Effective Fall 2009-Summer 2010

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.

The Mt. San Jacinto College (Volume 2, Issue 5, August 2009) is published 7 times per year (one in September, one in November, one in January, one in April, two in June, and one in August). The MSJC Class Schedule is produced by the Mt. San Jacinto College Instruction Office. Change of address to be sent to Mt. San Jacinto College Mail Services, 1499 N. State Street, San Jacinto, CA 92583. Application to mail at periodical postage rate is pending at SAN JACINTO, California POSTMASTER and additional mailing post offices.
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. We are excited to offer classes at the San Jacinto Campus, the Menifee Campus, the Temecula Education Complex and a number of off-site locations throughout the District. Counseling and enrollment services are now available in the Banning/Beaumont area at the San Gorgonio Pass Service Center.

Students attending MSJC will find the required undergraduate classes to transfer to a four-year college. They will also find the college provides pathways to begin a new career or develop or upgrade occupational skills. MSJC offers courses and programs that will help improve basic skills or provide opportunities for personal enrichment and lifelong learning.

The student is the heart and focus of this institution. MSJC 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 students 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 each undergraduate to achieve individual goals and aspirations.

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.

Roger Schultz
Superintendent/President
WAYS THIS CATALOG CAN HELP YOU

1. While this catalog is designed to provide comprehensive information about the programs and services available at Mt. San Jacinto College, students are advised to consult a college counselor in developing their educational plans.

2. When developing your education plan, carefully read the information given for each course you plan to take. Pay careful attention to the prerequisites. Student registration will be blocked from courses where a prerequisite or corequisite has not been met.

3. General requirements for the Associate of Arts and Associate of Science degrees and for transfer to California State Universities and Colleges can be found in the Degrees, Certificates & Curricula area of this catalog.

4. The front portions of the catalog contain listings of available student services and applicable college rules and regulations, including admissions procedures, matriculation information, student services, veteran’s information, student activities and grading policies.

5. Use the Table of Contents or the Index at the back of the catalog to find things quickly.

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Guarantee of Nondiscrimination

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

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

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

If you have questions, please contact the appropriate site.

Disclaimer

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

Location

Mr. 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 22,000 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 10,000+ students each semester.

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

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

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

The 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 2009 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.
General Information

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COMMUNITY EDUCATION

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

MSJC’s community service classes provide opportunities for personal and professional development, skill improvement and upgrading, cultural enrichment and recreational enjoyment and learning. These classes are supported solely by registration fees. The program is not funded by taxpayers’ dollars.

The second component of the Community Education Program is non-credit adult education 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

ADMISSIONS

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

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

Policy on Open Enrollment

Unless specifically exempted by statute, every course, course section or class which is to be reported for state apportionment, is open for enrollment and participation by any person who has been admitted to the college and who meets the prerequisite of such course as defined in Section 51823 of the Community College Administrative Code.

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<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 51 LL (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 or 44 – 62</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 (Precalculus); 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.
Admission Information

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 should 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.

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 at www.msjc.edu. Once you have completed your assessment and orientation, you may go to the counseling office to receive your appointment date and time for registering for classes.

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 – Veteran Students
- Priority 4 – Continuing students with 90 units or less (descending order)
- Priority 5 – New and returning matriculated students.
- Priority 6 – Continuing students with more than 90 units (ascending order). This includes concurrently enrolled high school students.
- Priority 7 – Exempt non-matriculated students
- Priority 8 – Academic or Progress Dismissed students (registration date may be changed after meeting with a counselor)

Registration Process

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

Wait List Option

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

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)

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

Residency Requirements

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

Determination of Residency

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

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

Physical Presence

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

Intent

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

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

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

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

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

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

Reclassification

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

- A student seeking reclassification as a resident, who was classified a non-resident in the preceding term, shall be determined to be financially independent or dependent.
- A student who has established financial independence may be classified as a resident if the student has demonstrated clearly physical presence and intent to be a California resident for one year prior to the residence determination date.
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.

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.

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.

Change of Address

A change of address should be reported to Enrollment Services immediately. A Student Update form can be found by logging into www.msjc.edu and clicking on "Student Services," "Enrollment Services," and "Commonly Needed Forms." Print out the form and bring to Enrollment Services.

Admission Information

In determining whether the student has objectively manifested intent to establish California residence, financial independence shall weigh in favor of finding California residence, and financial dependence shall weigh against finding California residence.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than shall financial dependence in earlier calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of continuing residence in another state.

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ADMISSION INFORMATION

*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 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
Admission Information

frank in order to deal with scholarly discussion of behavior, artistic, human or other issues. Unlike K-12 schools, colleges do not contact parents in advance to inform them of these issues. Parents are hereby notified that it is their responsibility to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls. Parents may wish to investigate the curriculum prior to enrolling their student if they have any questions or concerns.

Admission of International Students

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

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

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

Evening Classes

Evening classes are parallel to daytime classes in title and number, prerequisites, course content, outside work required and in examinations. Students may qualify for the Associate 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 ............................................ $181

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
Student Fees

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.

ASB Sticker

The ASB sticker fee helps support a variety of important activities, including theater productions, concerts, recruitment, orientation, athletics, college publications, as well as the activities of recognized college clubs and organizations. The card further 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 or http://eagleshop.msjc.edu/msjcme. Other services include ATM machine, postage stamps, bus passes, greeting cards, emblematic items, candy, soda, snacks, and graduation regalia. Scantron vending machines are located in the Student Centers on each campus, 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.

Family Educational Rights and Privacy Act (FERPA)

All student records of Mt. San Jacinto College are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A copy of the complete text of this act is available in the college library (see “Family Educational and Privacy Rights” in Shepherd’s Acts and Cases by Popular Names). The two basic elements of the act are the student’s right to review and challenge his/her record and the conditions under which information in the record can be released to outside parties.

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

Annual Notification

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

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

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

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

Right to Refuse Access

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

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

Refusal to Provide Copies

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

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

Fees for Copies of Records

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

Directory Information

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

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

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

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

Types, Locations and Custodians of Education Records

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

<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>Assistant Director of Financial Aid</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Business Services</td>
<td>Dean of Business Services</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Student Services</td>
<td>Vice President of Student Services</td>
</tr>
</tbody>
</table>

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

Disclosure of Education Records

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

College officials who have a legitimate educational interest in the records. A college official is:

- A person employed by the college in an administrative, supervisory, academic, research or support staff position.
- A person elected to the Board of Trustees.
- A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.

A college official has a legitimate educational interest if the official is:

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

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

Record of Request for Disclosure

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

Correction of Education Records

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

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

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

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

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

Diversity Committee hosts 3rd annual Dr. Martin Luther King Unity Breakfast in the San Jacinto Campus Library.
General Regulations

The Solomon Amendment

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

Knowing Your Responsibilities

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

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

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

Consult this catalog, college announcements, student email account 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](http://my.msjc.edu). The college does not mail grades.

In the absence of mistake (to include clerical errors and errors made by an instructor in calculating a student’s grade), fraud, incompetence or bad faith, the determination of the student’s grade by the instructor shall be final. Final grades are recorded on a transcript, which is the student’s official permanent record of all grades issued. Questions regarding final grades of record should be addressed to the attention of the Enrollment Services Office.

Evaluation grades are averaged on the basis of the point equivalencies to determine a student’s grade-point-average. (Note: The symbol "P" is an evaluative symbol without grade points.) Non-evaluative symbols are not used in calculating grade point averages. Evaluative symbols and grade points are as follows:

<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>P*</td>
<td>Pass (not counted in GPA)</td>
<td>-</td>
</tr>
<tr>
<td>NP**</td>
<td>No Pass (not counted in GPA)</td>
<td>-</td>
</tr>
</tbody>
</table>

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

---

**Calculation of Grade-Point Average**

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

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

**GPA is determined by:**

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

**Example**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Value</th>
<th>Semester Hours</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL-101</td>
<td>B</td>
<td>3</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>PSYC-100</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>MATH-112</td>
<td>C</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>BIOL-110</td>
<td>D</td>
<td>1</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>PE-112</td>
<td>A</td>
<td>4</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

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

During graduation evaluation, the same process using all grades received for all degree applicable courses and all grades accepted from other accredited 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.
General Regulations

Services Office until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

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

**IP In Progress:** The “IP” symbol shall be used to denote that the class is scheduled to extend beyond the normal end of an academic term. It indicates that work is “in progress” but that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student’s record for the term in which the course is completed. The “IP” shall not be used in calculating grade-point averages.

**RD Report Delayed:** Only the Director of Enrollment Services may assign the “RD” symbol. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade-point averages.

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

**W Withdrawal:** The “W” symbol shall be used to denote withdrawal from a class. Withdrawal from a class or classes shall be authorized through the last day of the 13th week of instruction for a 17-week semester and the 14th week for an 18-week semester. 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.

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.

**Pass/No Pass**

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

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

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

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

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

Documentation Notice

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

Standards for Probation

Academic Probation

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

Progress Probation

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

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

Removal from Probation

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

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

STANDARDS FOR DISMISSAL

Academic Dismissal

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

Progress Dismissal

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

Dismissal Period

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

Appeal Option

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

Exceptions

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

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

Academic Renewal Regulations

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

Therefore, within the regulations listed, Mt. San Jacinto College may disregard particular previously recorded substandard work from a student’s cumulative grade point average (GPA). The regulations for course alleviation follow:
The district has determined that a student may repeat a student’s previous semester course to alleviate college or university for the following reasons only:

1. 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,” “NC” and/or “NP” 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.

2. Units alleviated may be requested for one or multiple academic terms in any combination.

3. A minimum of twelve (12) months must have elapsed since the most recent coursework to be alleviated was recorded.

4. A minimum of twelve (12) units must be completed at any accredited college or university, with a grade point average of 2.0 in all units since the last semester of requested renewal.

5. Courses used in the major in awarding an Associate Degree cannot be alleviated.

6. A student may be granted academic renewal only once and is irreversible once posted to the transcript. Units alleviated will remain on the transcript and will be annotated appropriately but will not be calculated into the overall grade point average.

7. Academic renewal by Mt. San Jacinto College does not guarantee that other institutions outside the District will approve such action. This determination will be made by the respective transfer institutions.

8. All alleviated unit totals will count as attempted units for financial aid purposes.

9. Only substandard grades (D, F, NC and NP) can be alleviated.

10. Academic Renewal may be accomplished by submitting a petition to the Enrollment Services Department.

No part of the regulations and procedures shall conflict with (a) Education Code, section 76224, pertaining to theURLfinality 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.

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.

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.

Course Repetition

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

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 may require 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 repeat the same course only once without a petition. Further repetition attempts will require a petition to be submitted to Enrollment Services to alleviate substandard grades (D, F, NC and/or NP).

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.

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.
General Regulations

• Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive credit.
• If a student registers for a class, he/she may not make the request to audit.
• The college may levy a fee on materials used by the student. This fee will be in addition to the auditing fee.
• The college will maintain no attendance or transcript record.
• No refunds will be made for student withdrawals unless the college cancels the course.
• Rules and regulations pertaining to the credit student are applicable to the auditing student except tests and grade responsibility.

Program Changes

Any student wishing to add or drop classes after enrollment may login at http://my.msjc.edu. A student may add a class through the first two weeks of the semester for full-term classes. Students may not drop a class beyond 75% of the course length. Please refer to schedule of classes or contact the Enrollment Services Office for specific dates.

Transcripts and Enrollment Verifications

Upon a student’s written request, Mt. San Jacinto College will forward an official transcript to another institution or other designated location. The transcript is a duly certified record of all work completed at Mt. San Jacinto College. The first two transcripts and/or enrollment verifications are furnished free of charge upon written request. Additional transcripts and/or enrollment verifications may be obtained for an additional fee (refer to the current schedule). Rush transcripts and/or enrollment verifications are available for an additional service fee (refer to current schedule). Rush requests are normally processed while you wait, or mailed within 24 hours of receipt of written request. High School and college transcripts, which are submitted by other institutions to the Enrollment Services Offices for you, become the property of Mt. San Jacinto College and are not forwarded to other institutions, nor are copies provided to students. Unofficial transcripts are available online at http://my.msjc.edu.

Academic Standing

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

Minimum Load

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

• The load requirements for Chapter 34 (Veterans, 1966 Federal Veterans Education Act), for Chapter 35 (War Orphans) and Federal Student Financial Aid are:
  Full-time.................................................. 12 units
  Three-fourth time.................................... 9-11 units

One-half time............................................ 6-8 units

• Full-time load to maintain status as an “F-1” visa (international student) requirement; 12 units per semester.
• Eligibility to participate in intercollegiate athletics: A student/athlete must be actively enrolled in a minimum of 12 units at his or her community college during the seasons of competition, complete 24 units between season of sports to participate in a second season of the sport and maintain a 2.0 (C) or better grade-point average. See the Associate Dean of Athletics for conference regulations.
• Eligibility to participate in student government requires enrollment in 6 or more units during the semester of participation. Contact the Associated Student Body Office for other requirements.
• Federal Pell Grants are paid on the basis of less than one-half, one-half, three-fourths or full-time enrollment. Any number of units will qualify an otherwise eligible student for a part-time payment on a Pell Grant.
• Eligibility for EOP&S or the CARE program requires full-time enrollment (12 units).

Schedule Limitations

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

HONORS

Graduation Honors

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

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

President’s Honor List

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

**POLICY FOR EARNING COLLEGE CREDIT**

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

A. Enrollment – The student may enroll in a course and master the objectives required for college credit.

B. Testing – The student may demonstrate proficiency in a course and receive college credit by taking a written examination or any other approved method which shows the student has mastered the objectives of the course. These methods include:

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

2. Tech Prep – Credit by Exam for High School Classes - The Tech Prep program awards college credit to high school students who earn an “A” or “B” in career-related “articulated” high school courses. An articulated course is one in which the high school teacher and the Mt. San Jacinto College faculty have “formally agreed” that the high school course outline, syllabus, textbook, midterm and/or final exam are comparable to those in a course of the same major at Mt. San Jacinto College and that the final exam score will be used as a credit-by-exam for the comparable Mt. San Jacinto College course. (California Education Code section 55753.5) MSJC will not award grade points to Tech Prep courses and the units cannot exceed nine (9) as applicable to a specific Certificate or Associate degree at graduation or counted in determining the twelve (12) units required for residency at MSJC. Tech Prep units will be awarded to the high school student’s MSJC transcript within one semester after the high school posts and forwards the high school transcript to MSJC. MSJC will not require Tech Prep approved students to meet the 12 unit residency requirement prior to posting these units.

3. CLEP – A student who has completed MSJC’s residency requirement of twelve (12) or more units with a 2.0 GPA may earn up to 30 semester units of credit/no credit by successful completion of the College Level Examination Program. For amount and type of credit, please refer to the CLEP table in this catalog, the Enrollment Services Office or a counselor. Students transferring to other colleges and universities should check with the receiving institution as to the awarding of credit. Units for which credit is given pursuant to these examinations will not be counted in determining the 12 semester hours for credit in residence required for graduation.

**NOTE:** A total of 12 pass/no pass units may be used toward the 18 A.A./A.S. degree unit requirements.
# CLEP Examination Mt. San Jacinto College Approved Equivalents

<table>
<thead>
<tr>
<th>Name of Test</th>
<th>Course Equivalent</th>
<th>Minimum Score</th>
<th>Units Awarded</th>
<th>AA/AS</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Algebra</td>
<td>Math 105</td>
<td>50</td>
<td>4</td>
<td>G</td>
</tr>
<tr>
<td>American Government</td>
<td>Political Science 101</td>
<td>50</td>
<td>3</td>
<td>B1 or B2</td>
</tr>
<tr>
<td>Biology</td>
<td>Biology 115 (no lab)</td>
<td>50</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Calculus/Analytic Geometry</td>
<td>Math 211</td>
<td>50</td>
<td>5</td>
<td>G</td>
</tr>
<tr>
<td>Chemistry</td>
<td>General Physical Science</td>
<td>50</td>
<td>6</td>
<td>A</td>
</tr>
<tr>
<td>English Composition</td>
<td>English 101</td>
<td>50</td>
<td>4</td>
<td>D1 or D2</td>
</tr>
<tr>
<td>English Literature</td>
<td>English 230 &amp; 231</td>
<td>50</td>
<td>6</td>
<td>C</td>
</tr>
<tr>
<td>French Language</td>
<td>French 101</td>
<td>50</td>
<td>5</td>
<td>C</td>
</tr>
<tr>
<td>Freshman College Composition</td>
<td>English 101</td>
<td>50</td>
<td>4</td>
<td>D1 or D2</td>
</tr>
<tr>
<td>Geology</td>
<td>Geology 101 (no lab)</td>
<td>50</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>History of the U.S. I: Early Colonization to 1877</td>
<td>History 111</td>
<td>50</td>
<td>3</td>
<td>B1 or B2</td>
</tr>
<tr>
<td>History of the U.S. II: 1865 to the Present</td>
<td>History 112</td>
<td>50</td>
<td>3</td>
<td>B1 or B2</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>Psychology 103</td>
<td>50</td>
<td>3</td>
<td>B2</td>
</tr>
<tr>
<td>Principles of Macro Economics</td>
<td>Economics 201</td>
<td>50</td>
<td>3</td>
<td>B2</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</td>
<td>G</td>
</tr>
<tr>
<td>Microbiology</td>
<td>Biology 125 (no lab)</td>
<td>50</td>
<td>5</td>
<td>A</td>
</tr>
<tr>
<td>Principles of Micro Economics</td>
<td>Economics 202</td>
<td>50</td>
<td>3</td>
<td>B2</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>Psychology 101</td>
<td>50</td>
<td>3</td>
<td>B2</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</td>
<td>B2</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Spanish 101, 102, 201, 202</td>
<td>50</td>
<td>18</td>
<td>C</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Spanish 101, 102</td>
<td>45-49</td>
<td>10</td>
<td>C</td>
</tr>
<tr>
<td>Statistics</td>
<td>Math 140</td>
<td>50</td>
<td>3</td>
<td>G</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 California State University General Education-Breadth Certification

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

The following Advanced Placement examinations may be incorporated into certification of completion of CSU General Education-Breadth requirements by any participating institution. Students must have scored 3, 4, or 5 on an Advanced Placement examination listed below to receive the credit indicated. All CSU campuses will accept the minimum units shown below toward fulfillment of the designated General Education-Breadth area if the examination is included in a full or subject-area certification; individual CSU campuses may choose to accept more units than those specified below towards completion of General Education-Breadth requirements. The CSU campus to which the student is transferring determines the total number of units awarded for successful completion of an Advanced Placement examination and the applicability of the examination to other graduation requirements.

Advanced Placement Examinations for the University of California System

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

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

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

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

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

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

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

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

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

D. International Baccalaureate Examination Program (IB) - Mt. San Jacinto College accepts the International Baccalaureate (IB) for pass along into the CSU and UC systems. The IB is awarded by diploma or exam certificate: the diploma, with a score of 30 or above, awards 20 semester units for transfer and the certificate with scores of 5, 6 or 7 on the Higher Level exams earns 5.3 semester units at University of California. For General Education Breadth and/or U.S. History, Constitution, and American Ideals IB exams are approved for area as directed in Executive Order 1036, Section 1.2.4. At time of print, formal adoption in the IGETC standards has not been finalized. Note: each campus in the University of California and the California State University systems determine how they will apply IB external examinations toward credit in the major.

For a list of approved exams, please come by the Career/Transfer Center or Counseling Department at Mt. San Jacinto College.
### Mt. San Jacinto College Advanced Placement Examination Equivalents

<table>
<thead>
<tr>
<th>Name of Test</th>
<th>Course Equivalent</th>
<th>Minimum Score</th>
<th>AA/AS GE Area</th>
<th>MSJC Units</th>
<th>CSU GE Area and units</th>
<th>CSU Elective Units</th>
<th>IGETC Area</th>
<th>IGETC Units</th>
<th>UC Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ART STUDIO</strong> (maximum UC credit of 5.3 semester units for all three exams)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Drawing Portfolio</td>
<td>Art 108 – Beginning Drawing</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>3</td>
<td>n/a</td>
<td>3</td>
<td>n/a</td>
<td>n/a</td>
<td>*5.3</td>
</tr>
<tr>
<td>2-D Design Portfolio</td>
<td>Art 120 – Design I</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>3</td>
<td>n/a</td>
<td>3</td>
<td>n/a</td>
<td>n/a</td>
<td>*5.3</td>
</tr>
<tr>
<td>3-D Design Portfolio</td>
<td>Art 122 – 3D Design</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>3</td>
<td>n/a</td>
<td>3</td>
<td>n/a</td>
<td>n/a</td>
<td>*5.3</td>
</tr>
<tr>
<td><strong>ART HISTORY</strong></td>
<td></td>
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<tr>
<td></td>
<td>ART 101 – Art History: Prehistoric Through Medieval Art + ART 102 – Art History: Renaissance to 20th Century Art</td>
<td>3, 4 or 5</td>
<td>C</td>
<td>3</td>
<td>C1 or C2 (3 units max)</td>
<td>6</td>
<td>3A or 3B</td>
<td>3</td>
<td>*5.3</td>
</tr>
<tr>
<td><strong>BIOLOGY</strong> (Lab credit accepted for UC, no lab credit accepted for CSU)</td>
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<tr>
<td>Biology</td>
<td>BIOL 115 – Topics in Biology</td>
<td>3, 4 or 5</td>
<td>A</td>
<td>3</td>
<td>B2+B3 (4 units max)</td>
<td>6</td>
<td>5B+lab</td>
<td>3</td>
<td>*5.3</td>
</tr>
<tr>
<td><strong>CHEMISTRY</strong> (lab credit included for both UC and CSU, UC has credit limitation)</td>
<td></td>
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<tr>
<td>Chemistry A</td>
<td>CHEM 101 – General Chemistry I + CHEM 102 – General Chemistry II</td>
<td>3, 4 or 5</td>
<td>A</td>
<td>5</td>
<td>B1+B3 (4 units max)</td>
<td>6</td>
<td>5A+lab</td>
<td>3</td>
<td>*5.3</td>
</tr>
<tr>
<td>Computer Science A</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>
<td>n/a</td>
<td>*1.3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>No comparable/elective</td>
<td>3, 4 or 5</td>
<td>n/a</td>
<td>3</td>
<td>n/a</td>
<td>6</td>
<td>n/a</td>
<td>n/a</td>
<td>*2.7</td>
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<tr>
<td><strong>ECONOMICS</strong></td>
<td></td>
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<tr>
<td>Microeconomics</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>*2.7</td>
</tr>
<tr>
<td>Macroeconomics</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>*2.7</td>
</tr>
<tr>
<td><strong>ENGLISH</strong> (maximum UC credit of 5.3 semester units for both exams)</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Language and Composition</td>
<td>ENGL 101 – Freshman Composition</td>
<td>3, 4 or 5</td>
<td>D1</td>
<td>4</td>
<td>A2 (3 units max)</td>
<td>6</td>
<td>1A</td>
<td>3</td>
<td>*5.3</td>
</tr>
<tr>
<td>Literature and Composition</td>
<td>ENGL 101 – Freshman Composition</td>
<td>3, 4 or 5</td>
<td>D1</td>
<td>4</td>
<td>A2 + C2 (6 units max)</td>
<td>6</td>
<td>1A or 3B</td>
<td>3</td>
<td>*5.3</td>
</tr>
<tr>
<td><strong>ENVIRONMENTAL SCIENCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Environmental Science</td>
<td>ENVS 101 – Environmental Science</td>
<td>3, 4 or 5</td>
<td>A</td>
<td>3</td>
<td>B1+B3 or B2+B3</td>
<td>4</td>
<td>5A+lab</td>
<td>3</td>
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<td><strong>GOVERNMENT AND POLITICS</strong></td>
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<tr>
<td>United States (CSU accepts credit for 1 course)</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 + US 2</td>
<td>3</td>
<td>4H</td>
<td>3</td>
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<tr>
<td>Comparative</td>
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<td>3, 4 or 5</td>
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<td>D8</td>
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<td><strong>HISTORY</strong></td>
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<tr>
<td>United States History</td>
<td>HIST 111 – U. S. History to 1877 + HIST 112 – U. S. Since 1865</td>
<td>3, 4 or 5</td>
<td>B1 or B2</td>
<td>3</td>
<td>C2 or D6 + US1 (3 units max)</td>
<td>6</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>
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<td>C2 or D6</td>
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<td>3B or 4F</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>C2 or D6 (3 units)</td>
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<td>3B or 4F</td>
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<td>HIST 104</td>
<td>History of World Civilization: Since 1500</td>
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<td>GEOG 102</td>
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<td>LATIN 101</td>
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<td>Calculus I and Analytic Geometry</td>
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<td>MATH 212</td>
<td>Analytic Geometry and Calculus II</td>
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<td>MUS 103</td>
<td>Music Theory I: Diatonic Harmony</td>
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<td>MUS 104</td>
<td>Music Theory II: 18th and 19th Century Harmony</td>
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<td>PHYSICS</td>
<td>(maximum UC credit of 5.3 semester units for all three exams and CSU allows 6 semester units)</td>
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<td>PHY 101</td>
<td>Basic Physics: Energy and Motion</td>
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<td>PHY 102</td>
<td>Basic Electricity and Modern Physics</td>
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<td>MATH 140</td>
<td>Introduction to Statistics</td>
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Please note: AP exam credit is accepted differently for Eligibility, General Education and Majors at each university. University campus Admissions Offices can advise counselors and students about these issues.

01/30/09
General Regulations

2+2 Articulation

(High School Articulation)

See Credit By Exam.

Nursing Credit

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

Law Enforcement

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.
### Student Code of Conduct

#### Definition of Terms

The term "College" means Mt. San Jacinto College.

The term "district" is the Mt. San Jacinto Community College District.

The term "student" includes all persons enrolled in courses or programs offered by the District in addition to any person engaged in the matriculation process.

The term "faculty member" means any person hired by the College to conduct classroom activities, perform professional counselor duties, or perform professional librarian duties.

The term "College official" includes any person employed by the College performing assigned administrative, professional, or staff responsibilities.

