic Information Systems</td>
<td>116</td>
</tr>
<tr>
<td>Geography........................</td>
<td>117</td>
</tr>
<tr>
<td>Gerontology.....................</td>
<td>119</td>
</tr>
<tr>
<td>Golden Eagle Jazz Ensemble</td>
<td>263</td>
</tr>
<tr>
<td>Grade Change Policy............</td>
<td>30</td>
</tr>
<tr>
<td>Grades, Alleviate Substandard</td>
<td>32</td>
</tr>
<tr>
<td>Grading Policy..................</td>
<td>28</td>
</tr>
<tr>
<td>Graduation........................</td>
<td>64</td>
</tr>
<tr>
<td>Graphic Design...................</td>
<td>85, 86</td>
</tr>
<tr>
<td>Grievable, Items That Are.......</td>
<td>45</td>
</tr>
<tr>
<td>Grievable, Items That Are Not</td>
<td>45</td>
</tr>
<tr>
<td>Guarantee of Nondiscrimination</td>
<td>11</td>
</tr>
<tr>
<td>Guidance............................</td>
<td>120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Safety...............</td>
<td>96</td>
</tr>
<tr>
<td>Health and Nutrition ........</td>
<td>121</td>
</tr>
<tr>
<td>Healthy Living................</td>
<td>96</td>
</tr>
<tr>
<td>Hemet Harmonizers Barbershop Harmony</td>
<td>263</td>
</tr>
<tr>
<td>High School Students..........</td>
<td>20</td>
</tr>
<tr>
<td>History............................</td>
<td>12, 122</td>
</tr>
<tr>
<td>Honors Enrichment Program.....</td>
<td>123</td>
</tr>
<tr>
<td>Housing.............................</td>
<td>59</td>
</tr>
<tr>
<td>Humanities..........................</td>
<td>124</td>
</tr>
<tr>
<td>Human Services..................</td>
<td>154</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Imaging..........................</td>
<td>133</td>
</tr>
<tr>
<td>inter*............................</td>
<td>101</td>
</tr>
<tr>
<td>Infant............................</td>
<td>98</td>
</tr>
<tr>
<td>Infant/Toddler................</td>
<td>96</td>
</tr>
<tr>
<td>Initial...........................</td>
<td>50</td>
</tr>
<tr>
<td>Instructional Programs........</td>
<td></td>
</tr>
<tr>
<td>Administration of Justice...</td>
<td>79</td>
</tr>
<tr>
<td>Alcohol/Drug Studies........</td>
<td>80</td>
</tr>
<tr>
<td>Allied Health..................</td>
<td>81</td>
</tr>
<tr>
<td>American Sign Language.......</td>
<td>83</td>
</tr>
<tr>
<td>Anthropology....................</td>
<td>84</td>
</tr>
<tr>
<td>Art..................................</td>
<td>85</td>
</tr>
<tr>
<td>Astronomy........................</td>
<td>86</td>
</tr>
<tr>
<td>Audio Technology...............</td>
<td>87</td>
</tr>
<tr>
<td>Biological Sciences............</td>
<td>89</td>
</tr>
<tr>
<td>Business Business Administration</td>
<td>91</td>
</tr>
<tr>
<td>Business Office Administration</td>
<td>93</td>
</tr>
<tr>
<td>Chemistry........................</td>
<td>95</td>
</tr>
<tr>
<td>Child Development and Education</td>
<td>96</td>
</tr>
<tr>
<td>Child Development Permit......</td>
<td>97</td>
</tr>
<tr>
<td>Communication....................</td>
<td>100</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>101</td>
</tr>
<tr>
<td>Dance................................</td>
<td>104</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>105</td>
</tr>
<tr>
<td>Drafting...........................</td>
<td>109</td>
</tr>
<tr>