The term "member of the College Community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person’s status in a particular situation shall be determined by the Superintendent/President.

The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College or location where a College-sponsored activity is occurring (including adjacent streets and sidewalks).

The term "organization" means any number of persons who have complied with the formal requirements for College recognition.

Unless otherwise specified in this policy, the term "day" shall refer to "working day," which shall be defined as any day Monday through Friday on which the college offices are open.

The term "Appellate Committee" means any person or persons authorized by the Superintendent/President to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

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

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

A "Certificate of Mailing" is a receipt that provides evidence of the date that mail was presented to the U.S. Postal Service for Mailing.

The term "shall" is used in the imperative sense.

The term "may" is used in the permissive sense.

The Vice President of Student Services is responsible for the administration of the Student Code of Conduct.

The term "policy" is defined as the written regulations of the College as found in, but not limited to the Board Policy Manual, the Student Code, Student Handbook, and College Catalogs.

The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff (3) Collaboration with other students that results in a shared intellectual product without the express permission of the instructor of record.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

#### Student Discipline Procedures

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

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

#### A. Notice of Student Code of Conduct Violation

1. Written notice shall be submitted to the Administrator that a violation has been committed by filing the "Violation of Student Code of Conduct" form within five (5) working days of the violation. Complaints submitted through email, voicemail or any other means will not be accepted.

2. Violations submitted beyond the 5 day period will be accepted at the discretion of the Administrator.

3. Persons filing a complaint are responsible for keeping their own records. All information will become the property of the Administrator once filed.

4. Complaints involving academic dishonesty must include all supporting documentation including the instructor's syllabus, the student's work and
relevant materials that are a part of the complaint. Internet links or web addresses are not acceptable documentation.

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

C. Notice to Student
1. A letter (verified by a “Certificate of Mailing”) will be mailed to the student that a student code of conduct violation has been filed when there is a reasonable belief a violation has occurred. An email communication may also be used to notify the student to contact the Administrator’s office.
2. The letter may contain a request for a meeting with the Administrator. The student will have five (5) working days from the receipt of the letter to respond.
3. Failure to respond to the Administrator’s request may result in a HOLD being placed on the student’s records for not following the direction of a college official (“Violations, #1).

Removal by Instructors of Disruptive Student

An instructor may remove a student for “good cause” from his or her class for the day of removal and the next class meeting when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others (Education Code Section 76030-32). Removal must be reported to the Administrator, in writing by the end of the day of such removal. The following procedure should be followed for managing disruptive behavior:

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

B. Violent or Threatening Students

College personnel, faculty or students that are in eminent physical danger should call MSJC Campus Police immediately at extension 7777 or 911

Removal by Staff of Disruptive Student

Any administrator/management/supervisory staff member of Mt. San Jacinto College who supervises a service area has the authority to remove a student from that area for that day and the next day when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others or the orderly operations of the College. The manager shall submit a written report to the Administrator when a student is removed. This authority is comparable to the instructor’s authority (Ed. Code 76030-37) to remove a student for interfering with the educational process.

Summary Ten-Day Suspension

The Superintendent/President, or designated authority, may order immediate exclusion from campus and/or classes for a period not to exceed ten (10) days when it is determined that immediate suspension is required to protect lives or property and to ensure the maintenance of order (Education Code Section 660171). A student may be summarily suspended for good cause prior to a conference or hearing. Ten-day suspension is designed to provide an opportunity for investigation, to serve as a means of relieving tension of the student body due to a serious infraction of the Standards of Student Conduct, or to remove a threat to the well-being of the students and/or the good order of the College which would prevent the continued normal conduct of the academic community.

Initiating Student Discipline Procedures

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

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

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

The student disciplinary provisions do not apply to:
A. Student Grievance Procedures;
B. Removal by Instructor or Staff of Disruptive Students;
C. State Residence Determination; and,
Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

**Disciplinary Actions**

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

A. **Warning**: A verbal or written notice that continuation or repetition of misconduct will be cause for future disciplinary action.

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 Administrator).

F. **Hold on Records**: The Administrator may place a “HOLD” on all of a student’s records for a period not to exceed one (1) calendar year.

G. **Summary Suspension**: Immediate exclusion from campus and/or classes for a period not to exceed ten (10) days by the Superintendent/President, the Administrator or designated authority, when it is determined that immediate suspension is required to protect lives or property and to ensure the maintenance of order. A suspended student is barred from occupying any portion of the campus or buildings, from contacting or talking with specific student, faculty or staff members, or from taking a specific class or classes, and may be denied all College privileges, including attendance, for a specified period of time. A student may be summarily suspended for good cause prior to a conference or hearing. A written Notice of 10-Day Summary Suspension, and the reasons for such Summary 10-Day Suspension will be mailed to the student.

H. **College Expulsion**: Permanent separation of the student from the College. If an Appellate Committee recommends expulsion, it shall require the concurrence of the Vice President of Student Services and the Superintendent/President, who shall recommend that the Board of Trustees approve the expulsion.

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

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

The following sanctions may be imposed upon groups or organizations:

- A. Those sanctions listed under Disciplinary Actions, A through E.
- B. Deactivation: Loss of privileges including College recognition, for a specified period of time.
- C. In each case in which an Appellate Committee determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Administrator. In cases in which persons other than or in addition to the Administrator have been authorized to serve as the Appellate Committee, the recommendation of all members of the Appellate Committee shall be considered by the Administrator in determining and imposing sanctions. The Administrator is not limited to sanctions recommended by members of the Appellate Committee.

**Disciplinary Appeal Process**

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

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

**Hearing and Disciplinary Appeal Procedures**

A. **Notification of Charges**

Students charged with violations of the Student Conduct of Conduct shall be notified that they are required to meet with the Administrator to discuss the alleged violations and any disciplinary action that may or will result if the charges are found to be true. The student will be given ten (10) days from the receipt of notification to respond to all of the charges. If the student fails to respond, the charges and sanctions will be applied.

Any and all charges will be applied as if the student were notified and all relevant sanctions will be applied.

B. **Preliminary Meeting**

The meeting with the Administrator shall consist of the following:

1. The student will be given a copy of the Student Code of Conduct.
2. The student will be given a written statement of the alleged violation(s).
3. The student will be given a reasonable opportunity to answer each alleged violation(s).
4. The student will be informed of any possible disciplinary action(s) that may be taken.
General Regulations

5. The student will be provided written notice of further meetings if the Administrator deems such action necessary.

6. The student will be provided written notice of his or her right to appeal any adverse decision of the Administrator to the Disciplinary Appeal Committee for a hearing on the matter.

C. Administrator's Actions

If, after reviewing the situation with the student, the Administrator concludes that disciplinary action is appropriate, the Administrator shall deliver in writing one or more of the following types of disciplinary action, unless the Administrator and the student agree to another appropriate disciplinary action:

1. Warning
2. Probation
3. Loss of Privileges
4. Restitution
5. Discretionary Sanctions
6. Hold on Records
7. Summary Suspension
8. Suspension*
9. Expulsion*

*A disciplinary hearing is required

D. Time Limit for Appeal to Disciplinary Appellate Committee

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

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

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

E. Miscellaneous

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

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

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

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

Appellate Appeal Procedure

A. The Hearing Panel

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

Group 1: All students enrolled in 9 or more units with a cumulative grade point average of 2.0 or better.

Group 2: All tenured contract certificated or regular classified personnel except those designated as management.

Group 3: All full-time, certificated, and classified management personnel with the exception of the Vice President of Student Services or designee.

From Group 1, the Associated Student Body President shall appoint one student and one alternate; from Group 2, the President of the Academic Senate shall appoint one certificated personnel and one alternate when appropriate, or in the alternative, the Chairperson of the Classified Senate shall appoint one classified non-management employee and one alternate; and from Group 3, the President shall appoint one management person and one alternate.

B. Committee Composition

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

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

The Vice President of Student Services shall designate a member to serve as Chairperson. The Chairperson shall preside over the hearing and make rulings as to its conduct.

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

D. Right to Representation

The student or Administrator may represent himself or herself or may be represented by an attorney. If represented by an attorney, the student or Administrator shall notify the Vice President of Student Services, in writing, of that fact no later than ten (10) days prior to the date of the hearing. The Appellate Committee may then be provided District legal counsel. Such counsel may sit with the Appellate Committee in an advisory capacity but shall not be a member of the Committee nor vote with it.

E. Scope of Appellate Committee Hearing

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

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

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

The Appellate Committee shall limit the scope of their appeal hearing to the following:
1. Did the evidence support the findings of the Administrator?
2. Was the disciplinary action levied by the Administrator within the range of disciplinary actions delineated in the Standards of Student Conduct Policy?

F. The Hearing

1. Opening: The Committee meets to hear an appeal of disciplinary action against said student by the College and to take action as it deems appropriate within the scope of authority as defined in the Standards of Student Conduct Policy.
2. The Chairperson shall distribute copies of the charges and disciplinary action taken.
3. Plea: The student shall admit or deny each charge. If the student admits each charge and wishes to present no evidence of mitigating circumstances or other defense, the Committee shall retire to make its decision. If the student denies any or all of the charges or wishes to present evidence of mitigating circumstances, the hearing shall proceed.

4. Burden of Proof and of Producing Evidence: The student has the burden of proving the evidence did not support the Administrator’s findings and/or the Administrator acted outside the scope of his/her authority or arbitrarily imposed the appealed disciplinary measure. The student may present evidence in support of his or her position, and then the Administrator may present evidence to refute such evidence.

5. Arguments: First the student and then the Administrator shall be afforded an opportunity to make or waive an opening statement. The Administrator may reserve his or her opening statement until after the student has presented his or her evidence. After the opening statements, first the student and then the Administrator shall have the opportunity to present witnesses and other relevant evidence.

6. Evidence
   a. Oral evidence shall be taken only on oath or affirmation.
   b. Each party shall have these rights: to call and examine witnesses; to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues even though the matter was not covered in the direct examination; to rebut the evidence against him or her. If the student does not testify in his or her own behalf, he or she may be called and examined as if under cross-examination.
   c. The hearing need not be conducted according to technical rules relating to evidence and witnesses, except as hereinafter provided. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining the evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions, or if it is a signed and dated written declaration of a witness who is shown to be unavailable. Irrelevant and unduly repetitious evidence shall be excluded.

7. Hearings: Hearings shall be closed to the general public and confidential. All witnesses shall be excluded before and after testifying. Both the Administrator and the student shall be entitled to call witnesses and to question witnesses presented by the other. Any member of the Committee may ask questions at any time upon recognition by the Chairperson. Either side may recall a witness, who again may be questioned by both parties and the Committee.
General Regulations

The hearing shall be recorded. The recording may be used by the Superintendent/President and/or the Board of Trustees in the case of an appeal. Copies of the proceedings will be available to either party upon request. The cost of a copy of the tape or video-recorded proceedings will be at the expense of the requestor. The response time for the production of a copy of the tape or video recording shall be determined by mutual agreement.

8. Absence of the Student and/or the Administrator: If the student and/or the Administrator do not appear and no satisfactory explanation for the absence is made at the earliest opportunity, or if the student and/or the Administrator leave the hearing before its conclusion, the hearing shall proceed without the absent party, and the Committee shall reach a decision based on the evidence presented.

9. Conclusion: First the student and then the Administrator shall be afforded the opportunity to make or waive a closing argument. The Committee shall retire to deliberate with all of the members of the Committee present and may include the legal advisor when appropriate. The Committee shall reach its decision based only upon the record of the hearing and shall not consider matters outside of that record. Within five (5) days of the hearing, the Chairperson shall deliver to the Vice President of Student Services, or designee, the committee's written decision arrived at by a simple majority of the Committee. The Appellate Committee's notification of their decision to the student and the Administrator will be by Certificate of Mailing, which will be sent to the student within fifteen (15) days of the hearing date. The Appellate Committee is deemed to have mailed such letter on the date so declared.

All materials distributed to the Appellate Committee will be collected and destroyed.

The decision of the Appellate Committee is binding on all parties.

G. **Appeal to the Superintendent/President**

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

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

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

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

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

**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.
General Regulations

Grievance Officer

- The Superintendent/President shall designate an individual to handle student grievances. That individual will be responsible for ensuring the timely due process in a Student Grievance.
- The Superintendent/President shall appoint an individual (in addition to the individual identified above) who will serve as a hearing officer to conduct grievance hearings. The hearing officer may be appointed on a case-by-case basis or for the academic year.

Items That Are Grievable

- Americans with Disabilities Act (A.D.A.) for issues of student access or alleged illegal discrimination – heard under separate process handled by the A.D.A./§504 Coordinator.
- Sexual Harassment by an employee against a student – heard under separate process handled by Human Resources.
- Harassment based upon gender, race/ethnicity, religion/creed, or other areas protected under the law.
- Unfair acts by an employee against a student where the act has a negative impact on the student.

Items That Are Not Grievable

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

Grievance Levels

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

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

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

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

Level IV – Formal request for hearing
- Individual designated by the college Superintendent/President reviews charges and determines if a case exists based upon the following:
  - The alleged act must have taken place on campus or during a college-sponsored event or be connected to the student’s college-relationship to the employee named. This also includes any time when the employee is acting in their official capacity as an employee of the district.
  - Must include all evidence, including names of witnesses to be called and copies of pertinent documents
  - Must include evidence that steps I and II have been completed or attempted but have been unsuccessful
  - May not add new charges or defendants
  - The alleged act must have had an inappropriate negative impact on the student
  - The student must identify the desired remedy if the grievance is found in their favor.

- A 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 proceedings are tape-recorded and the tape is the sole record of the hearing.
- Only the panel members, the complaining student(s) and the responding employee(s) remain in the room throughout the proceedings.
- Each party may bring an advisor, but the advisor may not speak for or in any way represent the person whom they are advising.
- Should anyone fail to attend the hearing, the hearing will be held without the missing person(s).
- The panel shall base its decision solely on the evidence and testimony presented.
- In general, written statements from individuals not present at the hearing will not be admissible without some authentication of the statement, such as a notary signature and seal.
- The panel shall have the right to question all parties.
- Both the complaining student and the responding employee may bring witnesses to speak on their behalf.
- Following the presentation of all evidence and testimony, the panel will excuse all other individuals and conduct their deliberations in private.
- Results of the hearing are sent forward to the appropriate Vice President or other designee of the Superintendent/President within 5 working days of the conclusion of the hearing.
- The appropriate Vice President or Presidential designee notifies in writing the parties in question within 10 working days of receiving the recommendation from the hearing panel.

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 remedies 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 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.

This policy was approved by the Board of Trustees on June 28, 2001; however, it is currently under review.

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

The district’s policies include provisions that:

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

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

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

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

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

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

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

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

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

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

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

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

Sexual Harassment Policy
(Appplies to all Students and Staff)

Purpose and Philosophy

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

References

• 20 U.S.C. §1681, Education Amendments of 1972, Title IX. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

• 34 C.F.R. §§106.1-106.7, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX. This provision requires designation of Title IX Coordinator, grievance procedure, and public notice of Title IX policies and procedures.

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

• 29 C.F.R. §1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII.

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

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

Monitoring Responsibility

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

Policy

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

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

- Because sexual harassment can occur 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.
Complaint Procedures

- In compliance with applicable federal and state law, it is the policy of the district to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex.

- Victims of sexual harassment shall be afforded avenues for filing complaints that are free from bias, collusion, intimidation, or reprisal.

- Victims of sexual harassment should document the harassment as soon as it occurs. In order to assist investigators, victims should document the harassment with as much detail as possible, including: the nature of the harassment; dates, times, and places it has occurred; name or names of harasser or harassers; witnesses of the harassment; and the victim's response to the harassment.

- To the extent they feel safe and comfortable doing so, victims are first encouraged to confront the harasser, verbally or in a letter and/or with an advocate present, and tell the harasser to stop the conduct because it is unwelcome. Victims should document the incident or incidents of continuing harassment, and any conversations they have with the harasser, noting such information as time, date, place, what was said or done, and other relevant circumstances surrounding the incident(s) and the effect or impact of the behavior on the victim.

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

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

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

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

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

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

- Reports/Complaints to Law Enforcement Authorities

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

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

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

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

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

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

Initial Investigation and (Informal) Resolution Procedures

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

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

- As soon as possible, but no later than three (3) working days following receipt of a complaint, the Vice President of Human Resources shall commence an investigation of the complaint according to the following steps:
  - Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically what action he or she wants taken in order to resolve the complaint.
  - Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities who have difficulty writing.
  - Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
  - 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.

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;
General Regulations

- The threatened or actual harm caused by the harassment; and
- The frequency and/or severity of the harassment.

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

False Complaints

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

Training

- All students shall be informed of this policy in student handbooks, folders, and registration materials. A summary of this policy shall also be posted in a prominent location. All Associated Student Body officers shall receive district training about the policy at the beginning of each school year.
- All new employees shall receive information about this policy at new employee orientation. All other employees shall be provided information annually and attend awareness training at least once every five (5) years regarding this policy and the district’s commitment to a harassment-free learning and working environment.
- The Title IX Coordinator, and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive yearly training on this policy and related legal developments from the Vice President of Human Resources.
- The Vice President of Human Resources and department administrators shall be responsible for informing students and employees on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the victim.

Records

Separate confidential records of all sexual harassment complaints and investigations shall be maintained in the Vice President of Human Resources Office. Records of investigations shall be maintained in the office of the Vice President of Human Resources.
- Records of informal investigations and resolutions shall be retained for at least three (3) years.
- Records of investigations shall be retained for at least six (6) years.
- Records of complaints and investigations of blatant violations involving criminal touching, quid pro quo situations, or other criminal acts shall be retained permanently.

Policy Dissemination and Review

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

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

Acquired Immune Deficiency Syndrome

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

- An individual with Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or a positive Human-Immunodeficiency Virus (HIV) antibody test result will not be denied enrollment for instruction in any classroom activity as long as he or she is able to perform in accordance with established standards.
- Persons with AIDS or ARC or who are perceived to have such conditions are considered disabled under state and federal law and may be served through state-funded Disabled Students Programs and Services.
- The administration will develop and implement plans to provide up-to-date AIDS education to students and employees with the purpose of: (1) to prevent further spread of the virus; and, (2) to dispel myths and unreasonable fears about the disease.

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

Mt. San Jacinto College is committed to compliance with both the spirit and the letter of the Americans with Disabilities Act, as well as the Rehabilitation Act of 1973, and other laws protecting the rights of persons with disabilities. The Board of Trustees has established compliance with the Americans with Disabilities Act as an institutional priority, where this will not pose an undue burden or fundamentally alter the programs of the institution. The Vice President of Human Resources or designee is the Americans with Disabilities Act coordinator for the district. Student and community members with concerns related to access to the college’s facilities, programs and services should contact the Vice President of Human Resources. Employees or employment applicants with A.D.A. related concerns should also contact the Vice President of Human Resources.
Should an individual feel that there has been an inappropriate restriction of access to employment or educational opportunities for one or more qualified persons with one or more disabilities, and an adequate remedy has not been forthcoming from the appropriate college office, that individual may file a petition in accordance with the following procedures:

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

**FREEDOM OF SPEECH**

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

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

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

**Campus Speaking Area**

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

- Readily accessible to all students;
- Located so as not to require students to travel through it;
- Open to use on a first come, first served basis.

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

- There shall be no use of electronic or other sound amplification that interferes with the conduct of classroom, laboratory, library, or office activities on campus.
- There shall be no obscene or slanderous speech or distribution of obscene or libelous materials.
- No speech shall be permitted which advocates the overthrow of the government.
- No speech shall express or advocate racial, ethnic, religious, sex-based, other hate-based prejudice or other speech that incites students so as to create a clear and present danger of the imminent commission of unlawful acts or of the substantial disruption of the orderly operations of the college.
- The Free Speech area will not be used for any commercial activity, nor shall there be any solicitation of funds of any kind in the area, nor shall there be any implied solicitation of funds in the area.
- Speakers are responsible to ensure that all printed and other materials brought into the Free Speech area are removed at the conclusion of the activity, and that college funds shall not be required to return the Free Speech area to its original condition as the result of any individual or group exercising their rights of Free Speech in this area.

**Campus Posting/Distribution of Materials**

All non-classroom materials posted or distributed on any Mt. San Jacinto College campus or in any Mt. San Jacinto College facility, which are not published by Mt. San Jacinto College, must be approved in advance by the designee of the Associated Student Body, or the Office of the Vice President Student Services or designee.

- The approval will include a stamp placed on the front of the material.
- The expiration date for the approval will be included on the stamp. Posted materials will be removed from bulletin boards after the expiration date.
- Materials being distributed may only be distributed in the Free Speech area unless these materials are being distributed as part of an otherwise approved activity.
General Regulations

- 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.

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.

Clothesline Project sponsored by the Diversity Committee in the Learning Resource Center at the Menifee Valley Campus.
Student Services

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

Athletics

Mt. San Jacinto College Eagles field intercollegiate teams in men’s football, basketball, baseball, golf and tennis; and women’s volleyball, soccer, basketball, tennis, golf and softball. The college is a member of the Foothill Conference, which is governed by the 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 Dean of Support Services: Athletics. Students must enroll in the appropriate section of physical education to receive 2 or 3 units of credit for the sport.

Career/Transfer Center

Career Services

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

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

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

An audio-visual library gives successful techniques for personal growth and career development. The career resource library has a collection of books, materials, aids, pamphlets and brochures for career planning, exploration, decision-making and motivation and for conducting an effective job search. Current college catalogs are available, including resources for non-traditional training opportunities. Resume writing instruction and critique is provided.

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

Transfer Services

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

The Mt. San Jacinto Child Development and Teacher Training Center, now available on both the San Jacinto and Menifee Valley campuses, provides an education and care program for children (ages 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.

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.

Counseling

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

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

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

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

Cultural Events

As part of the educational and community service offerings, MSJC provides a wide range of cultural events. Representative programs include: Plays, musicals, musical concerts 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.

Monish Punjabi (Phi Theta Kappa President) holding the "Candle of Knowledge" at the PTK Induction Ceremony.
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 median 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 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 EOP&S/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.

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.
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), Academic Competitiveness Grant (ACG), 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), Academic Competitiveness Grant (ACG), 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.

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

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.
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), Chapter 33 (Post 9-11 GI Bill), Chapter 34 (Veterans, 1966 Federal Veterans Education Act), Chapter 35 (Dependents’ Educational Assistance), Chapter 1606 (Montgomery GI Bill – Selected Reserve), and Federal Student Financial Aid are:

- **Full-time** .................................................... 12 units or more
- ¾ time .............................................................. 9–11½ units
- ½ time .............................................................. 6–8½ units
- ¼ time .............................................................. 3–5½ units

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

Veterans taking a course that lasts less than a semester will be paid only for the actual enrollment period. If the veteran receives an “F” or “W” grade for non-attendance, he or she will be liable to repay the VA from the date he or she stopped participation in the class. Continuing and returning students who were previously enrolled for VA assistance and wish to continue to receive benefits must submit a Veteran’s Statement of Responsibility Form to the Financial Aid Office each semester. It is the veteran’s responsibility to promptly notify the Financial Aid Office of any change of program, which would affect his or her VA assistance.

Veterans may be awarded 3 units of credit for the healthful living and physical education requirement of graduation by submitting an application for credit and a copy of their DD214, verifying 180 days active military duty, to the Enrollment Services Office. Students who are on active military duty and have completed boot camp may apply to receive the credit. This must be done upon admission to the college.

Veterans Academic Progress

Veterans who remain in a probationary status for more than two terms without improvement in their academic standing will not be certified without verification that the student has been counseled concerning consequences of further violations of the college’s academic or progress policy.

**For further information, contact:**

Veteran’s Services - Menifee Valley Campus  
(951) 639-5249

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

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.

Self Defense Class sponsored by the Diversity Committee.
<table>
<thead>
<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>Alcohol/Drug Studies</td>
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<td>Audio Technology</td>
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<td>Dance</td>
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<td>Diagnostic Medical Sonography</td>
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<td>Engineering Technology: Drafting</td>
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<td>Environmental Studies</td>
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<td>Gerontology</td>
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<td>Golf Course/Turf Management</td>
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<td>Humanities</td>
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<td>Legal Assistant</td>
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<td>Management/Supervision</td>
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<td>Mathematics/General</td>
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<td>Multimedia</td>
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<td>Office Administration:</td>
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<td>Technical Theatre</td>
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<td>Water Technology</td>
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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.

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 2009-2010 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.

Award of Multiple Degrees

First Degree from MSJC

Students seeking additional associate degrees after having previously received an associate degree from Mt. San Jacinto College may qualify for an additional degree if (1a) they have met the minimum requirements for the second major and (1b) at least 12 required units in the second major are separate and distinct from the required units of their first major; and (2) they have achieved a minimum grade point average of 2.0 for all units attempted in pursuit of the degree.

First Degree from Another College

Students seeking additional associate degrees after having previously received an associate degree from another college may qualify for graduation by (1) completing those general education requirements for which equivalents have not been completed; (2a) meeting the minimum requirements of the major and (2b) completing at least 12 units of the required units in the second major that are separate and distinct from the required units of their first major; (3) completing a minimum of 12 units in residence at MSJC; and (4) achieving a grade point average of 2.0 or above for all units attempted in the pursuit of the degree.

Graduation Requirements

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

Unit and subject requirements for the Associate of Arts or Associate of Science degree
For a complete list of degrees and their satisfaction requirements, see page 77. 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 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 140 (Area C2 or Area 4)
  - 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 C2 or D7)
  - Anthropology 102 or 102H or 103A or 103B or 103C or 103D or 103E or 121+ (Area 4)
  - 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 140 (Area C2 or Area 4)
  - Music 107+ (Area 3A)
  - Political Science 102 or 102H or 103 (Area D3 or D8)
  - Psychology 104 or 112+ (Area D4)
  - Sociology 106 or 112+ or 115 (Area D3, D4, D7, D10 or E)
  - Spanish 270+ (Area C2)
  - Theater Arts 136+ (Area C2)
Degrees, Certificates and Curricula

U.S. History and/or Political Science

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

(Minimum 3 units: required for any AA/AS Degree at MSJC)
History 110, 111 or 112 and/or Political Science 101

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

Basic Skills Competency Requirements for Graduation

Reading

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

This requirement is met with certification of CSU GE Breadth or IGETC.

Mathematics

A minimum of 3 units required. This is demonstrated by passing an appropriate level math course with minimum grade of "C".

This requirement is met with certification of CSU GE Breadth or IGETC.

Scholarship Requirements for Graduation

A minimum grade point average (GPA) of 2.00 ("C" average) in degree applicable units attempted 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.

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

Transfer courses are designed to parallel lower-division offerings at four-year colleges and universities. Through the transfer curriculum, MSJC students may complete freshman and sophomore requirements in two years and transfer to the university with junior or upper division status.

A student may transfer a maximum of 70 units from a community college to campuses of either the University of California or the California State University systems. It is advised that students transfer with at least 60 transferable units to ensure that they are admitted to the four-year institution with junior or upper division status. Students who have not taken the SAT or ACT during their senior year in high school MUST have a minimum of 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 Bernardino
Dual Admissions Program:
Allows students to receive a waiver of California State University San Bernardino (CSUSB) admission application fee, receives a commitment of provisional admission provided all stated GPA minimum and prerequisites have been met by the student, receives specific and continuing advisement support by both CSUSB and MSJC clarifying course requirements and streamlining the transfer process, receives cross enrollment opportunities at CSUSB (1 course per term) and early contact by CSUSB major departments.

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

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

University of California Transfer Admission Guarantee Program (2009–10)

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 MSJC counselor and request information on the University of California TAG agreement;

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

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. MSJC and Alliant also agree to provide academic and student services cooperatively so that the transition from the MSJC to Alliant will be seamless and user friendly for the student. Students will have the opportunity to participate in the Alliant Bound Scholars Program (ABS) and receive guaranteed admission to Alliant and financial benefits detailed in this MOU.

UCLA Transfer Day
MSJC sponsored a tour with nearly 50 students to UCLA
Left to Right: Jesus Tapia (student), Jessica Joseph (student), Miranda Angeles (Puente Counselor), Escarlet Wirth (Career/Transfer Center Technician), and Fontay Mozga (Outreach Coordinator).
Chapman University College

Early Advantage Transfer Agreement

Mt. San Jacinto College and Chapman University College agree to partner in offering enhanced opportunities to transfer students by allowing students currently enrolled at MSJC the opportunity to be admitted to CUC while attending MSJC and taking transferable coursework. MSJC and CUC also agree to provide academic and student services cooperatively so that the transition from MSJC to CUC will be seamless for Early Admits.

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 assistir 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 2009-2010 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 2009-2010 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.

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**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. 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 following chart.

*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 following table. 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 November 2004. TCSU courses qualified January 2008
## CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)

<table>
<thead>
<tr>
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<th>MSJC course(s)</th>
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<td>AJ 111</td>
<td>Administration of Justice</td>
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<tr>
<td>ANTH 110</td>
<td>ANTH 2</td>
<td>ANTH 101, Physical Anthropology</td>
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<td>ANTH 120</td>
<td>ANTH 4</td>
<td>ANTH 102, Cultural Anthropology</td>
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<td>ANTH 150</td>
<td>ANTH 6</td>
<td>ANTH 115, Introduction to Archaeology</td>
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<td>ART 102, Art History: Renaissance to 20th Century Art</td>
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<td>ART 210</td>
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<td>ART 108, Beginning Drawing</td>
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<td>ART 120, 2D Design</td>
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<td>ART 6</td>
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<td>ART 151, Ceramic Arts</td>
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<td>ART 10</td>
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<td>ART 115 + 116, Painting I + Painting II</td>
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<td>PHOT 18</td>
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<td>PHOT 118, Beginning Photography</td>
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<td>ART 101 + 102, Art History: Prehistoric Through Medieval Art + Art History: Renaissance to 20th Century Art</td>
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<td>BIOL 110</td>
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<td>BIOL 100, Human Biology (formerly Introduction to Human Biology)</td>
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<td>BIOL 14</td>
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<td>BIOL 125, Microbiology</td>
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<td>BIOL 150 + 151, General Biology I + General Biology II</td>
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<td>ANAT 101 + 102, Human Anatomy &amp; Physiology I + , Human Anatomy &amp; Physiology II</td>
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<td>ACCT 124, Financial Accounting- Principles of Accounting I</td>
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<td>ACCT 125, Managerial Accounting- Principles of Accounting II</td>
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<td>BADM 201, Legal Environment of Business</td>
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<td>CHEM 102, General Chemistry II</td>
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<td>CHEM 6</td>
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<td>CHEM 100, Introduction to Chemistry</td>
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<td>CHEM SEQ A</td>
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<td>CHEM 101 + 102, General Chemistry I + , General Chemistry II</td>
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<td>CSCI 2</td>
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<td>CSIS 101, Introduction to Computers and Data Processing</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>THA 105, Voice and Diction (formerly Voice for the Actor)</td>
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<td>THA 110, Fundamentals of Acting</td>
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<td>THA 117, Stagecraft</td>
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<td>ECON 202, Principles of Macroeconomics</td>
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<td>ENGL 101, Freshman Composition</td>
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<td>ENGL 4</td>
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<td>ENGL 103, Critical Thinking and Writing</td>
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<td>ENGL 130, Introduction to Creative Writing</td>
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<td>ENGL 230, English Literature: Anglo Saxon to 1775</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>
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<td>ENGL 14</td>
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<td>ENGL 207, American Literature: Pre: Colonial to 1865</td>
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<td>ENGL 16</td>
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<td>ENGL 208, American Literature: 1865 - Present</td>
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<td>ENGL SEQ A</td>
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<td>ENGL 101+103, Freshman Composition + Critical Thinking and Writing</td>
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<td>ENGL SEQ B</td>
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<td>ENGL 230+231, English Literature: Anglo Saxon to 1775 + English Literature : 1775 to Present (formerly English Literature: 1775-1950)</td>
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<td>NUTR 101, Nutrition and Foods</td>
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<td>FCS 2</td>
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<td>CDE 110, Child Development</td>
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<td>FCS 14</td>
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<td>FREN 101, Elementary French I</td>
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<td>FREN 2</td>
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<td>FREN 201, Intermediate French I</td>
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<tr>
<td>FREN 8</td>
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<td>FREN 202, Intermediate French II</td>
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continued
### CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)

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<th>MSJC course(s)</th>
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<td>FREN SEQ A</td>
<td>FREN 101+102, Elementary French I + Elementary French II</td>
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<td>FREN 201+202, Intermediate French I + Intermediate French II</td>
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<td>GEOG 101, Physical geography</td>
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<td>GEOG 130</td>
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<td>GEOG 101+104, Physical Geography + Physical geography lab</td>
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<td>GEOG 4</td>
<td>GEOG 102, Cultural Geography</td>
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<td>GEOL 2</td>
<td>GEOL 100, Physical Geology</td>
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<td>GEOL 4</td>
<td>GEOL 105, Historical Geology</td>
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<td>GOVT 2</td>
<td>PS 101, Introduction to American Government and Politics</td>
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<td>HIST 2</td>
<td>HIST 101, Western Civilization I: to 1500</td>
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<td>HIST 4</td>
<td>HIST 102, Western Civilization II: from 1500 to Present Era</td>
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<td>HIST 111, Honors U.S. History to 1877</td>
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<td>HIST 112, U.S. History Since 1865</td>
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<td>HIST 103, History of Worlds Civilization to 1500</td>
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<td>HIST 104, History of Worlds Civilization: Since 1500</td>
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<td>MATH 10</td>
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<td>MATH 110, Pre-Calculus</td>
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<td>MATH 211, Analytical Geometry and Calculus I</td>
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<td>MATH 20</td>
<td>MATH 212, Analytical Geometry and Calculus II</td>
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<td>MATH 230</td>
<td>MATH 213, Analytical Geometry and Calculus III</td>
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<td>MATH 34</td>
<td>MATH 135, Calculus for Social Science and Business</td>
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<td>MATH SEQ B</td>
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<td>PHIL 6</td>
<td>PHIL 103, Logic</td>
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<td>PHY 101, Basics Physics: Energy and Motion</td>
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<td>PHYS 4</td>
<td>PHY 102, Basic Electricity and Modern Physics</td>
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<td>PHYS 8</td>
<td>PHY 201, Mechanics and Wave Motion</td>
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<td>PHYS 12</td>
<td>PHY 202, Electricity and Magnetism</td>
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<td>PHY 101+102, Basics Physics: Energy and Motion + Basic Electricity and Modern Physics</td>
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<td>PSY 110</td>
<td>PSY 101, Introduction to Psychology</td>
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<td>SOCI 101, Principles of Sociology</td>
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<td>SOC 4</td>
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<td>SPAN 101, Elementary Spanish I</td>
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<td>STAT 2</td>
<td>MATH 140, Honors Introduction to Statistics</td>
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Degrees, Certificates and Curricula

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 070-099 are not transferable to four-year institutions but are applicable to the associate’s degree. However, for purposes of associate-degree graduation, state regulation limit general math courses in the category to Math 096 only. Courses intended for students with learning disabilities are the only exceptions to this limitation.

Math and English courses numbered 070-079 are intended for students with learning disabilities. Students may count a maximum of six units from each program for graduation, but such courses do not replace other English or math requirements.

Courses below 070 are non-degree applicable and may not be used to meet graduation requirements. In rare cases they may be applied to certificates, but such courses used to fulfill a certificate requirement may not be applied to graduation. Units represented in the course MUST be replaced by (an) additional course(s).

Limitations on Enrollment

Mt. San Jacinto College would like students to be successful in their courses. One way to promote student success is by identifying the skills and knowledge a student must possess before enrollment in certain courses. These courses (primarily mathematics, English and performance courses) have included prerequisites, corequisites or other limitations on enrollment to ensure a student’s readiness for these courses of study.

Phi Theta Kappa Student (Sandie Valenzuela) promoting PTK Blood Drive.
A prerequisite is typically a course(s) students have completed prior to enrolling into a higher-level course. Course placement scores (see Assessment and Placement) may also be used to meet a prerequisite or corequisite requirement. Prerequisites are only satisfied when courses are completed with a grade of “CR,” “Pass,” or “C” or better.

Prerequisites, corequisites and other limitations on enrollment are conditions of enrollment that must be met before a student can enroll in these courses.

If you believe you have taken the prerequisite at another institution:

- Request an official copy of the transcript be sent to Mt. San Jacinto College;

- Complete a “Request for Prerequisite Evaluation”

Both forms are available online and in the Enrollment Services Office. These forms should be completed prior to enrollment in courses with prerequisites and corequisites. If you are registering for the next semester while you are also enrolled in a course to meet the prerequisite requirement and subsequently earn a grade of D, F, or NP, you will be dropped from the course. A refund will be issued once the course is dropped.

Students who have satisfied a requirement at another institution through testing or assessment but have not been awarded course credit will not be granted credit at MSJC.

Students are welcome to pursue the earning of course credit by the Credit by Exam process.

Courses requiring a corequisite have conditions of enrollment requiring that a course be taken during the same time as enrollment in another course. All course prerequisites and corequisites will be enforced. Student registration will be blocked from courses where a prerequisite or corequisite has not been met.

**Challenge Procedure**

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

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.

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
Degrees, Certificates and Curricula

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.

Phi Theta Kappa Recycle Day Booth.
Mt. San Jacinto Community College District A.A./A.S. Degree - General Education
Requirements Educational Plan Option A

_

(Please Print)

MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
A.A./A.S. DEGREE - GENERAL EDUCATION REQUIREMENTS
2009 – 2010 Educational Plan OPTION A
______________________________________________________________________________________
Student Name

Social Security Number/ID Number

Date

A

UNITS
NEEDED

UNITS IN

PROGRESS

UNITS

COURSE OPTIONS
* Asterisk indicates a lab class.
+ Plus indicates cross-listed classes. Example: DAN 100 cross-listed as HIST 151, please refer to catalog.
SPECIAL HONOR’S NOTE: Honors sections of a course may be used in lieu of the regular approved course.

COMPLETED

AREAS

MAJOR:___________________________________________

NATURAL & PHYSICAL SCIENCES
A minimum of 3 units required.

Anatomy & Physiology 100+, 101*, 102*; Anthropology 101, 111*, 201; Astronomy 101*, 111+; Biology
100, 115*, 116*, 117, 125*, 130*, 134, 135, 140*, 142*, 143, 144*, 146, 148*, 150*, 151*; Chemistry 100*,
101*, 102*, 107*, 112*, 113*; Earth Science 101; Environmental Science 100, 101, 102*, 110*, 190*;
Geography 101, 104*, 105, 106; Geology 100*, 103, 105*, 107, 109, 110*, 111+, 112; Nursing 100+;
Nutrition 101; Physical Education 110; Physics 100, 101*, 102*, 201*, 202*,

B

SOCIAL & BEHAVIORAL SCIENCES
A minimum of 6 units required, 3 units from B1 and 3 units from B2.

B1

History 110, 111, 112, 124; Political Science 101

B2

Administration of Justice 102, 111; Anthropology 102, 103A, 103B, 103C, 103D, 103E, 104, 115, 116, 121+,
125, 215; Child Development & 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, 107, 108, 111;
Gerontology 103+, 110, 125+, 130+; Guidance 100, 116, 120; Health Science 121, 123; History 101, 102,
150, 151+, 155, 160; Legal 100, 103+; Nutrition 100; Political Science 101, 102, 103, 104, 120; Psychology
115, 125, 129, 130+; Student Government Association 101, 102; Theatre Arts 136+

C

HUMANITIES
A minimum of 3 units required.

American Sign Language 100, 101, 103, 104, 105, 110, 150; Anthropology 145+; Art 100, 101, 102, 103, 105,
Audio Technology 140+, 141+, 142+, 143+, 145+, 146+; Child Development & Education 109+, 114+,
131+; Chinese 101, 102, 201, 202; Communication 105+, 113+, 117, 120, 129+; Dance 100+, 108+, 114+,
121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 133, 140, 201, 204, 209+, 212, 214; Education 132+;
260, 270+, 280, 285, 286; French 101, 102, 175, 201, 202; History 101, 102, 103, 104, 106, 107, 108, 109,
113+, 114+, 115, 125, 126, 127, 136+, 140, 151+, 154+, 158+, 160; Humanities 101, 102, 137+; Italian 101,
102, 201, 202; Multimedia 126+, 140+, 224+; Music 100+, 101, 102, 103, 104, 106, 107+, 108+, 109, 110+,
111, 112, 113+, 114, 115, 116, 118, 121, 125, 127, 140+, 141+, 142+, 143+, 145+, 146+, 150, 151, 201, 203,
204, 205, 206, 207, 209+, 210, 211, 212, 253; Philosophy 101, 103, 104, 105, 108, 109, 110, 111, 112;
Photography 118+, 224+; Portuguese 101, 102, 201, 202; Spanish 101, 101A, 101B 102, 103, 104, 180, 181,
201, 202, 210, 211, 230, 231, 240, 251, 252, 270+; Theater Arts 101, 102+, 105+, 108+, 109, 110, 111, 112,
113+, 114, 117, 118, 120, 121, 122, 123, 124, 125, 127+, 132, 135, 136+, 137+, 150+, 155, 160+, 200, 201,
205, 209+

D
D1

LANGUAGE & RATIONALITY
A minimum of 6 units is required, 3 units from D1 and 3 units from D2.

ENGLISH COMPOSITION
English 101

COMMUNICATION & ANALYTICAL THINKING
D2

Business Administration 104+; Communication 100, 103, 104, 106, 119, 201; Computer Science
116G, 118A, 122A, 123A, 123B, 124A, 124C, 126E, 154, 191, 201; English 103, 104+; Philosophy 103, 112

E

PHYSICAL EDUCATION & HEALTHFUL LIVING
A minimum of 3 units required.

Dance 100+, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 204, 212, 214; Health Science 121,
123; History 151+; Nutrition 100, 101; Physical Education 090, 100, 102, 103, 104, 106, 107, 108, 109, 110,
142, 143, 144, 145, 146, 147, 148, 150, 160, 161, 162

F

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

American Sign Language 110; Anthropology 102, 103A, 103B, 103C, 103D, 103E, 121+, 125; Communication
108; Dance 100+, 201; English 205, 240, 250, 260, 270+, 280, 285, 286; Geography 108; History 103, 104,
106, 107, 108, 114+, 115, 121+, 126, 127, 136+, 140, 141, 142, 150, 151+, 158+, 160; Music 106, 107+,
108+, 109; Political Science 102, 103; Psychology 104, 112+; Sociology 106, 112+, 115; Spanish 270+;
Theater Arts 136+

G

MATH COMPETENCY - A minimum of 3 units.

H

READING COMPETENCY Collegiate-level reading competency may be demonstrated by passing any two non-laboratory, non-activity, and transfer level courses

May be demonstrated by passing Math 096 or Math 096A+096B or any

higher-level math course with minimum grade of “C”.

in the Humanities or Social/Behavioral Sciences with a minimum grade of “C”.

OVER . . .

Mt. San Jacinto College 2009-2010 Catalog

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I. TOTAL UNIT REQUIREMENT – 60 degree applicable semester units
   A. General Education Option A = 24 unit minimum
   B. Major or Area of Emphasis (minimum) = 18 units minimum (Refer to catalog for specific major requirements).
      1. In a defined major (Refer to 18 unit requirement list in the general catalog)
      2. In a group major (Refer to 18 unit requirement list in the general catalog)
         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.
      Areas of Emphasis: Art & Humanities, Social & Behavioral, Mathematics & Science, Business & Technology
   E. For advance Placement and CLEP exam information please see the chart in the General Catalog.

II. GRADE POINT AVERAGE
    General Education applicable courses must have a cumulative grade point average of 2.0 ("C") or better.
    All 18 unit Major or Area of Emphasis courses must be at 2.0 ("C") or better.

III. ENGLISH COMPETENCY
    A grade of "C" or better in: English 101

MATH COMPETENCY
    A grade of "C" or better in Math 096 or Math 096A+096B or higher-level math course.

IV. 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.

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

VI. MULTI-CULTURAL GENDER STUDIES
    Please read section "F" on reverse side of this form.

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

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

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

04/2009
Mt. San Jacinto Community College District A.A./A.S. Degree - General Education Requirements
Educational Plan Option B

Mt. San Jacinto Community College District
General Education Requirements for California State Universities and Colleges
Transfer Pattern & Educational Plan 2009–2010 OPTION B (see catalog or reverse for details)

<table>
<thead>
<tr>
<th>(Please Print)</th>
<th>Student Name</th>
<th>Social Security Number/ID Number</th>
<th>Date</th>
</tr>
</thead>
</table>

**Anticipated Major(s):**

**Anticipated Transfer Institution(s):**

**AREAS:***

### COURSE OPTIONS

#### ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING – 9 units to include one course from each group: A1, A2, A3

<table>
<thead>
<tr>
<th>A1</th>
<th>Communication 100, 100H, 103, 104, 106, 201</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>English 101 or 101H</td>
</tr>
<tr>
<td>A3</td>
<td>Communication 104; English 103 or 103H; Philosophy 103, 103H, 112, 112H</td>
</tr>
</tbody>
</table>

#### SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING – 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.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B3</td>
<td>Laboratory Activity – All B1 and B2 courses with an “*” are lab courses which fulfill the B3 component</td>
</tr>
<tr>
<td>B4</td>
<td>Mathematics, Quantitative Reasoning (one course) Biology 201; Math 102, 105, 105H, 116, 115, 135, 140, 140H, 211, 212, 212H, 213, 213H, 215, 218, 290</td>
</tr>
</tbody>
</table>

#### ARTS AND HUMANITIES – 9 units with at least one course from the Arts and one course from the Humanities.


#### SOCIAL SCIENCES – 9 units to include one course from at least 2 categories.

<table>
<thead>
<tr>
<th>D1</th>
<th>Anthropology and Archeology: Anthropology 102, 102H, 103A, 103B, 103C, 103D, 103E, 104, 104H, 115, 116, 121*, 125; History 121*</th>
</tr>
</thead>
<tbody>
<tr>
<td>D2</td>
<td>Economics: Economics 201, 202</td>
</tr>
<tr>
<td>D3</td>
<td>Ethnic Studies: Anthropology 121*; History 121*, 150H, 160; Political Science 103; Sociology 115</td>
</tr>
<tr>
<td>D4</td>
<td>Gender Studies: History 115; Psychology 104, 104H, 112*; Sociology 112*</td>
</tr>
<tr>
<td>D5</td>
<td>Geography: Geography 102, 108, 111</td>
</tr>
<tr>
<td>D7</td>
<td>Interdisciplinary Social or Behavioral Science: American Sign Language 110; Child Development &amp; Education 110, 115H, 125, 125H; Communication 109, 109H; Education 136; Psychology 112*; Sociology 112*, 129</td>
</tr>
<tr>
<td>D8</td>
<td>Political Science, Government and Legal Institutions: Administration of Justice 102, 111; Legal Assistant 100; Political Science 101, 101H, 102, 102H, 102H, 104, 104H, 120, 120H</td>
</tr>
<tr>
<td>D9</td>
<td>Psychology: Child Development &amp; Education 101H; Psychology 101, 101H, 102, 103, 103H, 104, 104H, 105*, 106, 107, 108, 125*; Gerontology 150*; Sociology 105*</td>
</tr>
</tbody>
</table>

#### LIFELONG LEARNING AND SELF-DEVELOPMENT – 3 units required

| E1 | Dance 108* (unit limitation, 1 unit max); 220 (unit limitation, 1 unit max); 224, 130 (unit limitation, 1 unit max); 133 (unit limitation, 1 unit max); 201: Environmental Science 100, 101, 101H, 102, 103, 103H, 104, 104H, 106, 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 at least 1 unit in Area D of the General Education Breadth Requirements. Please confirm with your California State University catalog or institutional CSU-GE certification and transfer.

| Units Required: History 110, 111, 112 |
|----------------|-------------------------------|
| 3 units required: Political Science 101 |

**TOTAL UNITS**

OVER . . .
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>MAJOR COURSEWORK</th>
<th>ELECTIVE COURSEWORK</th>
<th>NON-DEGREE COURSEWORK</th>
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<td>NEED</td>
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</tr>
<tr>
<td>GENERAL EDUCATION UNITS:</td>
<td>ELECTIVE UNITS:</td>
<td></td>
</tr>
<tr>
<td>NOTES:</td>
<td>TOTAL UNITS:</td>
<td></td>
</tr>
</tbody>
</table>

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

05/2009
MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM
Transfer Pattern & Educational Plan 2009 – 2010 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 - Indicate each college and list all college courses or Advanced Placement test taken if requirement was met. See back of this form for information.

**AREAS**

**COURSE OPTIONS**

**AREA 1**

**ENGLISH COMMUNICATION**

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

<table>
<thead>
<tr>
<th>English</th>
<th>101, 101H</th>
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</thead>
<tbody>
<tr>
<td>Course from other college or AP</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>(1 course, 3 semester units) English</th>
<th>103, 103H; Philosophy 112, 112H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course from other college</td>
<td></td>
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</table>

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

<table>
<thead>
<tr>
<th>(1 course, 3 semester units) Communication</th>
<th>100, 104, 201</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course(s) from other college(s) or AP</td>
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</table>

**AREA 2**

**MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

<table>
<thead>
<tr>
<th>(1 course, 3 semester units) Mathematics</th>
<th>102, 105, 105H, 110, 115, 135, 140, 140H, 211, 212, 212H, 213, 213H, 215, 218</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course from other college or AP</td>
<td></td>
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</tbody>
</table>

**AREA 3**

**ARTS AND HUMANITIES**

<table>
<thead>
<tr>
<th>(At least 3 courses, 1 from the ARTS and 1 from the HUMANITIES: 9 semester units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART: Art 100, 101, 101H, 102, 102H, 103, 103H; Dance 100+, 125, 133, 140; History 113+, 114+, 151+, 158+; Humanities 137+; Music 100, 100H, 102, 106, 107+, 108+, 109; Theater Arts 101, 101H, 103, 137, 155</td>
</tr>
<tr>
<td>Course(s) from other college(s) or AP</td>
</tr>
</tbody>
</table>

**HUMANITIES**

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

**AREA 4**

**SOCIAL BEHAVIORAL SCIENCES**

<table>
<thead>
<tr>
<th>(At least 3 courses from at least two disciplines or an interdisciplinary sequence: 9 semester units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course(s) from other college(s) or AP</td>
</tr>
</tbody>
</table>

**AREA 5**

**PHYSICAL AND BIOLOGICAL SCIENCES - At least 2 courses (1 Physics Science, 1 Biological Science)**

<table>
<thead>
<tr>
<th>1 must include a laboratory (° = Lab) 2 courses (7 semester units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course(s) from other college(s) or AP</td>
</tr>
</tbody>
</table>

**Area 6**

**LANGUAGE OTHER THAN ENGLISH - (UC requirement only)**

| (° indicates course with proficiency equivalent to 2 years of high school study in the same language. High school coursework equivalent to 2 years with a grade of “C” or better in the last semester of the 2nd year. EXCEPTION: If a grade lower than a “C” is earned in the second year second semester, a “C” grade or higher in a higher level course will satisfy the requirement. (Other options apply please see a counselor for more information). American Sign Language 100H; French 101H; Spanish 101H, 103 # |
| Completed at high school. Course from other college, or AP |

**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.**

| 6 units (1 course Political Science, 1 course History) Political Science 101 History 110, 111, 112 |
| Course(s) from other college(s) or AP |

Every effort is made to keep this information current. Articulation is an ongoing project and subject to modification. Please use this form as a guideline and consult with a university representative or Mt. San Jacinto College Counselor. Also refer to www.assist.org for the current IGETC list for MSJC.
Completion of all the requirements in the Interssegmental General Education Transfer Curriculum (IGETC) with a grade of "C" or better will permit a student to transfer from a California community college to a campus in either the California State University (CSU) or the University of California (UC) system without the need after transfer to take additional lower-division general education courses. It should be noted that completion of the IGETC is not a requirement for admission to the CSU or UC system.