<td>Earth Science....................</td>
<td>107</td>
</tr>
<tr>
<td>Economics..........................</td>
<td>108</td>
</tr>
<tr>
<td>Engineering: Drafting Technology</td>
<td>109</td>
</tr>
<tr>
<td>English............................</td>
<td>110</td>
</tr>
<tr>
<td>Environmental Studies..........</td>
<td>112</td>
</tr>
<tr>
<td>Fire Technology..................</td>
<td>115</td>
</tr>
<tr>
<td>Geographic Information Systems</td>
<td>116</td>
</tr>
<tr>
<td>Geography..........................</td>
<td>117</td>
</tr>
<tr>
<td>Gerontology.......................</td>
<td>119</td>
</tr>
<tr>
<td>Guidance...........................</td>
<td>120</td>
</tr>
<tr>
<td>Health and Nutrition.............</td>
<td>121</td>
</tr>
<tr>
<td>History.............................</td>
<td>122</td>
</tr>
<tr>
<td>Honors Enrichment Program......</td>
<td>123</td>
</tr>
<tr>
<td>Humanities..........................</td>
<td>124</td>
</tr>
<tr>
<td>Learning Skills Program........</td>
<td>125</td>
</tr>
<tr>
<td>Legal Assistant....................</td>
<td>126</td>
</tr>
<tr>
<td>Liberal Arts Studies.............</td>
<td>127</td>
</tr>
<tr>
<td>Management/Supervision..........</td>
<td>130</td>
</tr>
<tr>
<td>Mathematics/Science..............</td>
<td>152</td>
</tr>
<tr>
<td>Multimedia.........................</td>
<td>133</td>
</tr>
<tr>
<td>Music................................</td>
<td>135</td>
</tr>
<tr>
<td>Musical Theater Program........</td>
<td>136</td>
</tr>
<tr>
<td>Nursing, Registered...............</td>
<td>138</td>
</tr>
<tr>
<td>Nursing, Vocational..............</td>
<td>141</td>
</tr>
<tr>
<td>Philosophy..........................</td>
<td>143</td>
</tr>
<tr>
<td>Photography........................</td>
<td>144</td>
</tr>
<tr>
<td>Physical Education.................</td>
<td>146</td>
</tr>
<tr>
<td>Physics.............................</td>
<td>147</td>
</tr>
<tr>
<td>Political Science..................</td>
<td>148</td>
</tr>
<tr>
<td>Psychology..........................</td>
<td>149</td>
</tr>
<tr>
<td>Public Administration.............</td>
<td>150</td>
</tr>
<tr>
<td>Reading.............................</td>
<td>150</td>
</tr>
<tr>
<td>Real Estate..........................</td>
<td>151</td>
</tr>
<tr>
<td>Social/Behavioral Sciences.......</td>
<td>153</td>
</tr>
<tr>
<td>Sociology...........................</td>
<td>154</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>155</td>
</tr>
<tr>
<td>Theater Arts........................</td>
<td>156</td>
</tr>
<tr>
<td>Water Technology....................</td>
<td>159</td>
</tr>
<tr>
<td>Intent...............................</td>
<td>19</td>
</tr>
<tr>
<td>International Students...........</td>
<td>22</td>
</tr>
<tr>
<td>Internet Authoring................</td>
<td>101</td>
</tr>
<tr>
<td>Irrigation Technician............</td>
<td>158</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>J</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Java Programming..........</td>
<td>101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>K</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12 Special Education...</td>
<td>96</td>
</tr>
</tbody>
</table>
Index