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 campus(es) 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 COMPLETED AT OTHER COLLEGES: Courses completed at any California Community College can be used in the IGETC certification. Students should be aware however that course work from other California Community Colleges would be applied in the IGETC category determined by the original college. The majority of coursework should originate from a California Community Colleges. If courses are denied for certification, students may petition in the Enrollment Services Office to use courses taken at UC, CSU, private or out-of-state schools for IGETC certification. Petitions will be evaluated to determine if these courses are 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 Interssegmental General Education Transfer Curriculum requirements must be requested by students at the time final transcripts are due at the university. It is the student’s responsibility to request "certification" during the last semester of attendance at MSJC prior to transfer. Full completion of the IGETC is expected. Partial certification of up to two (2) classes in any area is allowed however, “students need to meet minimum UC/CSU transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in IGETC Area 1 and/or 2 especially may also indicate a student does not meet minimum transfer requirements for admission. Community colleges should make every effort to notify students of this potential problem.”

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 grades of C 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 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 students 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, all 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.
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.

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.

Mt. San Jacinto College 2009-2010 Catalog

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Certificate in Administration of Justice  
(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>AJ-101</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ-102</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>AJ-106</td>
<td>Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ-111</td>
<td>Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ-118</td>
<td>Police Community Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses (9 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-071</td>
<td>Penal Code 832 Instruction</td>
<td>3</td>
</tr>
<tr>
<td>AJ-103</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ-104</td>
<td>Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ-105</td>
<td>Public Safety Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>AJ-108</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>AJ-112</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>AJ-114</td>
<td>Laws of Arrest, Search and Seizure</td>
<td>3</td>
</tr>
<tr>
<td>AJ-115</td>
<td>Introduction to Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>AJ-125</td>
<td>Vice and Narcotics Control</td>
<td>3</td>
</tr>
<tr>
<td>AJ-128</td>
<td>Traffic Control, Enforcement and Investigation</td>
<td>3 units</td>
</tr>
<tr>
<td>AJ-140</td>
<td>Principles of Biology in Forensics</td>
<td>4</td>
</tr>
<tr>
<td>AJ-141</td>
<td>Principles of Chemistry in Forensics</td>
<td>4</td>
</tr>
<tr>
<td>AJ-142</td>
<td>Principles of Toxicology in Forensics</td>
<td>4</td>
</tr>
<tr>
<td>AJ-149</td>
<td>Occupational Internship: Administration of Justice</td>
<td>1-4 units</td>
</tr>
<tr>
<td>AJ-299</td>
<td>Special Projects: Administration of Justice</td>
<td>1-3 units</td>
</tr>
<tr>
<td>CORR-101</td>
<td>Introduction to Correctional Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**Employment Concentrations**

**Computer Forensics (16 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-103</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ-105</td>
<td>Public Safety Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>AJ-103</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CSIS-181</td>
<td>Computer Hardware - Level 1</td>
<td>4</td>
</tr>
<tr>
<td>CSIS-182</td>
<td>Computer Forensics - Level 1</td>
<td>3</td>
</tr>
</tbody>
</table>

**Corrections (15 units)**

CPOST (Correctional Peace Officer Standards and Training) has developed a recommended pattern of classes that would benefit correctional peace officer apprentices. Students completing these classes may receive a higher application score when applying for positions within the Department of Corrections.

**Required Courses (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>

Associate Professor LeGarra demonstrates fingerprinting with one of his students.
The Alcohol/Drug studies program is designed to prepare people to serve as 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 Certification Board for Alcohol and Drug Abuse Counselors (CCBADC), a statewide certification organization.

**DISTINCTIVE FEATURES**

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

**CAREER OPPORTUNITIES**

Students are advised to speak with a counselor regarding career opportunities. Entry-level positions: * Alcohol/Drug Studies Advisor * Alcohol/Drug Studies Technician * Professional positions (for those who wish to add alcohol/drug studies certification to their professional preparation): Drug Abuse Counselor * Recovery Center Staff Member or Director * Outpatient Program Staff Member

**TRANSFER PREPARATION**

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

**DEGREE**

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

**CERTIFICATES**

Certificate in Alcohol/Drug Studies (39 units)

In addition to the course work below, certificate recipients must demonstrate English proficiency by passing 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)**

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

**EMPLOYMENT CONCENTRATIONS**

**Dual Diagnosis (13-16 units)**

- ADS-116 Introduction to Dual Diagnosis 3 units
- ADS-118 Dual Diagnosis - Counseling & Case Management 3 units
- ADS-149 Occupational Internship 1-4 units
- PSYC-101 Introduction to Psychology 3 units
- PSYC-108 Abnormal Psychology 3 units
Instructional Programs

Allied Health

Degree(s)
A.S. in Medical Assisting 4416 AS.NURS.MEDA
(with General Education Requirements Option A)

Certificate(s)
Certificate in Medical Assisting 4416-CT.NURS.MEDA

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

Program Description

MSJC offers several career options in the healthcare field, ranging from medical office assistant through nursing. 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 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)**
- NURS-100 Introduction to Anatomy & Physiology 3 units
- AH-095 Medical Terminology 3 units
- OTEC-144 Keyboarding and Document Formatting 3 units
- AH-072 Medical Assistant: Administrative Procedures 3 units
- COMM-103 Interpersonal Communication (D2) 3 units

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

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

**(Suggested 4th Semester)**
- The following courses are suggested as co-courses for the Medical Assisting Program. Any course may be chosen from the MSJC A.A./A.S. General Education pattern.

- (C) HUMANITIES 3 units
- (D1) LANGUAGE & RATIONALITY 3 units
- (F) MULTI-CULTURAL GENDER STUDIES 3 units
- (G) MATH COMPETENCY 3 units

6 units of your choice to complete requirements

(Consult with your counselor to be sure you have met all requirements)

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

### EMPLOYMENT CONCENTRATIONS

- **Certified Nursing Assistant/Home Health Aide (7.5 units)**
  - NURS-085 Certified Nursing Assistant and Home Health Aide 7.5 units

- **Emergency Medical Technician (EMT) (12 units)**
  - AH-120 Emergency Medical Technician I Basic 5 units
  - AH-121 Emergency Medical Technician I Refresher 2 units
  - AH-125 EMT I Challenge Exam 5 units

- **Emergency Medical Technician (EMT) Advanced (8 units)**
  - AH-120B Advanced Emergency Medical Technician 5 units
  - AH-127 Infant to Adult Basic and Advanced Life Support 3 units

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**Notes:**
- Every effort has been made to keep program information current.
- Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
American Sign Language

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Leslie Greer - TTY 951-672-9423
lgreer@msjc.edu
Voice (951) 639-5399

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

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

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

Distinctive Features

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

Career Opportunities

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

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

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

Certificate(s)
None

Employment Concentration Certificate(s)
Graphic Design 99999 ECC.ART.GD

Program Description

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

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

Distinctive Features

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

Career Opportunities

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

Transfer Preparation

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

Degrees

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

A.A. in Art (18 units)

Required Courses (12 units)
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)

ART-102 Art History: Renaissance to 20th Century Art 3 units
ART-108 Beginning Drawing 3 units
ART-120 2D Design 3 units
ART-123 Graphic Design I 3 units
ART-130A Digital Art - Imaging 2 units
ART-130B/MUL-140 Digital Art - Illustration 2 units

Art Electives (6 units)

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

EMPLOYMENT CONCENTRATIONS

Graphic Design (17 units)

ART-120 2D Design 3 units
ART-123 Graphic Design I 3 units
ART-125 Typography I 3 units
ART-130A Digital Art - Imaging 2 units
ART-130B/MUL-140 Digital Art - Illustration 2 units
ART-223 Graphic Design II 3 units
ART-299P Special Projects - Portfolio Preparation 1 unit
ART-249 Portfolio and Professional Development 3 units

(Art-299P or ART-249 - can not use both towards this concentration)
Astronomy

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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

Degree(s)
- A.A. in Audio Technology (with General Education Requirements Option A)
- A.A. in Advanced Audio Technology (with General Education Requirements Option A)

Certificate(s)
- Certificate in Audio Technology
- Certificate in Advanced Audio Technology

Employment Concentration Certificate(s)
- None

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)

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

Elective Courses (6 units)
- MUS-100/HIST-113 Introduction and Appreciation of Music 3 units
- MUS-101 Music Fundamentals 3 units
- MUS-107/HIST-114 Introduction and Appreciation of American Music 3 units
- MUS-142/AUD-142 Advanced Studio Recording I (repeat) 3 units
- MUS-143/AUD-143 Advanced Studio Recording II (repeat) 3 units
- MUS-145/AUD-145 MIDI Recording & Computer Recording 3 units
- MUS-146/AUD-146 Recording Music and Live Sound 3 units
- MUS-147/AUD-147/BADM-147 The Music & Audio Business 3 units
- MUS-148/AUD-148 Radio Production 3 units
- AUD-152/MUL-123 Video Production I 3 units
- AUD-153/MUL-223 Video Production II 3 units

Certificate in Advanced Audio Technology (27 units)

Required Courses (18 units)
- MUS-140/AUD-140 Beginning Studio Recording 3 units
- MUS-141/AUD-141 Intermediate Studio Recording 3 units
- MUS-142/AUD-142 Advanced Studio Recording I 3 units
- MUS-143/AUD-143 Advanced Studio Recording II 3 units
- MUS-145/AUD-145 MIDI Recording & Computer Recording 3 units
- MUS-146/AUD-146 Recording Music and Live Sound 3 units
- MUS-147/AUD-147/BADM-147 The Music & Audio Business 3 units

Elective Courses (9 units from the following)
- MUS-100/HIST-113 Introduction and Appreciation of Music 3 units
- MUS-101 Music Fundamentals 3 units
- MUS-107/HIST-114 Introduction and Appreciation of American Music 3 units
- MUS-147/AUD-147/BADM-147 The Music & Audio Business 3 units
- MUS-148/AUD-148 Radio Production 3 units
- AUD-152/MUL-123 Video Production I 3 units
- AUD-153/MUL-223 Video Production II 3 units
Automotive/Transportation Technology

Program Description

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

Distinctive Features

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

Professional Automotive Career Training

The American Honda professional automotive career training program is a team effort that includes American Honda, local dealerships, MSJC...and you!

As a Honda cooperative training institution, Mt. San Jacinto College's Automotive Department can put students on the path to becoming qualified professional automotive technicians. In addition to earning college credit towards an associate's degree, the Honda PACT program awards certificates in American Honda automotive technology that enhance credentials when applying for a job as a technician.

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

Transfer Preparation

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

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

CERTIFICATES

Certificate in Automotive/Transportation Technology (27 units)

**Required Courses (16 units)**

(AUME-100 is required along with any three of the remaining four courses).

- AUME-100 Basic Auto Mechanics 4 units
- AUME-119 Automotive Brake Systems 4 units
- AUME-120 Suspension and Alignment Principles 4 units
- AUME-122 Engine Performance I 4 units
- AUME-126 Automotive Electrical/Electronics I 4 units

**Elective Courses (11 units)**

- AUME-079 Honda Express Service 1.5 units
- AUME-110 Basic and Advanced 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 (16.5 units)**

- AUME-111 Emission Controls Part II, A6/A8/L1 4.5 units
- AUME-118 Automotive Air Conditioning and Heating 4 units
- AUME-123 Engine Performance II 4 units
- AUME-127 Automotive Electrical/Electronics II 4 units

**Bus/Heavy Duty Vehicle Technician (5 units)**

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

**Automotive Service Advisor/Automotive Service Shop Management (4 units)**

- AUME-132 Automotive Service Advisor 2 units
- AUME-133 Auto Service Shop Management 2 units

**Alternative Fuels, Bus Transit and Heavy Duty Transportation (13 units)**

- AUME-150 Introduction to Alternative Fuels 2.5 units
- AUME-151 CNG Emissions/Tune-Up 2.5 units
- AUME-152 CNG Fuel, Storage and Delivery 2.5 units
- AUME-153 Gaseous Fuels (CNG) Electronic Control Systems 2.5 units
- AUME-154 NGV Fuel Systems/Troubleshooting 3 units

**Automotive Emission Technician (10 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 unit

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Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Biological Sciences

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

PROGRAM DESCRIPTION

The Biological Sciences, including Anatomy and Physiology, encompass all aspects of the scientific investigation of life. The Major in Biology emphasizes the themes underlying biology, including the cellular and chemical basis of life, heredity, evolution and the hierarchical organization of life. The program cultivates a foundation in classical biology and insight into the rapidly advancing science of modern biology. A variety of classes explore life at the molecular, cellular, organismal and ecological levels, providing excellent preparation for further study in the life sciences.

DISTINCTIVE FEATURES

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

CAREER OPPORTUNITIES

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

TRANSFER PREPARATION

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

DEGREE

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

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

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

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

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

Employment Concentration Certificate(s)
Business Administration
Accounting and Tax Preparation Concentration 99999 ECC.BUS.ACCTTAX
Management Communications Concentration 99999 ECC.BUS.MC
Professional Development Concentration 99999 ECC.BUS.PD
Project Management Concentration 99999 ECC.BUS.PM
Resort Operations Concentration 99999 ECC.BUS.RESOPS
Virtual Office Professional Concentration 99999 ECC.BUS.VOPC

Office Administration
Accounting Applications Concentration 99999 ECC.BUS.AA
Office Communications Concentration 99999 ECC.BUS.OC
Office Technologies Concentration 99999 ECC.BUS.OT
Records Management Concentration 99999 ECC.BUS.RM

Business Administration

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

Office Administration

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


**Business**

**Business Administration**

Degree(s)
A.S. in Business Administration 4308 AS.BADM
(with General Education Requirements Option A)

Certificate(s)
Certificate in Business Administration 4308 CT.BADM/Tech
Certificate in Small Business Operations 4309 CT.BUS.SBO/Tech

Employment Concentration Certificate(s)
Accounting and Tax Preparation Concentration 99999 ECC.BUS.ACC/TAX
Management Communications Concentration 99999 ECC.BUS.MC
Project Management Concentration 99999 ECC.BUS.PM
Professional Development Concentration 99999 ECC.BUS.PD
Resort Operations Concentration 99999 ECC.BUS.RESOPS
Virtual Office Professional Concentration 99999 ECC.BUS.VOPC

**Career Opportunities**

Accounting * Promotion * Sales * Finance * Public Administration * Health Administration * Inspection *

**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.

**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.
DEGREE

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

Business Administration Major (18 units)

Required Courses (6 units)

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

Additional Required Courses (9 units from this list)

- BADM-103 Introduction to Business 3 units
- BADM-201 Legal Environment of Business 3 units
- CSIS-101 Introduction to Computers and Data Processing 3 units
- MGT-103 Introduction to Management 3 units
- MGT-205 Principles of Marketing Management 3 units

Electives (3 units from this list)

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

CERTIFICATES

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

Certificate in Business Administration (24 units)

Required Courses (15 units)

- ACCT-124 Financial Accounting - Principles of Accounting I 3 units
- BADM-103 Introduction to Business 3 units
- BADM-201 Legal Environment of Business 3 units
- MGT-103 Introduction to Management 3 units
- MGT-205 Principles of Marketing Management 3 units

Recommended Courses (Take 3 units from this list)

- CSIS-101 Introduction to Computers and Data Processing 3 units
- ECON-201 Principles of Macroeconomics 3 units

Elective Courses (Take 6 units from this list)

- ACCT-080 Deducting the Cost of Business Assets 1 unit
- ACCT-081 General Concepts Concerning Corporate Taxation 1 unit
- ACCT-082 General Concepts Concerning Partnership Taxation 1 unit
- ACCT-125 Managerial Accounting - Principles of Accounting II 3 units
- ACCT-126 Beginning Computer Accounting 3 units
- ACCT-127 Federal and California Income Tax Accounting 4 units
- BADM-104/ENGL-104 Business Communications 3 units
- BADM-150 Small Business Entrepreneurship 3 units
- BADM-157 Principles of Salesmanship 3 units
- BADM-170 Introduction to International Business 3 units
- ECON-202 Principles of Microeconomics 3 units
- MGT-132 Labor Management Relations 3 units
- MGT-133 Productivity Management 3 units
- MGT-134 Communications in the Organization 3 units
- MGT-137 Human Relations at Work 3 units
- MGT-138 Personnel Management 3 units

Certificate in Small Business Operations (24 units)

Required Courses (15 units)

- ACCT-124 Financial Accounting - Principles of Accounting I 3 units
- BADM-150 Small Business Entrepreneurship 3 units
- BADM-201 Legal Environment of Business 3 units
- ECON-201 Principles of Macroeconomics 3 units
- MGT-205 Principles of Marketing Management 3 units

Elective Courses (9 units)

- ACCT-125 Managerial Accounting - Principles of Accounting II 3 units
- ACCT-126 Beginning Computer Accounting 3 units
- BADM-157 Principles of Salesmanship 3 units
- BADM-170 Introduction to International Business 3 units
- CSIS-101 Introduction to Computers and Data Processing 3 units
- ECON-202 Principles of Microeconomics 3 units
- MGT-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

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
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-122</td>
<td>Using Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-125C</td>
<td>Excel For Business and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CAPP-125C1 Excel 1-Basics for Business and Accounting</td>
<td>1</td>
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<tr>
<td>and</td>
<td>CAPP-125C2 Excel 2-For Business Users</td>
<td>1</td>
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<tr>
<td>and</td>
<td>CAPP-125C3 Excel 3-For Accounting Users</td>
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<tr>
<td></td>
<td>(the preceding three one-unit classes are equivalent to CAPP-125C)</td>
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</tr>
<tr>
<td>ECON-202</td>
<td>Principles of Microeconomics</td>
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Management Communications Concentration (9 units)

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

Professional Development Concentration (9 units)

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BADM-104/ENGL-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BADM-098A</td>
<td>Developing Time Management Techniques</td>
<td>.5</td>
</tr>
<tr>
<td>BADM-098B</td>
<td>Reducing Stress and Improving Performance</td>
<td>.5</td>
</tr>
<tr>
<td>BADM-098C</td>
<td>Developing Leadership in Organizations</td>
<td>.5</td>
</tr>
<tr>
<td>BADM-098D</td>
<td>Dynamics of Successful Teamwork</td>
<td>.5</td>
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<tr>
<td>BADM-098E</td>
<td>Raising Performance Levels</td>
<td>.5</td>
</tr>
<tr>
<td>BADM-098F</td>
<td>Developing Customer Relations and Rapport</td>
<td>.5</td>
</tr>
<tr>
<td>BADM-098G</td>
<td>Business Ethics</td>
<td>.5</td>
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<tr>
<td>CAPP-120</td>
<td>Using Microsoft Office – Level 1</td>
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Project Management Concentration (9 units)

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<th>Course Title</th>
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<tbody>
<tr>
<td>MGT-103</td>
<td>Introduction to Management</td>
<td>3</td>
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<tr>
<td>MGT-133</td>
<td>Productivity Management</td>
<td>3</td>
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<tr>
<td>CAPP-135</td>
<td>Using Microsoft Project</td>
<td>3</td>
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Resort Operations Concentration (10 units)

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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>HORT-120/BADM-120</td>
<td>Sales and Marketing in Hospitality</td>
<td>3</td>
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<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>
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<tr>
<td>HORT-123/BADM-123</td>
<td>Menu Planning in Resort Operations</td>
<td>2</td>
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</table>

Virtual Office Professional Concentration (17 units)

<table>
<thead>
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<th>Course Title</th>
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<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-120</td>
<td>Using Microsoft Office – Level 1</td>
<td>3</td>
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</tbody>
</table>

Instructor Sanchez assisting an Accounting student.
B u s i n e s s  
O f f i c e A d m i n i s t r a t i o n

Degree(s)
A.S. in Office Administration 4675 AS.BUS.OADM/TA 4676 AS.BUS.OATP
(with General Education Requirements Option A)

Certificate(s)
Certificate in Business, Clerical 16038 CT.BUS.CLER/TP
Certificate in Business, Office Administration Technician 4675 CT.BUS.OADM/TA 4676 CT.BUS.OATP
Certificate in Microsoft Applications Specialist 10769 CT.BUS.MCA/TP 8678 CT.BUS.MAS.TP

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

A.S. in Office Administration (18 units)

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

Elective Courses (12 units)
ACCT-075 Deducting the Cost of Business Assets 3 units
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-104 Occupational Internship: Business 1-4 units
BADM-150 Small Business Entrepreneurship 3 units
BADM-201 Legal Environment of Business 3 units
CAPP-120 Using Microsoft Office – Level 1 3 units
CAPP-122 Using Microsoft Excel 3 units
or
CAPP-125C Excel For Business and Accounting 3 units
or
CAPP-125C1 Excel 1-Basics for Business and Accounting 1 unit
and
CAPP-125C2 Excel 2-For Business Users 1 unit
and
CAPP-125C3 Excel 3-For Accounting Users 1 unit

The 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 ENGL-101 Freshman Composition - 4 units to meet the GE Area D1 requirement, BADM-104 - Business Communications - 3 units to meet the GE Area D2 requirement and MATH-096 or higher to meet the math requirement for the Associate of Science degree.

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

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

Note: Every effort has been made to keep program information current.
Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
### 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 (26 units)

**Required Courses (17 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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-121</td>
<td>Using Microsoft Word – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-122</td>
<td>Using Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-125C</td>
<td>Excel For Business and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-125C1</td>
<td>Excel 1-Basics for Business and Accounting</td>
<td>1</td>
</tr>
<tr>
<td>CAPP-125C2</td>
<td>Excel 2-For Business Users</td>
<td>1</td>
</tr>
<tr>
<td>CAPP-125C3</td>
<td>Excel 3-For Accounting Users</td>
<td>1</td>
</tr>
<tr>
<td>CAPP-131</td>
<td>Using Microsoft Outlook</td>
<td>3</td>
</tr>
<tr>
<td>MATH-051</td>
<td>Foundations of Mathematics (Pre-Algebra) (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-131</td>
<td>Filing Techniques</td>
<td>1</td>
</tr>
<tr>
<td>OTEC-178</td>
<td>Office Procedures and Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses (9 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-075</td>
<td>Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>BADM-098A</td>
<td>Developing Time Management Techniques</td>
<td>.5</td>
</tr>
<tr>
<td>BADM-098B</td>
<td>Reducing Stress and Improving Performance</td>
<td>.5</td>
</tr>
<tr>
<td>BADM-098C</td>
<td>Developing Leadership in Organizations</td>
<td>.5</td>
</tr>
<tr>
<td>BADM-098D</td>
<td>Dynamics of Successful Teamwork</td>
<td>.5</td>
</tr>
<tr>
<td>BADM-098E</td>
<td>Raising Performance Levels</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-120</td>
<td>Using Microsoft Office – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-123</td>
<td>Using Microsoft Access – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-124</td>
<td>Using Microsoft PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-132</td>
<td>Using Acrobat – Level 1</td>
<td>1</td>
</tr>
<tr>
<td>CAPP-141</td>
<td>Using Microsoft Word – Level 2</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-152</td>
<td>Using Acrobat– Level 2</td>
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</tr>
<tr>
<td>CSIS-103</td>
<td>Introduction to the Internet</td>
<td>3</td>
</tr>
<tr>
<td>MATH-090</td>
<td>Elementary Algebra</td>
<td>4</td>
</tr>
<tr>
<td>OTEC-095/ENGL-095</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-144</td>
<td>Keyboarding and Document Formatting</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-146</td>
<td>Keoboarding Speed and Accuracy</td>
<td>2</td>
</tr>
<tr>
<td>OTEC-150</td>
<td>Records and Information Management</td>
<td>2</td>
</tr>
<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>OTEC-178</td>
<td>Office Procedures</td>
<td>3</td>
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<tr>
<td>OTEC-180</td>
<td>Research Analysis and Presentation</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Required Courses (18 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM-103</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BADM-104/ENGL-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-121</td>
<td>Using Microsoft Word – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-122</td>
<td>Using Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-125C</td>
<td>Excel For Business and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-125C1</td>
<td>Excel 1-Basics for Business and Accounting</td>
<td>1</td>
</tr>
<tr>
<td>CAPP-125C2</td>
<td>Excel 2-For Business Users</td>
<td>1</td>
</tr>
<tr>
<td>CAPP-125C3</td>
<td>Excel 3-For Accounting Users</td>
<td>1</td>
</tr>
<tr>
<td>CAPP-131</td>
<td>Using Microsoft Outlook</td>
<td>3</td>
</tr>
<tr>
<td>MATH-051</td>
<td>Foundations of Mathematics (Pre-Algebra) (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-178</td>
<td>Office Procedures and Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses (9 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ACCT-080</td>
<td>Deducting the Cost of Business Assets</td>
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<tr>
<td>ACCT-081</td>
<td>General Concepts Concerning Corporate Taxation</td>
<td>1</td>
</tr>
<tr>
<td>ACCT-082</td>
<td>General Concepts Concerning Partnership Taxation</td>
<td>1</td>
</tr>
<tr>
<td>ACCT-126</td>
<td>Beginning Computer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT-127</td>
<td>Federal and California Income</td>
<td>4</td>
</tr>
<tr>
<td>BADM-098A</td>
<td>Developing Time Management Techniques</td>
<td>5</td>
</tr>
<tr>
<td>BADM-098B</td>
<td>Reducing Stress and Improving Performance</td>
<td>5</td>
</tr>
<tr>
<td>BADM-098C</td>
<td>Developing Leadership in Organizations</td>
<td>5</td>
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<tr>
<td>BADM-098D</td>
<td>Dynamics of Successful Teamwork</td>
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<td>BADM-098E</td>
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<td>BADM-098F</td>
<td>Developing Customer Relations and Rapport</td>
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<td>BADM-098G</td>
<td>Business Ethics</td>
<td>5</td>
</tr>
<tr>
<td>CAPP-120</td>
<td>Using Microsoft Office – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-123</td>
<td>Using Microsoft Access – Level 1</td>
<td>3</td>
</tr>
<tr>
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<td>Elementary Algebra</td>
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</tr>
<tr>
<td>OTEC-095</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-131</td>
<td>Filing Techniques</td>
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</tr>
<tr>
<td>OTEC-144</td>
<td>Keyboarding and Document Formatting</td>
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<tr>
<td>OTEC-146</td>
<td>Keoboarding Speed and Accuracy</td>
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<tr>
<td>OTEC-150</td>
<td>Records and Information Management</td>
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</tr>
<tr>
<td>OTEC-160</td>
<td>Creating and Managing the Virtual Office</td>
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<td>OTEC-163</td>
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<tr>
<td>OTEC-178</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-180</td>
<td>Research Analysis and Presentation</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Required Courses (18 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP-121</td>
<td>Using Microsoft Word – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-122</td>
<td>Using Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-123</td>
<td>Using Microsoft Access – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-124</td>
<td>Using Microsoft PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-141</td>
<td>Using Microsoft Word – Level 2</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-144</td>
<td>Keyboarding and Document Formatting</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-075</td>
<td>Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>ACCT-124</td>
<td>Financial Accounting - Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT-126</td>
<td>Beginning Computer Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

### Office Communications Concentration (9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-121</td>
<td>Using Microsoft Word – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-095</td>
<td>Business English</td>
<td>3</td>
</tr>
</tbody>
</table>

### Office Technologies Concentration (9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP-121</td>
<td>Using Microsoft Word – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-122</td>
<td>Using Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-144</td>
<td>Keyboarding &amp; Document Formatting</td>
<td>3</td>
</tr>
</tbody>
</table>

### Records Management Concentration (10 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BADM-104</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CAPP-123</td>
<td>Using Microsoft Access – Level 1</td>
<td>3</td>
</tr>
<tr>
<td>OTEC-150</td>
<td>Records and Information Management</td>
<td>2</td>
</tr>
<tr>
<td>OTEC-153</td>
<td>Electronic Records Management</td>
<td>2</td>
</tr>
</tbody>
</table>

Students working independently in the Computer Lab.
Chemistry

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

Program Description

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

Distinctive Features

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

Career Opportunities


Transfer Preparation

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

Degree

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

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

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

Employment Concentration Certificate(s)
Administration 99999 ECC.CDE.ADMIN
Art 99999 ECC.CDE.ART
Assistant Teacher 99999 ECC.CDE.ATT
Associate Teacher 99999 ECC.CDE.ASSOC
Communication 99999 ECC.CDE.COM
Deaf Culture 99999 ECC.CDE.DEF
Early Childhood Special Education 99999 ECC.CDE.ECS
Elementary Education 99999 ECC.CDE.EE
First Aid 99999 ECC.CDE.FA
Health & Safety 99999 ECC.CDE.HS
Healthy Living 99999 ECC.CDE.HL
Infant/Toddler 99999 ECC.CDE.IT
K-12 Special Education 99999 ECC.CDE.K12
Language and Literacy 99999 ECC.CDE.LAL
Music and Movement 99999 ECC.CDE.MMM
Nutrition 99999 ECC.CDE.N
School-Age Child Care 99999 ECC.CDE.SACC
School-Age Permit 99999 ECC.CDE.SAP
Science 99999 ECC.CDE.S
Substance Abuse Awareness 99999 ECC.CDE.SAA

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

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

The Child Development and Education Program provides an educational and practical foundation for students interested in working with children from infancy through adolescence. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Education. The program leads to a certificate in Child Development and Education and/or an Associate of Science degree. The program also fulfills the required child development course work for the state issued Child Development Permit. Information regarding this permit and/or the Child Development and Education Certificate is available from the CDE Department. All course work leading to a certificate or degree must be completed with a minimum grade of "C" (2.0) or better.
CAREER OPPORTUNITIES

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

- Early Childhood Teacher/Administrator
- School-Age Care Provider
- Early Childhood Instructional Aide
- K-12 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 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
- * Child Care Coordinator
- Consultant to Educational Toy Producers
- * Children’s Hospital Worker
- * Child Psychologist
- * Distributor of Educational Toys
- * Playground/Environment Designer

TRANSFER PREPARATION

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

DEGREE

An Associate of Science (AS) degree may be earned by completing the 43 units required for the MSJC Child Development and Education Certificate, and all MSJC General Education Option A requirements.

CERTIFICATES

Certificate in Child Development and Education (43 units)

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

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

Required Courses (27 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDE-101*</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-102</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-103*</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-110*</td>
<td>3 units</td>
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<tr>
<td>CDE-111</td>
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<tr>
<td>CDE-125*</td>
<td>3 units</td>
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<tr>
<td>CDE-140</td>
<td>3 units</td>
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<tr>
<td>CDE-147**</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-148**</td>
<td>3 units</td>
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</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>Units</th>
</tr>
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<tbody>
<tr>
<td>CDE-109/MUS-113</td>
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<tr>
<td>CDE-112A</td>
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</tr>
<tr>
<td>CDE-112B</td>
<td>1 unit</td>
</tr>
<tr>
<td>CDE-112C</td>
<td>1 unit</td>
</tr>
<tr>
<td>CDE-113</td>
<td>2 units</td>
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<tr>
<td>CDE-114/DAN-114/MUS-110</td>
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<tr>
<td>CDE-115</td>
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<td>CDE-119</td>
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<td>3 units</td>
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<tr>
<td>CDE-128</td>
<td>3 units</td>
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<tr>
<td>CDE-129</td>
<td>3 units</td>
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<tr>
<td>CDE-129A</td>
<td>1 unit</td>
</tr>
<tr>
<td>CDE-129B</td>
<td>1 unit</td>
</tr>
<tr>
<td>CDE-129C</td>
<td>1 unit</td>
</tr>
<tr>
<td>CDE-131/ENGL-131</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-134</td>
<td>2 units</td>
</tr>
<tr>
<td>ED-135</td>
<td>3 units</td>
</tr>
<tr>
<td>ED-136</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-137</td>
<td>3 units</td>
</tr>
<tr>
<td>ED-138</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-141</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-142</td>
<td>3 units</td>
</tr>
<tr>
<td>CDE-201A-N</td>
<td>0.5 unit</td>
</tr>
<tr>
<td>CDE-202A-G</td>
<td>0.5 unit</td>
</tr>
<tr>
<td>CDE-203A-G</td>
<td>0.5 unit</td>
</tr>
<tr>
<td>CDE-204A-G</td>
<td>0.5 unit</td>
</tr>
<tr>
<td>CDE-205A-F</td>
<td>0.5 unit</td>
</tr>
<tr>
<td>CDE-299</td>
<td>1-3 units</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.

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
**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).

**Instructional Programs**

**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

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

**Science (6 units)**

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

**Substance Abuse Awareness (6 units)**

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

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
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

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

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

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

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

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

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

Site Supervisor OR Program Director (both in publicly-funded ECE programs)

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

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

Administrator (in privately-funded ECE programs)

Teacher (in publicly-funded ECE programs)

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

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

Head Start Teacher (in a Head Start Program)

Paraeducator (working in an elementary school setting)

Substitute Teacher (in public elementary setting)

Public School Elementary Teacher

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

Public School Elementary Teacher

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

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

With A.S. Degree: CDE-101, 110, 125, 137; Choose from: ED 135, 136, 138, 142, 160

With 15 CDE units, 9 ED units, 16 Gen Ed. units and work experience: CDE-101, 103, 110, 125, 137; Choose from: ED 135, 136, 138, 142, 160

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

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

Degree(s)
A.A. in Communication Studies AA.COMM.OPTB or AA.COMM.OPTC
(with Transfer Emphasis using General Education Requirements Option B or C)

Certificate(s)
None

Employment Concentration Certificate(s)
None

Program Description
The Communication program major provides students with an opportunity to improve their personal, public, and professional lives. Students will study communication dynamics in interpersonal relationships, groups and public settings. By studying how, why, and with what consequences people communicate, students themselves will become more competent communicators. Students will develop broad based competencies in oral and written communication as well as critical analysis. The articulated transfer major will prepare students for further studies in intercultural studies, rhetoric, public relations, advertising, journalism, mass media, or international relations.

Communication is a discipline with its roots in ancient Greek and Roman oratory. Oral communication skills have been important throughout the history of western culture and essential in the rise of democratic forms of government. During the Twentieth Century, the discipline has broadened from its original focus on public speaking to include the teaching of communication skills needed in all aspects of daily life: family, friendships, work groups, social contacts, intercultural relations, politics, and mass media production and consumption. Currently, the discipline is poised to play a role in the computer-mediated communication of the Information Age.

Distinctive Features
Communication courses involve the student in the process of learning both theory and skills. Students learn by engaging in class activities that allow for application of theory to everyday experiences, development of critical thinking abilities, and practice of oral communication skills.

Career Opportunities
Business & Industry Careers:
Account Executive * Advertising Manager * Corporate Communications * Director * Events Coordinator * Fashion Merchandiser * Hospitality Manager * Human Resources Administrator * Lawyer * Manager/Administrator * Public Relations * Speech Writer * Stockbroker * Real Estate Agent/Broker * Training * Development * Travel Agent

Communications & Media Careers:
Actor * Broadcast Advertising Sales * Director- Film, Video, Theatre * Editorial Assistant * Government Relations * Graphic Artist * Market Research * Media Manager * Photographer * Publisher * Radio/TV Announcer * Reporter/Journalist * Script Writer * Sportscaster * Writer/Author

Government & Social Services Careers:
Campaign Manager * Consumer Advocate * Counselor * Elected Official * Foreign Service Officer * Government Advisor * Lobbyist * Media Specialist * Minister/Priest/Rabbi * Negotiator * Probation & Parole Officer * Social Worker

Education Careers:
Administrator * Educational Consultant * Guidance Counselor * Instructional Program * Designer * Mediator * Public Relations Officer * Speech Pathologist * Teacher
TRANSFER PREPARATION

The Communication Program offers lower division preparation for students who plan to transfer to pursue a bachelor’s degree in Communication Studies. Students planning to transfer and/or earn the Communication Studies degree should meet with a Mt. San Jacinto College counselor to identify required courses and develop a written educational plan for his/her targeted university.

Students must complete a minimum of 60 transfer units including the program requirements listed below (21 units) and either CSU General Education or IGETC requirements (37-43 units) to meet Mt. San Jacinto College’s requirements for an Associate in Arts Degree in Communication Studies. Students may also need to complete additional requirements or electives required by the transfer institution as many CSUs and UCs have unique admissions and preparation for the major requirements. Students should consult a Mt. San Jacinto College counselor, the web site www.assist.org, and individual university catalogs for further information and assistance.

DEGREE

The Associate of Arts (AA) degree in Communication Studies offers the student an opportunity to explore the diverse possibilities offered in the field of communication and to facilitate transfer to a four year institution to obtain a baccalaureate degree in Communication, Communication Studies, and/or Speech Communication. Courses required in the program are specifically designed to be transferable to prepare students for an area of study or to fulfill the lower division requirements of a major at four-year colleges.

General Education CSU-GE Breadth or IGETC

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

1) Total 33-39 units

2) MSJC Core Communication Courses:

- COMM-100/100H
  - Public Speaking 3 units
- COMM-103
  - Interpersonal Communication 3 units
- COMM-104
  - Advocacy and Argument 3 units
- COMM-108/108H
  - Intercultural Communication 3 units
- COMM-120
  - Survey of Communication Studies 3 units

Total 15 units

3) MSJC Elective Communication Courses:

- COMM-105/THA-105
  - Voice and Diction 3 units
- COMM-106
  - Small Group Communication 3 units
- COMM-110
  - Communications Media Survey 3 units
- COMM-113/THA-113
  - Oral Interpretation of Literature 3 units
- COMM-115
  - Persuasion 3 units
- COMM-117
  - Professional Communication 3 units
- COMM-119
  - Public Relations 3 units
- COMM-129/THA-127
  - Reader's Theater 3 units
- COMM-201
  - Advanced Public Speaking 3 units

Total 6 units

Total MSJC Communication Courses: Total 21 units

4) Elective units

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

Total Units Required: 60 units

Nancy Lemus (Class of 2009), has been accepted to both UC Davis and UC San Diego as a Communication major.
Computer Information Systems
CAPP*CSIS*NET*ORA

Degree(s)
A.S. in Computer Information Systems 4395 AS.CIS.GENERAL, AS.CIS.NETWORK, AS.CIS.INTERNET, AS.CIS.PROGRAM
(with General Education Requirements Option A)

Certificate(s)
Certificate in General Track 4395 CT.CIS.GEN
Certificate in Internet Authoring 4395 CT.CIS.IA
Certificate in Networking 4395 CT.CIS.NET
Certificate in Programming 4395 CT.CIS.PROG

Employment Concentration Certificate(s)
Computer Hardware Specialist 99999 ECC.CIS.A+
Computer Forensic 99999 ECC.ACF
Data Analysis and Modeling 99999 ECC.CIS.DAM
Microsoft Office Applications Developer 99999 ECC.CIS.MOAD
Networking Technologies Apprentice 99999 ECC.CIS.NA
OpenOffice Specialist 99999 ECC.CIS.OOS
Internet Authoring 99999 ECC.CIS.I
Certified Internet Webmaster (CIW) 99999 ECC.CIS.CIW
LAN/WAN Administration CCNA 99999 ECC.CIS.CCNA
Linux System Administrator 99999 ECC.CIS.LSA
Microsoft Certified Systems Administrator (MCSA) 99999 ECC.CIS.MCSA
Security Certified Network Professional (SCNP) 99999 ECC.CIS.SCNP
C++ Programming 99999 ECC.CIS.CP
Database Administration 99999 ECC.CIS.DBA
Database Operator 99999 ECC.CIS.DOO
Database Programmer 99999 ECC.CIS.DPRGER
Database Programming 99999 ECC.CIS.DPRGING
JAVA Programming 99999 ECC.CIS.JP
Oracle Developer 99999 ECC.CIS.OD
Python Programming 99999 ECC.CIS.PP
SQL Programming 99999 ECC.CIS.SP
Visual Basic Programming 99999 ECC.CIS.VBP

PROGRAM DESCRIPTION

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

DISTINCTIVE FEATURES

The Computer Information Systems program offers students a well-equipped technical environment for instruction and lab. CIS courses are taught in computer equipped classrooms, allowing hands-on experience in the use of industry-standard hardware, application software, operating systems, networking, and programming tools.

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
William Bergin (951) 487-3530
wbergin@msjc.edu
Don Jenkins (951) 487-3531
djenkins@msjc.edu

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

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. Certiport Testing is available on the San Jacinto and Menifee Valley Campuses and Sylvan Prometric testing is available on the Menifee Valley Campus.

CAREER OPPORTUNITIES

Programmer * Applications Programmer * Systems Programmer * Programmer Analyst * Software Engineer
* Systems Analyst * Systems Integrator * Project Manager
* Web Developer * Web Designer * Webmaster * Data Administrator * Database Administrator * Database Manager * Database Operator * Database Programmer
* Computer Technician * Network Technician * Network Administrator * System Administrator * System Operator
* Systems Manager * Help Desk Technician * Computing Applications Specialist * Computing Support Specialist * Applications Specialist

Mt. San Jacinto College 2009-2010 Catalog

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
TRANSFER PREPARATION

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

CERTIFICATE/EMPLOYMENT CONCENTRATIONS

Because the Employment Concentrations and the State of California approved Certificates are so integrated, they are laid out together in the following pages. State Approved Certificates may be earned by completing one CIS Employment Concentration plus the CIS core requirement (9 units) for a combined minimum of 18 units. Depending upon the Employment Concentration selected, the student may be required to complete elective course work to fulfill the minimum 18-unit requirement of the Certificate.

CIS Core Requirements (9 units)
- CSIS-101 Introduction to Computers and Data Processing 3 units
- CSIS-201 Systems Analysis and Design 3 units
- CSIS-202 Networks & Data Communications 3 units

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

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.

GENERAL TRACK

Computer Forensics (16 units)
- AJ-103 Criminal Evidence 3 units
- AJ-105 Public Safety Report Writing 3 units
- AJ-103 Criminal Investigation 3 units
- CSIS-181 Computer Hardware - Level 1 4 units
- CSIS-182 Computer Forensics - Level 1 3 units

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

Microsoft Office Applications Developer (9 units)
- CAPP-120 Using Microsoft Office - Level 1 3 units
- CAPP-140 Using Microsoft Office - Level 2 3 units
- CAPP-160 Using Microsoft Office - Level 3 3 units

Networking Technologies Apprentice 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 - Level 1 3 units
- CAPP-140M Using OpenOffice - Level 2 3 units

Virtual Server that allows students to access software such as Microsoft Office 2007 from home.
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 Administration (15 units)

CSIS-114A SQL Programming – Level 1 3 units
CSIS-114C Database Programming – Level 1 3 units
CSIS-214 Principles of Database Management Systems 3 units
CSIS 241A Database Server Administration -Level 1 3 units
CSIS 261A Database Server Administration -Level 2 3 units

Database Operator (9 units)

CSIS-214 Principles of Database Management Systems 3 units
CSIS 241A Database Server Administration -Level 1 3 units
CSIS 261A Database Server Administration -Level 2 3 units

Database Programming (6 units)

CSIS-114C Database Programming – Level 1 3 units
CSIS-124C Database Programming – Level 2 3 units

JAVA Programming (6 units)

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

Oracle Developer (15 units)

In order to obtain Oracle industry certification, students must take exams from Oracle Corporation.

CSIS-214 Principles of Database Management Systems 3 units
ORA-171B Oracle Forms Release 6 – Level 1 3 units
ORA-181B Oracle Forms Release 6 – Level 2 3 units
ORA-172B Oracle Reports Release 6 – Level 1 3 units
ORA-182B Oracle Reports Release 6 – Level 2 3 units

Python Programming (6 units)

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

SQL Programming (6 units)

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

Visual Basic Programming (9 units)

CSIS-112A Visual Basic Programming – Level 1 3 units
CSIS-122A Visual Basic Programming – Level 2 3 units
CSIS-132 Creating Visual Basic Database Applications 3 units
**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 Critic * Dance Scholar * Dance Therapist * Dance Theorist * Dance Historian * Costumer * Costume Designer * Composer for Dance * Entertainer * Lighting Designer * Set Designer * Accompanist Technician * Recreation Specialist

**Transfer Preparation**

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

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**Note:** Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
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 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 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 Of Young Children 3 units
- DAN-140 Music for Dance 3 units
- DAN-214 Dance Touring Ensemble 3 units

It is highly recommended that the student be enrolled in a technique class (or more than one) every semester. In addition, all MSJC General Education Option A requirements must be completed.

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)
  - 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
  - MUS-207 Techniques of Musical Theater 3 units

- **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-132 American, Popular Dance on Stage, Screen and Television 3 units
  - DAN-204 Musical Theater Dance Techniques 3 units

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Diagnostic Medical Sonography

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

Certificate(s)
Certificate in Diagnostic Medical Sonography

Employment Concentration Certificate(s)
None

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.

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.

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
**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

**Program Prerequisites:** **20 units**
- PHY-100 Conceptual Physics 3 units
- MATH-090 Elementary Algebra 4 units (or higher)
- ANAT-101 Human Anatomy & Physiology I 5 units
- ANAT-102 Human Anatomy & Physiology II 5 units
- COMM-103 Interpersonal Communication 3 units

The sonography courses must be taken in a specific sequence, students must attain a minimum grade of “C” or above in all required courses in order to obtain the certificate.

**DMS Program Courses (60 units)**

<table>
<thead>
<tr>
<th>Semester One:</th>
<th>13 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-095</td>
<td>Sonography Medical Terminology 3 units</td>
</tr>
<tr>
<td>DMS-100</td>
<td>Fundamentals of Diagnostic Medical Sonography 2 units</td>
</tr>
<tr>
<td>DMS-101</td>
<td>Pathophysiology 3 units</td>
</tr>
<tr>
<td>DMS-103</td>
<td>Sonography Techniques in Patient Care 3 units</td>
</tr>
<tr>
<td>DMS-118</td>
<td>Ultrasound Physics and Instrumentation I 2 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Two:</th>
<th>11.5 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-102</td>
<td>Sonography Medical Ethics 3 units</td>
</tr>
<tr>
<td>DMS-110</td>
<td>Sectional Imaging 2 units</td>
</tr>
<tr>
<td>DMS-120</td>
<td>Abdomen Scanning 3 units</td>
</tr>
<tr>
<td>DMS-122</td>
<td>Ultrasound Pathology I 1.5 units</td>
</tr>
<tr>
<td>DMS-128</td>
<td>Ultrasound Physics and Instrumentation II 2 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer:</th>
<th>5 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-114</td>
<td>Clinical Experience I 5 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three:</th>
<th>16.5 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-124</td>
<td>Clinical Experience II 10 units</td>
</tr>
<tr>
<td>DMS-130</td>
<td>Obstetric/Gynecology Scanning 3 units</td>
</tr>
<tr>
<td>DMS-132</td>
<td>Ultrasound Pathology II 1.5 units</td>
</tr>
<tr>
<td>DMS-138</td>
<td>Ultrasound Physics and Instrumentation III 2 units</td>
</tr>
</tbody>
</table>

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

Review MSJC College Catalog with a Counselor to determine courses.

**CERTIFICATE**

**Program Prerequisites:** **20 units**
- PHY-100 Conceptual Physics 3 units
- MATH-090 Elementary Algebra 4 units (or higher)
- ANAT-101 Human Anatomy & Physiology I 5 units
- ANAT-102 Human Anatomy & Physiology II 5 units
- COMM-103 Interpersonal Communication 3 units

**DMS Program Courses (60 units)**

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</tr>
<tr>
<td>DMS-122</td>
<td>Ultrasound Pathology I 1.5 units</td>
</tr>
<tr>
<td>DMS-128</td>
<td>Ultrasound Physics and Instrumentation II 2 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer:</th>
<th>5 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS-114</td>
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<td>Obstetric/Gynecology Scanning 3 units</td>
</tr>
<tr>
<td>DMS-132</td>
<td>Ultrasound Pathology II 1.5 units</td>
</tr>
<tr>
<td>DMS-138</td>
<td>Ultrasound Physics and Instrumentation III 2 units</td>
</tr>
</tbody>
</table>

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

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

Distinctive Features

Field study is often used in these courses.

Career Opportunities

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

Transfer Preparation

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

Degree

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

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.
**Engineering: Drafting Technology**

**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)**
Manufacturing Quality Assurance 99999 EEC.ENGR.QA
Surveying 99999 EEC.ENGR.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 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 draftsman 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**

Draftsman in civil engineering or architectural firms

**Transfer Preparation**

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

**Degree**

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

**Certificates**

Certificate in Engineering: Drafting Technology (18 units)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR-093</td>
<td>Technical Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>ART-123</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>ENGR-154</td>
<td>Computer-Aided Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>ENGR-155</td>
<td>Computer-Aided Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>MATH-096</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
</tbody>
</table>

**Employment Concentrations**

Manufacturing Quality Assurance (12 units)

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

Surveying (14 units)

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

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dbaylard@msjc.edu
Cathy Brostrand (951) 487-3641
cbrostrand@msjc.edu
Will Farrell (951) 487-3644
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Paul Hendry (951) 487-3649
phendry@msjc.edu
Dan Peace (951) 487-3648
dpeace@msjc.edu
Alma Ramirez (951) 487-3645
alramirez@msjc.edu
Richard Sisk (951) 487-3646
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Anne Walker Pauole (951) 487-3647
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Yvonne Atkinson (951) 639-5723
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Lawrence Barkley (951) 639-5640
lbarkley@msjc.edu
Bea Ganim (951) 639-5641
bganim@msjc.edu
Dan Peace (951) 487-3648
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Rickianne Rycraft (951) 639-5642
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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, Multiethnic Literature, Film and Literature and World Literature. English is an academic discipline focusing on the development of language skills from basics through composition, critical thinking, and the study of literature. Language skills provide an essential foundation for academic and career success. The study of literature enhances a wide variety of intellectual skills while exposing students to a major source of cultural enrichment.

Distinctive Features

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

Transfer Preparation

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

Degree

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

Career Opportunities

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

Common Careers for English Majors:

ENGLISH AS A SECOND LANGUAGE (ESL) SEQUENCE

Recommended sequence of English as a Second Language courses:

**Semester 1:**
ESL-050 English as a Second Language Level 1 (4 units) (determined by placement score into the ESL credit program)
ESL-063R ESL Reading & Vocabulary Level 1 (4 units) (determined by placement score into the ESL credit program/ may be taken at any point in the ESL sequence)

**Semester 2:**
ESL-051 English as a Second Language Level 2 (4 units) (determined by placement score or the completion of ESL-050)
ESL-056 English Conversation and Culture (3 units) (determined by placement score into the ESL credit program may be taken at any point in the ESL sequence)

**Required courses for the ESL Certificate Level 1 (12 units)**

- ESL-050
- ESL-051
- ESL-063R

**Semester 3:**
ESL-064R ESL Academic Reading & Vocabulary Level 2 (4 units)(determined by placement score or the completion of ESL-063R)
ESL-062W Basic Writing Skills (4 units) (determined by placement score or the completion of ESL-051 or ENGL-61)

**Semester 4:**
ESL-098W English Writing Fundamentals (4 units) (determined by placement score or the completion of ESL-062W or ENGL-62)

**Required courses for the ESL Certificate Level 2 (11 units)**

- ESL-056
- ESL-064R
- ESL-098W
Environmental Studies

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

Certificate(s)
None

Employment Concentration Certificate(s)
None

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mnance@msjc.edu

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Jason Hlebakos (951) 639-5731
jhlebakos@msjc.edu

Program Description

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

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

Career Opportunities

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

Transfer Preparation

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

CORE Transfer Requirements:

Students in the Environmental Studies transfer program will complete the Intersegmental General Education Transfer Curriculum (IGETC) pattern for transfer into the B.S. program in Environmental Studies at UCSB. For transfer into the B.S. program in Environmental Science: Natural Sciences Option at UCR, students must follow UCR’s College of Natural and Agricultural Sciences GE/Breadth Articulation Agreement. Students following the IGETC pattern (UCSB) or UCR College of Natural and Agricultural Sciences GE/Breadth Articulation agreement will be able to satisfy most of those patterns through the courses they take at MSJC for their major.