L
LAN/WAN Administration CCNA ..................................................101
Landscaping Operation Concentration ..............................................158
Language and Literacy ..................................................................96
Late Start .........................................................................................23
Law Enforcement ............................................................................40
Learning Skills Program ................................................................125
Legal Assistant ................................................................................126
Legal Office Support .......................................................................126
Levels, Grievance ............................................................................45
Liberal Arts ......................................................................................127
Library Services ................................................................................60
Limitations on Enrollment ...................................................................18
Limitations, Schedule ........................................................................33
Linux System Administration ..........................................................101
Load, Minimum ................................................................................33
Location ............................................................................................12
LVN to RN [30 Unit Non-Degree Option] ........................................140
LVN to RN Transition [Degree Candidate] ..........................................139

M
Management/Supervision ..................................................................130
Management Communications Concentration .................................91
Math Curriculum Flowchart ...............................................................132
Mathematics ....................................................................................127
Matriculation .....................................................................................17
Maximum ..........................................................................................22
MCSA .................................................................................................101
Measures, Multiple ..........................................................................17
Meeting, Attendance at First Class ....................................................28
Microsoft Certified Systems Administrator .......................................101
Microsoft Office Applications Developer .........................................101
Military ..............................................................................................24
Mission Statement .............................................................................14
MSJC, First Degree from .................................................................64
Mt. San Jacinto College Inland Chorale ...........................................263
Mt. San Jacinto College Symphony ..................................................263
Multimedia ........................................................................................116, 133
Music .................................................................................................135, 136
Musical Theater Program .................................................................136
Music and Movement .........................................................................96
Music Programs Overview .................................................................135

N
Nonresidents .....................................................................................24
Nonresident tuition .........................................................................23
Nursing ..............................................................................................138, 141
Nursing, Registered ............................................................................138
Nursing, Vocational ..........................................................................141
Nutrition .............................................................................................96

O
Obligations, Outstanding ....................................................................25
Occupational Internship ......................................................................40, 68
Office Communications Concentration ..............................................93
Officer, Grievance .............................................................................45
Office Technologies Concentration ...................................................93
One-half time ....................................................................................33

P
Period, One-Year Waiting .....................................................................20
Petition ...............................................................................................30
Philosophy ........................................................................................143
Photography .......................................................................................144
Photography for Digital Video .........................................................144, 145
Photography for Graphic Design ......................................................144, 145
Physical Education ............................................................................146
Physics ...............................................................................................147
Placement, Course .............................................................................16
PlaceTypeLearning PlaceTypeCenter .................................................60
Planning, Program ............................................................................71
Policy, Financial Aid Refund/Repayment ...........................................59
Political Science ...............................................................................148
Posting, Campus ...............................................................................54
Preparation, Recommended ...............................................................72
Prerequisite .........................................................................................72
Prerequisites, Challenging ..................................................................72
Presence, Physical ...............................................................................19
Privacy Act ........................................................................................25, 26
Probation, Removal from .................................................................31
Procedure, Petitions ..........................................................................40
Procedures ..........................................................................................32
Procedures, Complaint .......................................................................49
Production Management ...................................................................133
Programming ....................................................................................116
Programs, Transfer ...........................................................................66
Progress Dismissal ............................................................................31
Progress Probation ............................................................................31
Progress, Veterans Academic ............................................................62
Psychology ........................................................................................149
Public Administration ..........................................................................150

Q
Qualification .......................................................................................22

R
Reading .............................................................................................150
Real Estate ........................................................................................151
Reclassification ..................................................................................19
Recommended Preparation ..................................................................72
Records ...............................................................................................26, 52
Records, Correction of Education ......................................................27
Records, Fees for Copies of .................................................................26
Records, Procedure to Inspect ...........................................................26
Refund Policy .....................................................................................24
Registered ...........................................................................................138
Registration, Priority ..........................................................................18
Regulations, Administrative ..............................................................45
Regulations, College ..........................................................................55
Residence, Establishing ......................................................................19
Residency Requirements .....................................................................18
Residents ............................................................................................24
Resort Operations ..............................................................................91, 158
Retaliation ............................................................................................52

278
Mt. San Jacinto College 2008-2009 Catalog
<table>
<thead>
<tr>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
</tr>
<tr>
<td>Scholarships ........................................... 61</td>
</tr>
<tr>
<td>School-Age Child Care ................................ 96</td>
</tr>
<tr>
<td>School-Age Permit ..................................... 96</td>
</tr>
<tr>
<td>Science ...................................................... 96, 152</td>
</tr>
<tr>
<td>SCNP .......................................................... 101</td>
</tr>
<tr>
<td>Security Certified Network Professional (SCNP) 101</td>
</tr>
<tr>
<td>Senior Nutrition ......................................... 119</td>
</tr>
<tr>
<td>Services, Career ......................................... 56</td>
</tr>
<tr>
<td>Services, Transfer ......................................... 56</td>
</tr>
<tr>
<td>Session, Summer ........................................... 21</td>
</tr>
<tr>
<td>Sex Discrimination ....................................... 47</td>
</tr>
<tr>
<td>Short-Term .................................................... 23</td>
</tr>
<tr>
<td>Skills, Basic ............................................... 30</td>
</tr>
<tr>
<td>Social .......................................................... 127</td>
</tr>
<tr>
<td>Social/Behavioral Sciences ................................ 153</td>
</tr>
<tr>
<td>Sociology ...................................................... 154</td>
</tr>
<tr>
<td>Solomon Amendment ........................................ 28</td>
</tr>
<tr>
<td>Special .......................................................... 21</td>
</tr>
<tr>
<td>Special Projects ........................................... 68</td>
</tr>
<tr>
<td>Standards for Probation ................................... 31</td>
</tr>
<tr>
<td>Statement ....................................................... 13</td>
</tr>
<tr>
<td>Student .......................................................... 24</td>
</tr>
<tr>
<td>Student Code of Conduct .................................. 40</td>
</tr>
<tr>
<td>Student Government Association ....................... 155</td>
</tr>
<tr>
<td>Student Grievance .......................................... 45</td>
</tr>
<tr>
<td>Student Records ............................................. 25</td>
</tr>
<tr>
<td>Student Responsibilities ................................... 17</td>
</tr>
<tr>
<td>Students, Process for All .................................. 21</td>
</tr>
<tr>
<td>Study Abroad .................................................. 61</td>
</tr>
<tr>
<td>Substance Abuse Awareness ............................... 96</td>
</tr>
<tr>
<td>Surveying ....................................................... 109</td>
</tr>
<tr>
<td>Symbols, Non-Evaluative ................................... 29</td>
</tr>
<tr>
<td>System, Course Numbering .................................. 71</td>
</tr>
<tr>
<td>T</td>
</tr>
<tr>
<td>Tech Prep ..................................................... 95</td>
</tr>
<tr>
<td>Textbook Refund Policy .................................... 25</td>
</tr>
<tr>
<td>Theater Arts .................................................. 156</td>
</tr>
<tr>
<td>time, ½ ......................................................... 62</td>
</tr>
<tr>
<td>time, ‰ ........................................................ 62</td>
</tr>
<tr>
<td>Training .......................................................... 52</td>
</tr>
<tr>
<td>Transcripts ..................................................... 33</td>
</tr>
<tr>
<td>Transferable ..................................................... 68</td>
</tr>
<tr>
<td>Transfer Degrees</td>
</tr>
<tr>
<td>A.A. in Liberal Arts ......................................... 127</td>
</tr>
<tr>
<td>A.A. in Visual Communication ............................ 85</td>
</tr>
<tr>
<td>A.S. in Environmental Studies ............................. 112</td>
</tr>
<tr>
<td>Tuition, Resident ............................................ 23</td>
</tr>
<tr>
<td>U</td>
</tr>
<tr>
<td>University ...................................................... 66</td>
</tr>
<tr>
<td>V</td>
</tr>
<tr>
<td>Valley Winds Band .......................................... 263</td>
</tr>
<tr>
<td>Veterans Educational Benefits ............................ 62</td>
</tr>
<tr>
<td>Videography ................................................... 133</td>
</tr>
<tr>
<td>Visual Basic Programming .................................. 101</td>
</tr>
<tr>
<td>Visual Design .................................................. 116</td>
</tr>
<tr>
<td>Vocational ....................................................... 141</td>
</tr>
<tr>
<td>W</td>
</tr>
<tr>
<td>Water Technology ............................................. 159</td>
</tr>
<tr>
<td>Web-Based Digital Imaging ................................. 144, 145</td>
</tr>
<tr>
<td>Web Design ..................................................... 133</td>
</tr>
<tr>
<td>Withdraw ......................................................... 30</td>
</tr>
<tr>
<td>Y</td>
</tr>
<tr>
<td>You, Ways This Catalog Can Help ........................ 4</td>
</tr>
</tbody>
</table>

Mt. San Jacinto College 2008-2009 Catalog 279