For transfer into the targeted environmental programs at UCR and UCSB, students will need to work closely with counselors and Environmental Studies faculty at MSJC to ensure they are well-prepared for entrance into the university and program they choose. Below are outlined the major and target school-required foundational courses students must take:

MSJC Core Requirements (40 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVS-101</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-150</td>
<td>General Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIOL-151</td>
<td>General Biology II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM-101</td>
<td>General Chemistry I</td>
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<tr>
<td>CHEM-102</td>
<td>General Chemistry II</td>
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<tr>
<td>MATH-211</td>
<td>Calculus I and Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MATH-212</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>GEOL-100</td>
<td>Physical Geology: Dynamic Planetary Systems of Spaceship Earth</td>
<td>4</td>
</tr>
<tr>
<td>PS-101</td>
<td>Introduction to American Government and Politics</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM-112</td>
<td>Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM-113</td>
<td>Organic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>PHY-201</td>
<td>Mechanics and Wave Motion</td>
<td>4</td>
</tr>
<tr>
<td>PHY-202/202H</td>
<td>Electricity and Magnetism</td>
<td>4</td>
</tr>
</tbody>
</table>

In addition to the above 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)**

**IGETC Recommended Course Area 4**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVS-101</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-150</td>
<td>General Biology I</td>
<td>5</td>
</tr>
<tr>
<td>BIOL-151</td>
<td>General Biology II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM-101</td>
<td>General Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM-102</td>
<td>General Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH-211</td>
<td>Calculus I and Analytic Geometry</td>
<td></td>
</tr>
<tr>
<td>MATH-212</td>
<td>Analytic Geometry and Calculus II</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG-101</td>
<td>Physical Geography</td>
<td>4</td>
</tr>
<tr>
<td>GEOG-102</td>
<td>Cultural Geography</td>
<td>4</td>
</tr>
<tr>
<td>PS-101/101H</td>
<td>Introduction to American Government and Politics</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Ecology/Conservation Biology Emphasis**

- 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 aid them at the university level, job level, and beyond. Official partnerships between MSJC and its USDA Forest Service and San Jacinto Conservation District partners provide unique field-based learning experiences for students taking courses in this emphasis.

**Ecology/Conservation Emphasis Major Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVS-190</td>
<td>Watershed Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>ENGR-167</td>
<td>Global Positioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>GEOF-101</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOF-102</td>
<td>Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOF-104</td>
<td>Physical Geography Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

**Note:** Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
GEOG-115  Introduction To Geographic Information Systems  3 units
GEOG-130  Geographic Information Systems for Science, Business, and Government  3 units
*UCSB Articulated Major Elective
GEOL-110  Oceanography  4 units
HIST-105/105H  World Environmental History  3 units
*UCSB Articulated Core Requirement
ECON-201  Principles of Macroeconomics  3 units
*UCSB Articulated Core Requirement
ECON-202  Principles of Microeconomics  3 units
*UCSB Articulated Core Requirement
MATH-140  Introduction To Statistics  4 units
*UCSB Articulated Core Requirement
MATH-215  Differential Equations  4 units
*UCSB Articulated Core Requirement
PS-102/102H  Comparative Politics and Government  3 units
*UCSB Articulated Major Elective
PHIL-103/103H  Logic  3 units
*UCSB Articulated Core Requirement
PHIL-104  World Religions  3 units
*UCSB Articulated Major Elective
PHIL-105  Introduction To Ethics  3 units
*UCSB Articulated Core Requirement
PHY-201  Mechanics and Wave Motion  4 units
*UCSB Articulated Core Requirement
*UCR Articulated Natural Sciences Option Requirement
PHY-202/202H  Electricity and Magnetism  4 units
*UCSB Articulated Core Requirement
*UCR Articulated Natural Sciences Option Requirement
SOCI-101/101H  Principles of Sociology  3 units
*UCSB Articulated Major Elective

Water and Soil Technologies/Environmental Engineering Emphasis

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

Water and Soil Technologies & Environmental Engineering Emphasis Major Electives

ANTH-102/102H  Cultural Anthropology  3 units
*UCSB Articulated Major Elective
HORT-101  Horticulture Science  3 units
HORT-102  Introduction To Turfgrass Management  3 units
HORT-103  Advanced Turfgrass Management  3 units
HORT-104  Soil Science and Management  3 units
HORT-105  Golf Course/Landscape Irrigation  3 units
HORT-106  Pesticide Law & Regulations- Turf & Landscape  3 units
HORT-107  Arboriculture  3 units
AUME-150  Introduction To Alternative Fuels  2.5 units
BIOL-115  Topics in Biology  4 units
CHEM-112  Organic Chemistry I  5 units
*UCR Articulated Natural Sciences Option Requirement
CHEM-113  Organic Chemistry II  5 units
*UCR Articulated Natural Sciences Option Requirement
*UCSB Articulated Major Elective
BIOL-125  Microbiology  5 units

ENGR-154  Computer-Aided Drafting I  3 units
ENGR-155  Computer-Aided Drafting II  3 units
ENGR-164  Plane Surveying I  4 units
ENGR-165  Plane Surveying II  4 units
ENGR-166  Legal Aspects of Surveying  3 units
ENGR-167  Global Positioning Systems  4 units
ENVS-190  Watershed Resource Management  4 units
ES-101  Topics in Earth Science  3 units
GEOG-101  Physical Geography  3 units
*UCSB Articulated Major Elective
GEOG-102  Cultural Geography  3 units
*UCSB Articulated Major Elective
GEOG-104  Physical Geography Laboratory  1 unit
GEOG-115  Introduction To Geographic Information Systems  3 units
GEOG-130  Geographic Information Systems for Science, Business, and Government  3 units
GEOL-100  Physical Geology: Planetary Systems of Spaceship Earth  4 units
GEOL-103  Environmental Geology: Natural Hazards and Disasters  3 units
*UCSB Articulated Major Elective
GEOL-105  Historical Geology: Evolving Earth, Dinosaurs, and Homo Sapiens  4 units
GEOL-107  Scenic Adventure Field Trips in Geology  1.5 units
GEOL-109  Geology of National Parks  3 units
GEOL 110  Oceanography  4 units
HIST-105/105H  World Environmental History  3 units
*UCSB Articulated Core Requirement
PS-102/102H  Comparative Politics and Government  3 units
*UCSB Articulated Major Elective
WATR-100  Introduction to Water/Wastewater Operations  1 unit
WATR-102  Basic WaterWorks Math  2 units
WATR-103  Water Treatment Plant Operations I & II  3 units
WATR-105  Water Treatment Plant Operations III, IV, V  3 units
WATR-107  Water Distribution I & II  3 units
WATR-109  Water Distribution III, IV, V  3 units
WATR-120  Wastewater Plant Operations I & II  3 units
WATR-122  Wastewater Plant Operations III, IV, V  3 units
WATR-125  Laboratory Procedures for Water and Wastewater  3 units
WATR-130  Environmental Laws and Regulations  3 units
ECON-201  Principles of Macroeconomics  3 units
*UCSB Articulated Core Requirement
ECON-202  Principles of Microeconomics  3 units
*UCSB Articulated Core Requirement
MATH-140  Introduction To Statistics  4 units
*UCSB Articulated Core Requirement
MATH-215  Differential Equations  4 units
*UCSB Articulated Core Requirement
PHIL-103/103H  Logic  3 units
*UCSB Articulated Core Requirement
PHIL-104  World Religions  3 units
*UCSB Articulated Major Elective
PHIL-105  Introduction To Ethics  3 units
*UCSB Articulated Core Requirement
PHY-201  Mechanics and Wave Motion  4 units
*UCSB Articulated Core Requirement
*UCR Articulated Natural Sciences Option Requirement
PHY-202/202H  Electricity and Magnetism  4 units
*UCSB Articulated Core Requirement
*UCR Articulated Natural Sciences Option Requirement
*UCSB Articulated Major Elective
SOCI-101/101H  Principles of Sociology  3 units
*UCSB Articulated Major Elective

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Instructional Programs

Fire Technology

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

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

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

PROGRAM DESCRIPTION

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

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

DISTINCTIVE FEATURES

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

CAREER OPPORTUNITIES

City and County Fire Department Personnel * Forestry Fire Control

TRANSFER PREPARATION

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

DEGREE

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

CERTIFICATES

Certificate in Fire Technology (24 units)

Required Core Courses (18 units)
FIRE-101 Introduction to Fire Technology 3 units
FIRE-102 Fundamentals of Fire Prevention 3 units
FIRE-103 Fire Hydraulics 3 units
FIRE-106 Fundamentals of Fire Behavior and Combustion 3 units
FIRE-109 Fundamentals of Fire Protection and Equipment 3 units
FIRE-115 Building Construction for Fire Protection 3 units

Elective Courses (6 units)
AH-120 Emergency Medical Technician I Basic 5 units
AJ-071 Penal Code 832 3 units
FIRE-107 Fire Apparatus and Equipment 3 units
FIRE-108 Fire Investigation 1A 2 units
FIRE-110 Fundamentals of Fire Service Operations 3 units
FIRE-117 Hazardous Materials First Responder Operational 1 unit
FIRE-121 Fundamentals of Wild Land Fire Fighting 3 units
FIRE-149 Occupational Internship: Fire Technology 1-4 units

EMPLOYMENT CONCENTRATIONS

Fire Academy Preparation (8 units)

Students completing this certificate will have completed the material required to apply for entrance into a Fire Academy. Some Academies may have additional requirements such as passing a physical abilities test. For specific requirements and further information, contact the Fire Academy you wish to attend.
AH-120 Emergency Medical Technician I Basic 5 units
FIRE-101 Introduction to Fire Technology 3 units

Fire Apparatus Operator Preparation (9 units)

Students completing this certificate will have completed the courses to prepare them to operate fire apparatus.
FIRE-101 Introduction to Fire Technology 3 units
FIRE-103 Fire Hydraulics 3 units
FIRE-107 Fire Apparatus and Equipment 3 units

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Geographic Information Systems

Degree(s)
A.S. in Geographic Information Systems 12443 AS.GIS
(with General Education Requirements Option A)

Certificate(s)
Certificate in Geographic Information Systems 12443 CT.GIS

Employment Concentration Certificate(s)
Geographic Information Systems 99999 ECC.GIS.GG
Visual Design 99999 ECC.GIS.VD
Engineering 99999 ECC.GIS.EN
Multimedia 99999 ECC.GIS.MM
Programming 99999 ECC.GIS.PG

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PROGRAM DESCRIPTION

GIS are computer mapping programs that are both analytical tools and research methods for identifying spatial and temporal patterns, trends and relationships on maps and in large databases. However, GIS do more than make maps; they are information systems that have 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


Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Transfer Preparation

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

Degree

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

Certificates

Certificate in Geographic Information Systems (18 units)

Required Courses (12 units)
- 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 following concentration areas. Students must complete 6 units (any combination) under one concentration.

Employment Concentrations

Elective courses are identified under the following concentration areas. Students must complete 6 units (any combination) under one concentration area to earn a Certificate in GIS. Once a certificate in GIS has been earned, additional Certificates in GIS may be awarded for completion of 6 units in other concentration areas.

Geographic Information Systems (6 units)
- GEOG-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

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
**Geography**

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**Program Description**

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

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

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

**Distinctive Features**

Field study permits students to apply geographic concepts in a variety of regional 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.
Instructional Programs

Gerontology

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

Certificate(s)
Certificate in Gerontology 8685 CT.GER

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

PROGRAM DESCRIPTION

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

DISTINCTIVE FEATURES

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

CAREER OPPORTUNITIES

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

TRANSFER PREPARATION

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

DEGREE

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

CERTIFICATES

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

Certificate in Gerontology (24 units)

Required Courses (18-19 units)

BADM-104/ENGL-104
Business Communications 3 units
or
ENGL-098
English Fundamentals 4 units
GER-103/LEG-103
Elder Law 3 units
GER-110
Physiology of Aging 3 units
GER-125
Psychology of Aging 3 units
GER-130
Sociology of Aging 3 units
GER-149
Occupational Internship 3 units

EMPLOYMENT CONCENTRATIONS

Activities Director (6 units)

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

Senior Nutrition (6 units)

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

Social Services Designee (6 units)

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

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

PROGRAM DESCRIPTION

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

DISTINCTIVE FEATURES

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

TRANSFER PREPARATION

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

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.

Student seeking guidance from a counselor one on one. For additional guidance, MSJC offers a variety of Guidance courses.
Instructional Programs

Health and Nutrition

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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Program Description

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

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

Distinctive Features

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

Career Opportunities

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

Transfer Preparation

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

Degree

An Associate degree is not available in this major. Students wishing an Associate degree should major in Social/Behavioral Sciences from Area B of the General Education Requirements in Option A and/or science by completing any 18 units of science classes (including at least 2 science lab classes) from Area A of the General Education Requirements in Option A. Students are advised to see a counselor.
**History**

### Program Description

History is the study of all human experience. The examination of past peoples, institutions, ideas and events helps the student of history develop cultural literacy, critical thinking and other useful skills. History provides a solid fundamental preparation for careers in business, industry, government and education. It also prepares students for law school, foreign service, international work, urban affairs and library science. The study of history can lead to professional work in the field as a teacher or professional historian in governmental and private agencies. While it can be valuable for those going into other professions, it also produces a person capable of handling many different jobs and positions where critical analytical skills are in demand.

### Distinctive Features

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

### Career Opportunities

Pre-Law/Lawyer * Foreign Service * Pre-Theology/ Clergy Archivist * Teacher * Museum Curator * Researcher/ Research Analyst * Librarian * State Park Historian * Writer * Businessperson * Historian * Market Researcher * Consultant * Historical Societies * Banking * Travel * Journalist * Communications

### Transfer Preparation

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

### Degree

An Associate degree is not available in this major. Students wishing an Associate degree should major in Social/ Behavioral Sciences from Area B of the General Education Requirements in Option A and/or Humanities from Area C of the General Education Requirements in Option A. Students are advised to see a counselor.
Honors Enrichment Program

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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 an unweighted 3.5 or better GPA or SAT 1890 (of 2400), or SAT 1260 (of 1600) or ACT 28 (of 36)
> A letter of recommendation from a teacher, counselor or principal familiar with your academic work or, for students returning to college after a period of time away from the classroom, a letter from an employer or community member who can attest to your work habits and motivation
> A personal letter responding to the questions in the application form

For returning students
> Unofficial transcripts demonstrating completion of at least 12 units of transfer-applicable coursework at MSJC with a 3.3 GPA
> A personal letter responding to the questions in the application form
> 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 additional 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 Coordinators. Applications are accepted year-round. (Please see page heading for contact information).
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
jddavis@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+
- Chinese – 101, 102, 201, 202
- Communication - 105+,113+, 117, 120, 129+
- Dance – 100+, 108+, 114+, 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 – 101, 102, 137+
- Italian – 101, 102, 201, 202
- Multimedia – 126+, 140+, 224+
- Photography – 118+, 224+
- Philosophy – 101, 103, 104, 105, 108, 109, 110, 111
- Portuguese – 101, 102, 201, 202

+ 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

The Learning Skills program offers specialized instruction and services to students who are identified as having specific learning disabilities under the California Community College Learning Disability (LD) Eligibility Model. Specific learning disabilities are often due to constitutional, genetic, and/or neurological factors and are not primarily due to visual or auditory sensory deficits, motor or mobility limitations, severe emotional disturbances, environmental or economic disadvantages, cultural or language differences, or mental retardation.

Distinctive Features

Learning Skills courses are taught by faculty who are experts in Learning Disabilities. Every effort is made to integrate learning disabled students utilizing campus student services and resources. Learning Skills courses do not lead to a major but are designed to provide learning disabled students with compensatory strategies necessary for achieving personal, academic, and career success.

An assessment workshop is designed to assess learning strengths and weaknesses, provide instruction in learning strategies, determine educational limitations, and develop an educational plan based on diagnostic assessment. Specialized classes in mathematics, reading, written and oral expression, and study skills teach compensatory strategies designed to help learning disabled students maximize their success in college classes. Services include test facilitation and proctoring, assisted computer technologies, specialized tutoring, and educational advisement. With permission from the instructor, students may repeat LNSK-071, LNSK-073, LNSK-074, LNSK-075, LNSK-077 and LNSK-079 as many times as stated in the individual education plan; however, only six units for these classes may be counted toward graduation.

Transfer Preparation

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

Degree

An Associate degree is not available in this major. Students are advised to see a counselor.

To Apply to the Program

Students may be referred to the program by DSP&S, instructors, counselors, community agencies, high schools, parents, or by self-referral. Whatever the referral source, the decision to become involved with the program rests with the student and is entirely voluntary.

Available Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LNSK-057</td>
<td>Pre-Algebra Support for LD Students</td>
<td>2</td>
</tr>
<tr>
<td>LNSK-071</td>
<td>Learning Skills: Assessment Workshop (formerly ENGL-071)</td>
<td>5</td>
</tr>
<tr>
<td>LNSK-073</td>
<td>Learning Skills: Study Skills (formerly ENGL-073)</td>
<td>3</td>
</tr>
<tr>
<td>LNSK-074</td>
<td>Learning Skills: Language Arts Lab (formerly ENGL-076)</td>
<td>1</td>
</tr>
<tr>
<td>LNSK-075</td>
<td>Learning Skills: Language Arts (formerly ENGL-075)</td>
<td>2</td>
</tr>
<tr>
<td>LNSK-071</td>
<td>Learning Skills: Assessment Workshop</td>
<td>5</td>
</tr>
<tr>
<td>LNSK-076</td>
<td>Expressive and Receptive Vocabulary Development for LD Students</td>
<td>2</td>
</tr>
<tr>
<td>LNSK-077</td>
<td>Algebra Support for LD Students (formerly MATH-075 Learning Skills Math)</td>
<td>2</td>
</tr>
<tr>
<td>LNSK-079A</td>
<td>Adaptive Computer Technology</td>
<td>2</td>
</tr>
<tr>
<td>LNSK-079B</td>
<td>Advanced Adaptive Computer Technology</td>
<td>2</td>
</tr>
</tbody>
</table>
Legal Assistant

Degree(s)
A.S. in Legal Assistant \( \text{MATH} \text{ AS LEG} \)
(with General Education Requirements Option A)

Certificate(s)
Certificate in Legal Assistant \( \text{MATH} \text{ CT LEG} \)

Employment Concentration Certificate(s)
Legal Office Support \( \text{MATH} \text{ ECC LEG LOS} \)

Program Description

The Certificate/Associate of Science (AS) degree program in Legal Assistant Studies is designed to prepare students for a paraprofessional career in generalized or specialized areas of paralegal service. This program provides students with a strong foundation in communication skills and research. This program also provides students with the theoretical knowledge and practical skills necessary to enter the job market as a legal assistant in private law offices, government agencies, or business corporation. The Associate of Science (AS) degree program provides students with an educational foundation helpful for transfer to a baccalaureate pre-law program or related field of study. A legal assistant works under the direction of an attorney in performing legal services to meet the client’s needs.


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 Registered Paralegal (RP) designation to paralegals with a bachelor’s degree and at least 2 years of experience who pass an exam. To maintain the credential, workers must complete 12 hours of continuing education every 2 years. The National Association for Legal Professionals 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)

<table>
<thead>
<tr>
<th>Core Courses (9 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG-100</td>
<td>Foundations of the Legal System</td>
</tr>
<tr>
<td>LEG-106</td>
<td>Research &amp; Writing I for the Legal Assistant</td>
</tr>
<tr>
<td>OTEC-144</td>
<td>Keyboarding and Document Formatting</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CAPP-121</td>
<td>Using Microsoft Word – Level I</td>
</tr>
</tbody>
</table>

**Elective Courses (18 units)**

- LEG-103/GER-103 Elder Law 3 units
- LEG-104 Law Office Management 3 units
- LEG-108 Research and Writing II for the Legal Assistant 3 units
- LEG-110 Administrative and Judicial Procedures 3 units
- LEG-120 Immigration Law I 3 units
- LEG-122 Immigration Law II 3 units
- LEG-130 Family Law I 3 units
- LEG-132 Family Law II 3 units
- LEG-140 Bankruptcy Law 3 units
- LEG-149 Occupational Internship: Legal Assistant 3 units
- LEG-150 Probate Law and Procedures 3 units
- BADM-201 Legal Environment of Business 3 units
- AJ-101 Criminal Law 3 units

### Employment Concentrations

#### Legal Office Support (12 units)

<table>
<thead>
<tr>
<th>Required Courses (9 units)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LEG-100</td>
<td>Foundations of the Legal System</td>
</tr>
<tr>
<td>LEG-106</td>
<td>Research and Writing I for the Legal Assistant</td>
</tr>
<tr>
<td>and</td>
<td></td>
</tr>
<tr>
<td>OTEC-144</td>
<td>Keyboarding &amp; Document Formatting</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CAPP-121</td>
<td>Using Microsoft Word – Level I</td>
</tr>
</tbody>
</table>

**Elective Courses (3 units)**

- LEG-103/GER-103 Elder Law 3 units
- LEG-130 Family Law I 3 units
- LEG-130 Family Law I 3 units
- LEG-140 Bankruptcy Law 3 units
- LEG-150 Probate Law and Procedures 3 units
**Program Description**

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**

**1. ASSOCIATE DEGREE IN LIBERAL ARTS:**

**A. General Education CSU-GE Breadth or IGETC:**

33-39

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

**B. Areas of Emphasis:**

18

- 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:**

3-9

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

**Total Units 60**

Note on courses listed below:
+ refers to 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, 105, 110

- **Anthropology**
  - 145+, 145H+

- **Art/Art History**

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

- **Chinese**
  - 101, 102, 201, 202

- **Communications**

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

- **English**

- **French**
  - 101, 102, 175, 201, 202

- **History**

- **Humanities**
  - 101, 101H, 102, 102H, 137+

- **Italian**
  - 101, 102, 201, 202

- **Music**
  - 100, 100H, 101, 102, 103, 104, 106, 107+, 108+, 109, 111, 112, 113+, 114, 118, 121, 140+, 141+, 151, 253

- **Philosophy**

- **Portuguese**
  - 101, 102, 201, 202

- **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

- **Anthropology**
  - 102, 102H, 103A, 103B, 103C, 103D, 103E, 104, 104H, 115, 116, 121+, 125

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

- **Economics**
  - 201, 202

- **Education**
  - 135

- **Geography (excluding physical geography)**
  - 102, 108, 111

- **History**

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

- **Psychology**

- **Sociology**
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, 111

Astronomy

101*, 111

Biology


Chemistry

100*, 101*, 102*, 107, 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, 115, 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
Management/Supervision

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.

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM-103</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BADM-201</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON-201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MGT-103</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT-137</td>
<td>Human Relations at Work</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Elective Courses

(3 units from this list)

<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>CSIS-101</td>
<td>Introduction to Computers and Data Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

Other Elective Courses (6 units from this list)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-125</td>
<td>Managerial Accounting, Principles Of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BADM-150</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>BADM-157</td>
<td>Principles of Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>BADM-170</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON-202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MGT-132</td>
<td>Labor Management Relations</td>
<td>3</td>
</tr>
<tr>
<td>MGT-133</td>
<td>Productivity Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT-134</td>
<td>Communication in the Organization</td>
<td>3</td>
</tr>
<tr>
<td>MGT-138</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT-205</td>
<td>Principles of Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT-299</td>
<td>Special Projects: Management</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Mathematics

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 are advised to see a counselor.

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Multimedia

**Instructional Programs**

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](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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-120</td>
<td>2D Design</td>
<td>3</td>
</tr>
<tr>
<td>MUL-110</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL-112</td>
<td>Interactive Media Design I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-114</td>
<td>Production Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses (12 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUL-121</td>
<td>Bitmapped Imaging</td>
<td>3</td>
</tr>
<tr>
<td>AUD-152/MUL-123</td>
<td>Digital Video Production I</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-125</td>
<td>Interactive Motion Media</td>
<td>3</td>
</tr>
<tr>
<td>MUL-127</td>
<td>Production Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
### Instructional Programs

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

### EMPLOYMENT CONCENTRATIONS

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

#### Animation Concentration (12 units)

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

**Required Courses (6 units)**

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

**Elective Courses (6 units)**

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

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

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

**Required Courses (14 units)**

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

### Production Management (15 units)

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

**Required Courses (9-10 units)**

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

**Elective Courses (6-7 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
- MUL-214 Practical Production-Entertainment 4 units

**Promotion**

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

**Visualization**

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

### Videography Concentration (15 units)

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

**Required Courses (15 units)**

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

### Web Design Concentration (15 units)

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

**Required Courses (15 units)**

- MUL-110 Introduction to Multimedia 3 units
- MUL-112 Interactive Media Design I 3 units
- MUL-125 Interactive Motion Media 3 units
- MUL-158/CISIS-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 464 AA.MUS
(with General Education Requirements Option A)
Audio Technology (please see “Audio Technology”)
A.A. in Audio Technology 4642 AA.MUS.AT
(with General Education Requirements Option A)
A.A. in Advanced Audio Technology 46774 AA.MUS.ADV.AT
(with General Education Requirements Option A)
Music - Musical Theater
A.A. in Musical Theater 4641 AA.MUS.TREAT
(with General Education Requirements Option A)

Certificate(s)
Music - Audio Technology (please see “Audio Technology”)
Certificate in Audio Technology 4643 CT.MUS.AT
Certificate in Advanced Audio Technology 46774 AA.MUS.ADV.AT
Music - Musical Theater
Certificate in Musical Theater 4641 CT.MUS.TREAT

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.

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

DEGREE

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

A.A. in Music (18 units)

Music Theory Core: (minimum 10 units)
MUS-101 Music Fundamentals
MUS-103 Music Theory I: Diatonic Harmony
MUS-104 Music Theory II: 18th and 19th Century Harmony
MUS-253 Music Theory III: Analysis and Chromatic Harmony

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

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

Performance Core (minimum 5 units)
### Instructional Programs

<table>
<thead>
<tr>
<th>A - Individual Performance (minimum 2 units)</th>
<th>B – Ensemble Performance (minimum 2 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-111/112 Beginning Piano/Intermediate Piano</td>
<td>MUS-205 College Singers</td>
</tr>
<tr>
<td>MUS-114 Jazz Improvisation</td>
<td>MUS-206 Chamber Choir</td>
</tr>
<tr>
<td>MUS-115 Beginning Voice Class: Breath/Tone</td>
<td>MUS-210 Jazz Ensemble I</td>
</tr>
<tr>
<td>MUS-116 Beginning Voice Class: Diction &amp; Expression</td>
<td>MUS-211 Jazz Ensemble II</td>
</tr>
<tr>
<td>MUS-150 Intermediate Voice Class</td>
<td>MUS-212 Instrumental Chamber Music</td>
</tr>
<tr>
<td>MUS-118 Applied Music I: Instrumental</td>
<td>MUS-201 Orchestra</td>
</tr>
<tr>
<td>MUS-125/127 Guitar I/Guitar II</td>
<td>MUS-203 Concert Band</td>
</tr>
</tbody>
</table>

Beginning and Intermediate Piano classes are available at both campuses.
**Music**

**Musical Theater Program**

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

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

Employment Concentration Certificate(s)
None

**Program Description**

Musical theater is a segment of the entertainment industry comprised of regional, dinner and professional theaters, and widely acknowledged as a training area for entry-level skilled employment in the field. An Associate of Arts degree/certificate program will facilitate the development of core skills for employment throughout the industry.

The Certificate/Associate of Arts (AA) degree program in Musical Theater will prepare students for a career in the music industry specifically related to regional, dinner, and professional theaters. Students will develop practical and aesthetic skills necessary for immediate employment, and grounding for lifelong learning in a rapidly changing industry.

**Career Opportunities**

Director * Artist * Technical Director * Agent *
Customer Support * Vocalist * Creative Director * Set Designer * Lighting Designer * Teacher * Composer *
Producer * Art Director * Sound Engineer * Vocalist * Sales *
Stage Manager

**Transfer Preparation**

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

**Degree**

In addition to the 21 units of the certificate program in Musical Theater, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Arts Degree in Musical Theater.
## Certificate in Musical Theater (21 units)

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-209/MUS-209/THA-209</td>
<td>Musical Production</td>
<td>1-4 units</td>
</tr>
<tr>
<td>MUS-207</td>
<td>Techniques of Musical Theater</td>
<td>3 units</td>
</tr>
<tr>
<td>THA-110</td>
<td>Fundamentals of Acting</td>
<td>3 units</td>
</tr>
<tr>
<td>THA-155</td>
<td>Musical Theater History</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 Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-121</td>
<td>Beginning Ballet</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-122</td>
<td>Beginning Modern Dance</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-123</td>
<td>Beginning Jazz Dance</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-124</td>
<td>Beginning Tap Dance</td>
<td>1 unit</td>
</tr>
<tr>
<td>DAN-126</td>
<td>Intermediate Modern Dance</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-127</td>
<td>Intermediate Jazz Dance</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-128</td>
<td>Intermediate Ballet</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-129</td>
<td>Intermediate Tap Dance</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 Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS-115</td>
<td>Beginning Voice Class – Breath/Tone</td>
<td>2 units</td>
</tr>
<tr>
<td>MUS-116</td>
<td>Beginning Voice Class – Diction and Expression</td>
<td>2 units</td>
</tr>
<tr>
<td>MUS-118</td>
<td>Applied Music I: Instrumental</td>
<td>1 unit</td>
</tr>
<tr>
<td>MUS-150</td>
<td>Intermediate Voice Class</td>
<td>1 unit</td>
</tr>
<tr>
<td>MUS-151</td>
<td>Applied Music: Voice</td>
<td>1 unit</td>
</tr>
<tr>
<td>MUS-203</td>
<td>Concert Band</td>
<td>1 unit</td>
</tr>
<tr>
<td>MUS-204</td>
<td>Musical Theater Workshop</td>
<td>1-3 units</td>
</tr>
<tr>
<td>MUS-205</td>
<td>College Singers</td>
<td>1 units</td>
</tr>
</tbody>
</table>

#### Area B:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA-105/COMM-105</td>
<td>Voice and Diction</td>
<td>3 units</td>
</tr>
<tr>
<td>THA-109</td>
<td>Beginning Movement for Actors</td>
<td>3 units</td>
</tr>
<tr>
<td>THA-111</td>
<td>Intermediate Acting</td>
<td>3 units</td>
</tr>
<tr>
<td>THA-200</td>
<td>Actor’s Workshop</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 Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-121</td>
<td>Beginning Ballet</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-122</td>
<td>Beginning Modern Dance</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-123</td>
<td>Beginning Jazz Dance</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-124</td>
<td>Beginning Tap Dance</td>
<td>1 unit</td>
</tr>
<tr>
<td>DAN-126</td>
<td>Intermediate Modern Dance</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-127</td>
<td>Intermediate Jazz Dance</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-128</td>
<td>Intermediate Ballet</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-129</td>
<td>Intermediate Tap Dance</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-130</td>
<td>Beginning Ballroom Dance</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-131</td>
<td>Beginning Hip Hop</td>
<td>2 units</td>
</tr>
<tr>
<td>DAN-133</td>
<td>American, Popular Dance on Stage, Screen and Television</td>
<td>3 units</td>
</tr>
<tr>
<td>DAN-204</td>
<td>Musical Theater Dance Techniques</td>
<td>3 units</td>
</tr>
</tbody>
</table>

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![From Cabaret, an MSJC Mainstage Production](image1)

![MSJC Dance Department](image2)

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**Note:** Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Nursing
Registered Nursing

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

Certificate(s)
None

Employment Concentration Certificate(s)
None

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 Associate Science Degree, Registered Nursing Program focuses on the individual needs of learners and clients (persons), within the context of families, communities and environments who exist on a health-illness continuum. Learning occurs via a dynamic and synergistic process that prepares the learner to function effectively as an entry-level registered nurse, a provider of care across the health/illness continuum as a member within the profession. 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.
In addition to the Associate of Science Degree in Nursing, MSJC offers LVN-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**

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. 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.

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.

**DEGREE**

**A.S. in Nursing (78 units)**

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

**Admission Requirements:**

Pre-Nursing Information Workshop Certificate
High School graduate (or equivalency)

**Prerequisites:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT-101</td>
<td>5</td>
</tr>
<tr>
<td>ANAT-102</td>
<td>5</td>
</tr>
<tr>
<td>BIOL-125</td>
<td>5</td>
</tr>
<tr>
<td>MATH-096</td>
<td>5</td>
</tr>
<tr>
<td>ENGL-101</td>
<td>4</td>
</tr>
</tbody>
</table>

**Semester One:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-212 Foundations of Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS-194 Pharmacology &amp; Dosage Calculations for Nurses</td>
<td>3.5</td>
</tr>
<tr>
<td>NURS-214 Introduction to Medical-Surgical Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>NURS-084C Nursing Skills Lab: Registered Nurse</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Semester Two:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-224 Beginning Medical-Surgical Nursing II</td>
<td>5</td>
</tr>
<tr>
<td>NURS-226 Nursing of Childbearing &amp; Families</td>
<td>3.5</td>
</tr>
<tr>
<td>NURS-222 Nursing Care of Children &amp; Families</td>
<td>3.5</td>
</tr>
<tr>
<td>NURS-084C Nursing Skills Lab: Registered Nurse</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Semester Three:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-234 Intermediate Medical-Surgical Nursing III</td>
<td>5</td>
</tr>
<tr>
<td>NURS-236 Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS-238 Gerontology and Community Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NURS-084C Nursing Skills Lab: Registered Nurse</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Semester Four:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-244 Advanced Medical-Surgical Nursing IV</td>
<td>4</td>
</tr>
<tr>
<td>NURS-248 Preceptorship (5 wks)</td>
<td>2.5</td>
</tr>
<tr>
<td>NURS-084C Nursing Skills Lab: Registered Nurse</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Additional Associate Degree and Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology 101 (must be taken prior to 3rd semester) (B2)</td>
<td>3</td>
</tr>
<tr>
<td>Political Science 101 (B1)</td>
<td>3</td>
</tr>
<tr>
<td>Communication 100 or 103 (D2)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Multicultural Gender Studies (Any course from Area C (Humanities) or Area F (Multicultural Gender Studies)</td>
<td>3</td>
</tr>
<tr>
<td>Many courses will satisfy both requirements:</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Graduates from the A.S. in Nursing Program meet the requirement of Physical Education and Healthful Living.
LVN to RN Transition
[Degree/Non-Degree Candidate]

Students choosing this option are Licensed Vocational Nurses (LVN’s) or Licensed Practical Nurses (LPN’s) who would be eligible to enter the third semester of the Associate of Science in Nursing program after completing the recommended LVN to RN Transition courses. Students can opt to meet all of the requirements for the Associate of Science in Nursing degree (degree candidate) or to satisfy the course requirements for only those courses that are required by the California State Board of Registered Nursing as content required for RN licensure (non-degree candidate). Students can apply for advanced placement if he/she has completed courses at another college. Students will be admitted once a year in the fall semester.

LVN to RN Transition [Degree Candidate]

Admission Requirements:
- Pre-Nursing Information Workshop Certificate
- 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 Preceptorship 2.5 units

Additional Associate Degree and Requirements:
- 9 units
  - Political Science 101 (B1) 5 units
  - Communication 100 or 103 (D2) 3 units
  - Humanities/Multicultural Gender Studies (Any course from Area C (Humanities) or Area F (Multicultural Gender Studies))
  - Many courses will satisfy both requirements:
  - (See the MSJC General Education Breadth Pattern)

Note: Graduates from the A.S. in Nursing Program meet the requirement of Physical Education and Healthful Living.

LVN to RN [30 Unit Non-Degree Option]

Students choosing this option are Licensed Vocational Nurses (LVN’s) or Licensed Practical Nurses (LPN’s) who would be eligible to enter the third semester of the program after the LVN to RN Transition course (NURS-232).

This student will be required to satisfy 30-semester units in nursing and physical sciences in order to qualify them to apply for RN licensure in California. This option is recognized only in the state of California. Students will be admitted once a year in the fall semester.

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

Prerequisites:
- Minimum cumulative college level GPA of 2.5 on 4.0 scale with a minimum grade of “C” in the following courses:
  - ANAT-101 Human Anatomy & Physiology I 3 units
  - ANAT-102 Human Anatomy & Physiology II 3 units
  - BIOL-125 Microbiology 4 units
  - NURS-232 Role Transition 3 units

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 III 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 Preceptorship 2.5 units
Nursing
Vocational Nursing

Degree(s)
None

Certificate(s)
Certificate in Vocational Nursing 6344 CTMURS.LVNP & CTMURS.LVNF

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

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 to four 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 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.
Upon successful completion of the Vocational Nursing Program, the graduate earns a certificate of completion from the college and is eligible to take the NCLEX-PN examination for licensure as a Licensed Vocational Nurse in the state of California.

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>Vocational Nursing I</td>
<td>10</td>
</tr>
<tr>
<td>NURS-183</td>
<td>Understanding Human Behavior for Allied Health</td>
<td>2</td>
</tr>
<tr>
<td>NURS-084B</td>
<td>Nursing Skills Lab - Vocational Nurse</td>
<td>0.5</td>
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</table>

TOTAL 12.5 units

Semester II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>NURS-190</td>
<td>Vocational Nursing II</td>
<td>16</td>
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<tr>
<td>NURS-192</td>
<td>Introduction to Pharmacology for Allied Health</td>
<td>2</td>
</tr>
<tr>
<td>NURS-193</td>
<td>Understanding Human Development for Allied Health</td>
<td>2</td>
</tr>
<tr>
<td>NURS-084B</td>
<td>Nursing Skills Lab - Vocational Nurse</td>
<td>0.5</td>
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TOTAL 20.5 units

Semester III

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-200</td>
<td>Vocational Nursing III</td>
<td>15</td>
</tr>
<tr>
<td>NURS-084B</td>
<td>Nursing Skills Lab - Vocational Nurse</td>
<td>0.5</td>
</tr>
</tbody>
</table>

TOTAL 15.5 units

TOTAL Nursing Program units – 56.5

Part time Program
(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

<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-085</td>
<td>Certified Nursing Assistant and Home Health Aide (or LVN in the State of California)</td>
<td>7.5</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>
<tr>
<td>NURS-090</td>
<td>CNA Review and Assessment</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-170</td>
<td>Part Time Vocational Nursing I</td>
<td>7</td>
</tr>
<tr>
<td>NURS-183</td>
<td>Understanding Human Behavior for Allied Health</td>
<td>2</td>
</tr>
<tr>
<td>NURS-084B</td>
<td>Nursing Skills Lab - Vocational Nursing</td>
<td>0.5</td>
</tr>
</tbody>
</table>

TOTAL 9.5 units

Semester II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-171</td>
<td>Part Time Vocational Nursing II</td>
<td>9</td>
</tr>
<tr>
<td>NURS-192</td>
<td>Introduction to Pharmacology for Allied Health</td>
<td>2</td>
</tr>
<tr>
<td>NURS-193</td>
<td>Understanding Human Development for Allied Health</td>
<td>2</td>
</tr>
<tr>
<td>NURS-084B</td>
<td>Nursing Skills Lab - Vocational Nursing</td>
<td>0.5</td>
</tr>
</tbody>
</table>

TOTAL 13.5 units

Semester III

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-172</td>
<td>Part Time Vocational Nursing III</td>
<td>10</td>
</tr>
<tr>
<td>NURS-084B</td>
<td>Nursing Skills Lab - Vocational Nursing</td>
<td>0.5</td>
</tr>
</tbody>
</table>

TOTAL 11 units

Semester IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS-173</td>
<td>Part Time Vocational Nursing IV</td>
<td>10</td>
</tr>
<tr>
<td>NURS-084B</td>
<td>Nursing Skills Lab - Vocational Nursing</td>
<td>0.5</td>
</tr>
</tbody>
</table>

TOTAL 10.5 units

TOTAL Nursing Program units - 61
**Philosophy**

**Program Description**

The philosophy program at MSJC is limited to a select number of courses, but these will provide students pursuing any major with a solid foundation in philosophy. A comprehensive survey course is supplemented by substantive courses in logic, ethics and comparative religion.

The study of philosophy is designed to acquaint students with the distinctive nature of philosophical ideas and to help them increase their skills in critical thinking about matters of fundamental philosophical concern, e.g., the nature of correct reasoning, the scope and limits of human knowledge, the generic and pervasive characteristics of reality and the sources of value and obligation. It encompasses many other academic disciplines and stresses systematic and abstract thought.

**Distinctive Features**

While being exposed to a wide spectrum of major philosophical viewpoints, students have the opportunity to discuss philosophical issues and problems, and to clarify their own values and develop their reasoning capabilities.

**Career Opportunities**

Philosophy as an elective is an appropriate element in career preparation for: Law * Government * Publishing * Education * Management * Medicine * Ministry * Social Work * Scientific Research * Teaching * All Human Service careers

**Transfer Preparation**

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

**Degree**

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

Degree(s)
A.S. in Photography 4407 AS.PHOT
(with General Education Requirements Option A)

Certificate(s)
Certificate in Photography 4407 CT.PHOT

Employment Concentration Certificate(s)
Digital Imaging Entrepreneur 99999 ECC.PHOT.DE
Digital Imaging Technician 99999 ECC.PHOT.DIT
Photography for Digital Video 99999 ECC.PHOT.DVID
Photography for Graphic Design 99999 ECC.PHOT.GRAPDES
Web-Based Digital Imaging 99999 ECC.PHOT.WEBDI

Program Description

The MSJC Photography program offers students comprehensive and forward-thinking learning opportunities that respond to new-media industry standards with an emphasis on the digital photography paradigm. MSJC photography students can choose which path of creative and technical study fulfills their particular needs by selecting AS Degree, Certificate or Employment Concentrations. These versatile paths of study offer intensive and extensive technical instruction in addition to creative production guidance for students gathering contemporary photographic skill sets. The History of Still Photography 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

Note: Every effort has been made to keep program information current.
Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.
Transcript 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</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-120 2D Design</td>
<td>3</td>
</tr>
<tr>
<td>MUL-110 Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL-124/PHOT-125 Digital Photography Production I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-224/PHOT-224 Digital Photography Production II</td>
<td>3</td>
</tr>
<tr>
<td>MUL-225/PHOT-225 Digital Photography Production III</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives (3 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-130B/MUL-140 Digital Art - Illustration</td>
<td>2</td>
</tr>
<tr>
<td>ENGL-104/BADM-104 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>THA-136/HIST-136 Cultural History of American Motion Pictures</td>
<td>3</td>
</tr>
<tr>
<td>PHOT-090/MUL-090 Digital Imaging Studio Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MUL-112 Interactive Media Design I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-114 Management Production</td>
<td>3</td>
</tr>
<tr>
<td>MUL-121 Bitmapmed Imaging</td>
<td>3</td>
</tr>
<tr>
<td>AUD-152/MUL-123 Digital Video Production I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-149 Occupational Internship: Multimedia</td>
<td>1-3</td>
</tr>
<tr>
<td>MUL-131 3D Animation I</td>
<td>3</td>
</tr>
<tr>
<td>PHOT-118/ART-128 Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT-130 History of Still Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT-299 Special Projects Digital Photography</td>
<td>1-3</td>
</tr>
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</table>

Employment Concentrations

Digital Imaging Entrepreneur (17 units)

Required (12 units)

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

Electives (5 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUL-090/PHOT-090 Digital Studio Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MUL-121 Bitmapmed Imaging</td>
<td>3</td>
</tr>
<tr>
<td>MUL-112 Interactive Media Design I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-131 3D Animation I</td>
<td>3</td>
</tr>
<tr>
<td>AUD-152/MUL-123 Digital Video Production I</td>
<td>3</td>
</tr>
<tr>
<td>PHOT-118/ART-128 Beginning Photography</td>
<td>3</td>
</tr>
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</table>

Digital Imaging Technician (12 units)

Required (9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUL-110 Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL-124/PHOT-125 Digital Photography Production I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-224/PHOT-224 Digital Photography Production II</td>
<td>3</td>
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</table>

Electives (3 units)

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

Photography for Digital Video (12 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUL-110 Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>AUD-152/MUL-123 Digital Video Production I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-224/PHOT-224 Digital Photography Production II</td>
<td>3</td>
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</table>

Photography for Graphic Design (11 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-120 2D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-130B/MUL-140 Digital Art - Illustration</td>
<td>2</td>
</tr>
<tr>
<td>MUL-110 Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL-124/PHOT-125 Digital Photography Production I</td>
<td>3</td>
</tr>
</tbody>
</table>

Web-Based Digital Imaging (12 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-120 2D Design</td>
<td>3</td>
</tr>
<tr>
<td>MUL-110 Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MUL-112 Interactive Media Design I</td>
<td>3</td>
</tr>
<tr>
<td>MUL-124/PHOT-125 Digital Photography Production I</td>
<td>3</td>
</tr>
</tbody>
</table>
Physical Education

Degree(s)
A.A. in Physical Education \( \text{VSM AAPE} \)
(with General Education Requirements Option A)

Certificate(s)
None

Employment Concentration Certificate(s)
None

Program Description
The Physical Education Department has extensive offerings. Students can choose from fitness and activities classes, major courses and courses to increase understanding of competitive sports.

Physical Education is both an activity curriculum and an academic area of study concerned with the physical and psychological aspects of human movement. Exercise, activity and sports are an important component in the development of well-rounded individuals interested in physical well-being and the productive use of leisure time.

Distinctive Features
Each semester MSJC’s Physical Education classes enroll students from high school to senior citizen age. Evening and day classes take advantage of the entire range of recreation facilities in the San Jacinto Valley. All courses include the whys and the hows of exercise and fitness.

Career Opportunities
Referee * Playground Director * Camp Counselor * Racquet Club Manager * YMCA/YWCA Instructor * Certified Athletic Trainer * Correctional Officer * Teacher * Exercise Test Technologist * Coach * Sportscaster * Corrective Therapist * League Manager * Physical Therapist * Choreographer * Resort Sports Coordinator * Recruiter * Health and Safety Director * Sports Editor * Dance Therapist * Recreation Specialist * Community Center Leader * Recreation Leader * Industrial Recreation Leader * Sports Information Director * Strength Conditioning Specialist * Physical Therapy Assistant

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

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

Fitness Courses
(fulfills general education requirements)
- PE-112 Body Conditioning 1 unit
- PE-112H Honors Body Conditioning 1 unit
- PE-113 Introduction to Jogging 1 unit
- PE-114 Weight Training 1 unit
- PE-119 Exercise Walking 1 unit

Activity Courses
(fulfills general education requirements)
- PE-132 Individual and Group Sports: Tennis 1 unit
- PE-133 Individual and Group Sports: Basketball 1 unit
- PE-134 Individual and Group Sports: Volleyball 1 unit
- PE-135 Intramural Volleyball 1 unit
- PE-136 Individual and Group Sports: Golf 1 unit
- PE-137 Individual and Group Sports: Soccer 1 unit

Theory Courses
(may fulfill core PE requirements PE Major at transfer institution)
- PE-100 Introduction to Physical Education 3 units
- PE-105 Officiating: Football 3 units
- PE-106 Officiate Basketball/Baseball 3 units
- PE-110 Prevention and Care of Athletic Injuries 3 units
- PE-115 First Aid and CPR 3 units
- PE-121 Techniques of Coaching 3 units

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Steve Alonzo (951) 487-3592
salonzo@msjc.edu
Casey Mazotta (951) 487-3593
cmazotta@msjc.edu
Kathy Charles (951) 487-3597
kcharles@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Gina Oliver (951) 639-5590
goliver@msjc.edu
### Instructional Programs

**Intercollegiate Sports Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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>
<td>3</td>
</tr>
<tr>
<td>PE-144</td>
<td>Intercollegiate Sports: Baseball (men)</td>
<td>3</td>
</tr>
<tr>
<td>PE-145</td>
<td>Intercollegiate Sports: Tennis (men)</td>
<td>3</td>
</tr>
<tr>
<td>PE-146</td>
<td>Intercollegiate Sports: Tennis (women)</td>
<td>3</td>
</tr>
<tr>
<td>PE-147</td>
<td>Intercollegiate Sports: Golf</td>
<td>2</td>
</tr>
<tr>
<td>PE-148</td>
<td>Intercollegiate Sports: Softball (women)</td>
<td>3</td>
</tr>
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</table>

**Advanced Sport Technique Courses**

<table>
<thead>
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<tbody>
<tr>
<td>PE-102</td>
<td>Introduction To Athletic Techniques: Football</td>
<td>2</td>
</tr>
<tr>
<td>PE-103</td>
<td>Introduction To Athletic Techniques: Baseball</td>
<td>2</td>
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<tr>
<td>PE-104</td>
<td>Introduction To Athletic Techniques: Basketball</td>
<td>2</td>
</tr>
<tr>
<td>PE-107</td>
<td>Techniques of Tennis</td>
<td>2</td>
</tr>
<tr>
<td>PE-108</td>
<td>Athletic Techniques: Soccer</td>
<td>2</td>
</tr>
<tr>
<td>PE-109</td>
<td>Techniques of Volleyball</td>
<td>2</td>
</tr>
<tr>
<td>PE-111</td>
<td>Introduction and Techniques of Golf</td>
<td>2</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE-116</td>
<td>Introduction To Athletic Techniques: Softball</td>
<td>2</td>
</tr>
<tr>
<td>PE-122</td>
<td>Introduction to Football</td>
<td>2</td>
</tr>
<tr>
<td>PE-123</td>
<td>Football II</td>
<td>2</td>
</tr>
<tr>
<td>PE-124</td>
<td>Football III</td>
<td>2</td>
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</table>

**Sport Strength and Conditioning Courses**

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

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<th>Course Code</th>
<th>Course Name</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-182</td>
<td>Golf Academy Practicum</td>
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**Individual Contract Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>PE-299</td>
<td>Special Projects: Physical Education</td>
<td>1-3</td>
</tr>
</tbody>
</table>
Physics

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

PROGRAM DESCRIPTION

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

DISTINCTIVE FEATURES

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

TRANSFER PREPARATION

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

DEGREE

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

Program Description

Introductory courses are for the student interested in learning about American Government and different political cultures in the world. In-depth courses are offered for majors in political science and pre-law. The political science major is especially desirable for students who might work for civil government at any level, be commissioned as military officers or who intend to become lawyers. A minor in political science is useful in such fields as economics, history, journalism and language or for those who hope to become executives in law enforcement or in many types of businesses.

Political Science is the study of the acquisition and use of public power and authority. Politics and government affect everyone’s life and impinge on activities in many fields. For this reason most college students will take at least an introductory course in American Government. Many students will wish to expand their knowledge by taking additional courses in this vital field.

Distinctive Features

At MSJC PS-101 is a survey course on American government and politics that fulfills the political institutions requirement for transfer students. PS-102 is a survey course that comparatively examines the government and politics of a diversity of nations around the world. PS-102 fulfills the multi-cultural requirement for graduation. PS-103 examines the social and political relationship between and among various ethnic minorities in America. It also fulfills the multi-cultural requirement for graduation. PS-104 examines current political issues and trends in American politics and government and is a perfect second course in politics for those who have taken PS-101 and wish to further enhance their knowledge of American politics.

Career Opportunities

Administrative Analyst * Budget Analyst * Administrative Aide * Administrator * Administrative Assistant * Lobbyist * Personnel Manager * Attorney * Foreign Service Officer * Campaign Aide * Occupational Analyst * Elected Official * Government Worker * Legislative Aide * Political Economist * Military Officer * Public Information Officer * Political Scientist * Foreign Trade Specialist * City Planner * Public Relations Specialist * Staff Member * Public Opinion Surveyor

Transfer Preparation

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

Degree

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

**Degree(s)**
None

**Certificate(s)**
None

**Employment Concentration Certificate(s)**
None

---

**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.
**Program Description**

The courses in Public Administration prepare students for a career in varied public agencies. The Public Administration courses provide students with the theoretical knowledge of public institutions, public policy making, management, professional ethics and the practical skills necessary to function effectively within different public service agencies in an administrative capacity. The courses prepare students to enter public service at the municipal, state or federal levels in governmental organizations, educational institutions or in health care administration. Public administrators are trained management specialists in public agencies who coordinate and direct public services toward meeting the state’s or community’s needs.

**Career Opportunities**

Public Agencies * City Government * State Government

* Federal Government

**Transfer Preparation**

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

**Degree**

An Associate degree is not available in this major. Students are advised to see a counselor.
**Reading**

**Program Description**

The Mt. San Jacinto College Reading Program is committed to enhancing student achievement by providing instruction in fundamental reading skills necessary for success in college and in life. The program includes a range of developmental classes and independent labs designed to improve vocabulary, reading comprehension, and critical thinking.

**Distinctive Features**

Acquiring competence in reading often spells the difference between success and failure in college. The diagnostic and prescriptive approach to developing these essential reading skills maximizes student learning and prepares students for the demands of college-level textbooks. The combination of classroom instruction and practicum lab work allows for the individualization of instruction.

**Transfer Preparation**

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

---

**Degree**

An Associate degree is not available in this major. Students are advised to see a counselor.
Real Estate

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

Certificate(s)
Certificate in Real Estate **CT.RE**

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

**PROGRAM DESCRIPTION**

The MSJC program emphasizes practical operations as they are governed by California Real Estate Law. Students can earn a Real Estate certificate while taking courses required for broker’s license applicants. MSJC courses have also been approved for re-licensing for professionals already employed in the field. Real Estate includes the study of fundamentals, methods and techniques of many different aspects of the profession. Real estate offers many opportunities for trained specialists who enjoy working with people.

**DISTINCTIVE FEATURES**

All MSJC real estate courses are taught by professionals current in the field. Guest speakers provide useful insights on present and future expectations in the Southern California real estate market. The Office of Real Estate Appraisers (OREA) has determined that RE 144, Basic Appraisal Principles and Procedures, at MSJC meets the following 13 requirements, of 22 necessary, for licensing and certification of appraisers: Influences on Real Estate Value, Legal Considerations in Appraisal, Types of Value, Economic Principles, Real Estate Markets and Analysis, Valuation Process, Property Description, Highest and Best Use Analysis, Appraisal Statistical Concepts, Sales Comparison Approach, Site Value, Cost Approach and Gross Rent Multiplier Analysis.

**CAREER OPPORTUNITIES**

Real Estate Salesperson * Land Developer * Loan Officer * Broker * Appraiser * Escrow Officer

**TRANSFER PREPARATION**

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

**DEGREE**

An Associate of Science degree in Real Estate is available to students taking 18 units in Real Estate and completing all other MSJC General Education Option A requirements.

**CERTIFICATE**

Certificate in Real Estate (24 units)

**Required Courses (12 units)**
- RE-140 Real Estate Principles 3 units
- RE-141 Real Estate Practice 3 units
- RE-142 Legal Aspects of Real Estate 3 units
- RE-143 Real Estate Finance 3 units

**Elective Courses (12 units)**
- ACCT-124 Financial Accounting - Principles of Accounting I 3 units
- BADM-201 Legal Environment of Business 3 units
- RE-144 Basic Appraisal Principles and Procedures 3.5 units
- RE-145 Real Estate Economics 3 units
- RE-146 Real Estate Mortgage Broker 3 units
- RE-149 Occupational Internship: Real Estate 1-4 units
- RE-150 Escrow I 3 units
- RE-154 Property Management 3 units

**EMPLOYMENT CONCENTRATIONS**

Real Estate Appraisal (9 units)
- RE-144 Basic Appraisal Principles and Procedures 3.5 units
- RE-155 Residential Real Estate Appraisal 3.5 units
- RE-156 Residential Appraisal Report Writing 1 unit
- RE-157 Uniform Standards of Professional Appraisal Practice (USPAP) 1 unit

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

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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT-100+</td>
<td>Introduction to Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>ANAT-101*</td>
<td>Anatomy and Physiology I</td>
<td>5</td>
</tr>
<tr>
<td>ANAT-102*</td>
<td>Anatomy and Physiology II</td>
<td>5</td>
</tr>
<tr>
<td>ANTH-101</td>
<td>Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH-111*</td>
<td>Physical Anthropology Lab</td>
<td>1</td>
</tr>
<tr>
<td>ANTH-201</td>
<td>Introduction to Forensic Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ASTR-101*</td>
<td>Introduction to Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>ASTR-111+</td>
<td>Planetary Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-100*</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL-115*</td>
<td>Topics in Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL-116*</td>
<td>Natural History and Biodiversity</td>
<td>4</td>
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<tr>
<td>BIOL-117</td>
<td>Conservation Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL-125*</td>
<td>Microbiology</td>
<td>5</td>
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<tr>
<td>BIOL-130*</td>
<td>Marine Biology</td>
<td>4</td>
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<tr>
<td>BIOL-134</td>
<td>Human Heredity and Evolution</td>
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<td>BIOL-135</td>
<td>Introduction to Evolution</td>
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<td>BIOL-140*</td>
<td>Ecology</td>
<td>4</td>
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<tr>
<td>BIOL-142*</td>
<td>The World of Insects</td>
<td>4</td>
</tr>
<tr>
<td>BIOL-143</td>
<td>Animal Behavior</td>
<td>3</td>
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<tr>
<td>BIOL-144*</td>
<td>Plant Biology</td>
<td>4</td>
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<tr>
<td>BIOL-146</td>
<td>Biodiversity</td>
<td>3</td>
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<tr>
<td>BIOL-148*</td>
<td>Field Studies of Tropical Ecology of Costa Rica</td>
<td>4</td>
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<td>BIOL-150*</td>
<td>General Biology I</td>
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<tr>
<td>BIOL-151*</td>
<td>General Biology II</td>
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<td>CHEM-100*</td>
<td>Introduction to Chemistry</td>
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<td>CHEM-101*</td>
<td>General Chemistry I</td>
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<td>CHEM-102*</td>
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<td>CHEM-107*</td>
<td>Chemistry of Life</td>
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<td>CHEM-112*</td>
<td>Organic Chemistry I</td>
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<td>CHEM-113*</td>
<td>Organic Chemistry II</td>
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<td>ENVS-100</td>
<td>Humans and Scientific Inquiry</td>
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<td>ENVS-101</td>
<td>Environmental Science</td>
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</tr>
<tr>
<td>ENVS-102*</td>
<td>Environmental Science Laboratory</td>
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<tr>
<td>ENVS-110*</td>
<td>Natural Resources</td>
<td>4</td>
</tr>
<tr>
<td>ENVS-190</td>
<td>Watershed Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>ES-101</td>
<td>Topic in Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>GEOG-101</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG-104*</td>
<td>Physical Geography Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>GEOG-105</td>
<td>Introduction to Cartography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG-106</td>
<td>Climate and Weather</td>
<td>3</td>
</tr>
<tr>
<td>GEOL-100*</td>
<td>Physical Geology: Dynamic Planetary Systems</td>
<td>4</td>
</tr>
<tr>
<td>GEOL-103</td>
<td>Environmental Geology: Natural Hazards and Disasters</td>
<td>3</td>
</tr>
<tr>
<td>GEOL-105*</td>
<td>Historical Geology: Evolving Earth, Dinosaurs, and Homo Sapiens</td>
<td>4</td>
</tr>
<tr>
<td>GEOL-107</td>
<td>Scenic Adventure Field Trips in Geology</td>
<td>1.5</td>
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<tr>
<td>GEOL-109</td>
<td>Geology of National Parks</td>
<td>3</td>
</tr>
<tr>
<td>GEOL-110*</td>
<td>Oceanography</td>
<td>4</td>
</tr>
<tr>
<td>GEOL-111+</td>
<td>Planetary Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>GEOL-112</td>
<td>California Geology</td>
<td>3</td>
</tr>
<tr>
<td>NURS-100+</td>
<td>Introduction to Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>NUTR-101</td>
<td>Nutrition and Foods</td>
<td>3</td>
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<tr>
<td>PE-110</td>
<td>Prevention and Care of Athletic Injuries</td>
<td>3</td>
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<tr>
<td>PHY-100</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHY-101*</td>
<td>Basic Physics: Energy and Motion</td>
<td>4</td>
</tr>
<tr>
<td>PHY-102*</td>
<td>Basic Electricity and Modern Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHY-201*</td>
<td>Mechanics and Wave Motion</td>
<td>4</td>
</tr>
<tr>
<td>PHY-202*</td>
<td>Electricity and Magnetism</td>
<td>4</td>
</tr>
</tbody>
</table>

* 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, 107, 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.

Maria Lopez-Moreno, Associate Professor of Psychology, representing the MSJC Diversity Committee at the Human Relations Council 10 Year Anniversary Event.
Sociology

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
Human Services

Program Description

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

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

Distinctive Features

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

Career Opportunities

All human service careers * Sociologist * Social Worker * Youth Counselor * Criminologist * Public Opinion Analyst * Social Scientist * Employment Counselor * Lawyer * Public Relations Consultant * Statistician * Gerontologist * Recreation Program Director * Child Care Program Developer * Urban and Regional Planner * Interviewer/Researcher * Parole, Probation or Correctional Officer * Social Program Planner * Market Researcher * Community Organization Worker * Law Enforcement Officer * Mental Health Counselor * University and College Teachers

Transfer Preparation

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

Degree

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

Employment Concentrations

Human Services (16 units)

<table>
<thead>
<tr>
<th>Course 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

Degree(s) None
Certificate(s) None
Employment Concentration Certificate(s) None

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

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

Program Description

The Associated Student Body provides membership opportunities for students who are interested in elected and appointed campus positions. It also attracts students interested in community leadership roles, and politics as a career. Emphasis is on governing structure, policies and operations of the Associated Student Body. Basic parliamentary procedures are studied as well as development of leadership and organizational skills. The Associated Student Body (ASB) is an organization designed to provide opportunities for social and cultural interaction with students, to develop leadership and responsibility.

Distinctive Features

Students will play an active role on campus committees and shared governance. Throughout the semester, class members are encouraged to take an active role in activities as well as travel to state conferences and become acquainted with the legislation affecting community colleges.

Career Opportunities

Public Administrators * Community Service Officers
* Policy Analysts * Urban and Regional Planners * Public Relations Officers * Marketing Directors * Business Executives and Managers

Transfer Preparation

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

Degree

An Associate degree is not available in this major.

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

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.

Degree(s)
A.A. in Theater Arts (with General Education Requirements Option A) 845 AA.THA
A.S. in Technical Theater (with General Education Requirements Option A) 875AS.TTHE
Music - Musical Theater
A.A. in Musical Theater (with General Education Requirements Option A) 844 AA.MUS.THEAT

Certificate(s)
Certificate in Musical Theater 844 CT.MUS.THEAT
Certificate in Technical Theater 875CT.TTHE

Employment Concentration Certificate(s)
None

Program Description
Theater Arts is the study of drama. It is concerned with theatrical performance using the human form, voice, script and design.

Distinctive Features
The Theater Arts Program at MSJC gives the serious student an opportunity to commit to an active and challenging program of class work and play production in a small liberal arts college environment in addition to providing students a path to facilitate matriculation to a four-year college.

Career Opportunities
Actor * Technician * Scenic and Lighting Designer * Costume Designer * Stage Manager * Makeup Designer * Playwright * Director * Children’s Theater Director * Entertainer * Theater Management Specialist * Instructor

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.

A.A. in Musical Theater (21 units)

In addition to the 21 units of the certificate program in Musical Theater, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Arts Degree in Musical Theater

Certificates

Certificate in Technical Theater (18 units)

Core Courses (12 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA-117</td>
<td>Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>THA-120</td>
<td>Lighting</td>
<td>3</td>
</tr>
<tr>
<td>THA-121</td>
<td>Costume</td>
<td>3</td>
</tr>
<tr>
<td>MUS-140/AUD-140</td>
<td>Beginning Studio Recording</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses (any 6 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA-118</td>
<td>Theater Production</td>
<td>3</td>
</tr>
<tr>
<td>THA-122</td>
<td>Stage Makeup</td>
<td>3</td>
</tr>
<tr>
<td>THA-123</td>
<td>Models and Rendering</td>
<td>3</td>
</tr>
<tr>
<td>THA-124</td>
<td>Scenic Painting</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate in Musical Theater (21 units)

Required Courses

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

Area A - Required Courses (10 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-209/MUS-209/THA-209</td>
<td>Musical Production</td>
<td>1-4</td>
</tr>
<tr>
<td>MUS-207</td>
<td>Techniques of Musical Theater</td>
<td>3</td>
</tr>
<tr>
<td>THA-110</td>
<td>Fundamentals of Acting</td>
<td>3</td>
</tr>
<tr>
<td>THA-155</td>
<td>Musical Theater History</td>
<td>3</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 Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-121</td>
<td>Beginning Ballet</td>
<td>2</td>
</tr>
<tr>
<td>DAN-122</td>
<td>Beginning Modern Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-123</td>
<td>Beginning Jazz Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-124</td>
<td>Beginning Tap Dance</td>
<td>1</td>
</tr>
<tr>
<td>DAN-126</td>
<td>Intermediate Modern Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-127</td>
<td>Intermediate Jazz Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-128</td>
<td>Intermediate Ballet</td>
<td>2</td>
</tr>
<tr>
<td>DAN-129</td>
<td>Intermediate Tap Dance</td>
<td>2</td>
</tr>
</tbody>
</table>

Elective Courses

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

Area A:

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

Area B:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA-105/COMM-105</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td>THA-109</td>
<td>Beginning Movement for Actors</td>
<td>3</td>
</tr>
<tr>
<td>THA-111</td>
<td>Intermediate Acting</td>
<td>3</td>
</tr>
<tr>
<td>THA-200</td>
<td>Actor's Workshop</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN-121</td>
<td>Beginning Ballet</td>
<td>2</td>
</tr>
<tr>
<td>DAN-122</td>
<td>Beginning Modern Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-123</td>
<td>Beginning Jazz Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-124</td>
<td>Beginning Tap Dance</td>
<td>1</td>
</tr>
<tr>
<td>DAN-126</td>
<td>Intermediate Modern Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-127</td>
<td>Intermediate Jazz Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-128</td>
<td>Intermediate Ballet</td>
<td>2</td>
</tr>
<tr>
<td>DAN-129</td>
<td>Intermediate Tap Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-130</td>
<td>Beginning Ballroom Dance</td>
<td>2</td>
</tr>
<tr>
<td>DAN-131</td>
<td>Beginning Hip Hop</td>
<td>2</td>
</tr>
<tr>
<td>DAN-133</td>
<td>American, Popular Dance on Stage, Screen and Television</td>
<td>3</td>
</tr>
<tr>
<td>DAN-204</td>
<td>Musical Theater Dance Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>
Turf & Landscape Management

Degree(s)
A.S. in Turf & Landscape Management 12877 AS.GC.TMGMT
(with General Education Requirements Option A)

Certificate(s)
Certificate in Turf & Landscape Management 12877 CT.GOLF.TURF.IRRIGATION

Employment Concentration Certificate(s)
Golf and Grounds 99999 ECC.HORT.G&G
Irrigation Technician 99999 ECC.AGTM.IT
Landscaping Operation 99999 ECC.LANDOP
Resort Operations 99999 ECC.BUS.RESOPS

Program Description

The Certificate/Associate degree (AS) in Turf & Landscape Management is primarily designed to prepare the student for entry into careers associated with golf course management and turf management. This program specifically provides students with a strong foundation in turf management, water usage, fertility, soils, horticulture and human resource management for golf courses, recreational parks, sports fields and general landscape areas. This program also prepares students to enter the job market as 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 Turf & Landscape Management prepares students with the technical and analytical skills necessary for managing a golf course or turf/horticultural area.

Career Opportunities

Golf Course Superintendent * 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 Turf & Landscape Management and all MSJC General Education Option A requirements.

Certificates

The Turf & Landscape 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 Turf & Landscape Management (18 units)

Required Core Courses (9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT-101</td>
<td>Horticulture Science</td>
<td>3</td>
</tr>
<tr>
<td>HORT-102</td>
<td>Introduction to Turfgrass Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT-104</td>
<td>Soil Science and Management</td>
<td>3</td>
</tr>
</tbody>
</table>
### 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
  - **HORT-121** Sanitation and Safety in Resort Management 2 units
  - **HORT-122/BADM-122** Resort Food & Beverage Operations 3 units
  - **HORT-123/BADM-123** Menu Planning in Resort Operations 2 units
  - Additional Electives (Can be taken to fulfill 18 units for certificate)
    - **ACCT-075** Bookkeeping 3 units
    - **HORT-105** Golf Course/Landscape Irrigation 3 units
  - **HORT-149** Occupational Internship: Golf Course/Turf Management 1-4 units
  - **COMM-103** Interpersonal Communications 3 units
  - **CSIS-101** Introduction to Computers and Data Processing 3 units
  - **MGT-103** Introduction to Management 3 units

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Turf & Irrigation class field trip to Lake Arrowhead Country Club (15th Fairway)

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*Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.*
Water Technology

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. See counselor for recommended vocational and academic courses.

Certificates

Certificate in Water Technology (18 units)

Required Core Courses (3 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATR-100</td>
<td>Introduction to Water/Wastewater Operations</td>
<td>1</td>
</tr>
<tr>
<td>WATR-102</td>
<td>Basic Waterworks Mathematics</td>
<td>2</td>
</tr>
</tbody>
</table>

Elective Courses (any 15 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATR-103</td>
<td>Water Treatment Plant Operations I &amp; II</td>
<td>3</td>
</tr>
<tr>
<td>WATR-105</td>
<td>Water Treatment Plant Operations III, IV &amp; V</td>
<td>3</td>
</tr>
<tr>
<td>WATR-107</td>
<td>Water Distribution I &amp; II</td>
<td>3</td>
</tr>
<tr>
<td>WATR-109</td>
<td>Water Distribution III, IV &amp; V</td>
<td>3</td>
</tr>
<tr>
<td>WATR-120</td>
<td>Wastewater Treatment Plant Operations I &amp; II</td>
<td>3</td>
</tr>
<tr>
<td>WATR-122</td>
<td>Advanced Wastewater Treatment Plant Operations III, IV &amp; V</td>
<td>3</td>
</tr>
<tr>
<td>WATR-125</td>
<td>Laboratory Procedures for Water and Wastewater</td>
<td>3</td>
</tr>
<tr>
<td>WATR-130</td>
<td>Environmental Laws and Regulations</td>
<td>3</td>
</tr>
<tr>
<td>WATR-140</td>
<td>Wells, Pumps and Motors</td>
<td>3</td>
</tr>
</tbody>
</table>
World Languages

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.

Course Listings

For the following course listings: Chinese, French, Italian, Japanese, Portuguese and Spanish, see World Languages.
Course Descriptions

Administration of Justice

AJ-071 3 units
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 3 units
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 3 units
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. CSU Area(s): D8

AJ-103 3 units
Criminal Evidence  
LEC 48-54
This course provides fundamental information about the rules governing the admissibility of evidence in court, 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 3 units
Patrol Procedures  
LEC 48-54  
(formerly Patrol Procedures and Defensive Tactics)
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 3 units
Public Safety Report Writing  
LEC 48-54  
(formerly Public Safety Communications)
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 3 units
Juvenile Procedures  
LEC 48-54  
(formerly Juvenile Procedures I)
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 3 units
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 1.5 units
Interview and Interrogation Techniques  
LEC 24-27
This course will provide the student with a review of the proper techniques necessary for effective interviewing and interrogation for both the public and private sector. It also includes an examination of the laws that relate to the admissibility of solicited statements in a court of law such as the 4th, 5th and 14th amendments as well as the Miranda Rights. Prerequisite: None. --Transfers to CSU only

AJ-110 1.5 units
Crime Scene Sketching and Note Taking  
LEC 24-27
This course will provide the student with the fundamentals of proper techniques for searching patterns, crime scene sketching, diagramming and effective note taking. Included will be methods of crime scene measurements, map legends, interviewing techniques for both the public and private sector and preparation for courtroom presentation as well as an overview of the latest technology in this area. Prerequisite: None. --Transfers to CSU only

AJ-111 3 units
Criminal Procedures  
LEC 48-54  
(formerly Administration of Justice)
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 addressed. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only. CSU Area(s): D8

AJ-112 3 units
Introduction to Criminology  
LEC 48-54
This course is the study of crime in America including theories of the causes of criminal behavior, nature, extent, control and prevention of crimes. It will focus on the person and the group, criminal behavior systems, police behavioral response to criminal activity and its nature and causes. Prerequisite: None. --Not Transferable
Course Descriptions

AJ-114 3 units
Laws of Arrest, Search and Seizure
LEC 48-54
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. Prerequisite: AJ-102 (with a grade of C or better). --Transfers to CSU only

AJ-115 3 units
Introduction to Probation and Parole
LEC 48-54
This is an introductory course designed to help the student understand the history and role of probation and parole and its interaction with the various components of the criminal justice system. This will include the history of both and the role of the probation officers and parole agents and their supervision of the probationer and parolee in the community. Prerequisite: None. --Not Transferable

AJ-118 3 units
Police Community Relations
LEC 48-54
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. Prerequisite: None. --Transfers to both UC/CSU

AJ-125 3 units
Vice and Narcotics Control
LEC 48-54
(formerly Vice Control)
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. Prerequisite: None. --Transfers to CSU only

AJ-127 3 units
Defensive Tactics for Public Safety Personnel
LEC 48-54
This course provides the student with the basic skills and knowledge to adequately defend themselves from attack and injury while in the course of their duties. The course stresses effective, proven defensive techniques and methods for weaponless defense and control of aggressive subjects. Prerequisite: Students should be either entry level or in-service police, fire, or EMS personnel. All students MUST be in good physical condition and able to participate in demanding physical training. --Transfers to CSU only

AJ-128 3 units
Traffic Control, Enforcement and Investigation
LEC 48-54
This course is designed to prepare the student to understand the basic concept of traffic flow: traffic index and control, the enforcement and factors contributing to the problem; the causational factors of accidents and their investigation; the proper scene management of traffic accidents, relevant factors of prevention, the study of vehicle code laws, their inventory, storage and seizure. Prerequisite: None. --Transfers to CSU only

AJ-130 3 units
Firearms
LEC 48-54
This is a modern police firearms course, designed to fit the specific need of the professional law enforcement officer, which meets all Police Officer’s Standards for Training (POST) requirements for law enforcement firearms training. Upon course completion, the student will have a thorough knowledge of the nomenclature of the police service revolver, related laws, shotgun and machine gun training. May be taken 2 times for credit. Prerequisite: None. --Transfers to CSU only

AJ-140 4 units
Principles of Biology in Forensics
LEC 48-54/LAB 48-54
The course includes application of general biology in forensic examination/identification of common body fluids and genetic marker (DNA). It also introduces students to instruments and techniques used to respond to a crime scene, collect evidence and complete the examination and identification process. Also includes writing appropriate response and examination reports and moot court testimony as an expert witness. This course is an applied science course with primarily dry labs intended for non-science majors. Prerequisite: None. Recommended Preparation: Successful students will have completed high school biology. Completion of AJ-103 or AJ-108 or an approximately six-month work experience in law enforcement is recommended. --Transfers to CSU only

AJ-141 4 units
Principles of Chemistry in Forensics
LEC 48-54/LAB 48-54
This course is an applied science course with primarily dry labs intended for non-science majors. The course includes concepts of general, organic and inorganic chemistry with emphasis on the chemistry leading to the structural and chemical identification of controlled substances such as marijuana, cocaine and heroin. The course includes study of clandestine operation of methamphetamine and associate hazards related to evidence collection and identification. Also includes collection and examination of evidence and writing reports. Prerequisite: None. Recommended Preparation: Successful students will have completed high school biology. Completion of AJ-103 or AJ-108 or work experience in law enforcement is recommended. --Transfers to CSU only

AJ-142 4 units
Principles of Toxicology in Forensics
LEC 48-54/LAB 48-54
This course is an applied science course with primarily dry labs intended for non-science majors. The course includes concepts of general biology/chemistry with emphasis on the biochemistry and biology of body fluids. Isolation and identification of substances abused from body fluids, and onset of intensity of the action of drugs after administration (pharmacokinetics of substances abused). Includes application of forensic toxicological methods and instrumental techniques used in examination and identification of body fluids. This course is an applied science course with primarily dry labs intended for non-science majors. Prerequisite: None. Recommended Preparation: Successful students will have completed high school biology and have college level reading skills. Completion of AJ-103 or AJ-108 or work experience in law enforcement is recommended. --Transfers to CSU only

AJ-149 1-4 units
Occupational Internship: Administration of Justice
OL 16-72
The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. --Transfers to CSU only
Course Descriptions

ADS-090 1 unit
Survey of Alcohol/Drug Studies Program LEC 16-18
This survey course gives the perspective ADS student an overview of the current problems associated with alcohol and drug addiction with appropriate current laws, an outline of the ADS program and what is expected of students entering the program, career potential upon completion of the program, and an overview of the State of California Certification Board of Alcohol/Drug counselor requirements. This course must be taken prior to entering the MSJC ADS program. Prerequisite: None. --Not transferable

ADS-101 3 units
Introduction and Overview of Alcohol and Drug Studies LEC 48-54
This course, designed for students considering career fields related to counseling in Alcohol/Drug treatment programs, presents an introduction and overview of substance abuse within our culture. Students will examine myths and stereotypes, socio-cultural factors which contribute to use and abuse of substances, patterns of abuse, family dynamics, modalities of treatment, program planning, client education, community resources, referrals, and intervention techniques. This course prepares the student to enter the MSJC Alcohol/Drug Program course work and helps students become familiar with state-of-the-art recovery methods available. Prerequisite: ADS-090 (with a grade of C or better). --Transfers to CSU only

ADS-102 3 units
Pharmacology and Biomedical Aspects of Alcohol and Other Drugs LEC 48-54
This course examines effects of alcohol and other mind-altering drugs on the body, highlighting the resulting impairment to the body's organs. Students will learn the pharmacology of addiction and how it affects behavior, and diagnostic procedures used to measure these effects. In addition, this course provides information on the effects on human sexual functions, pharmacological and physiological treatment and recovery programs available. This course is designed for the student continuing studies in the ADS program as well as some students pursuing health related fields. Prerequisite/Corequisite: ADS-101 (with a grade of C or better). --Transfers to CSU only

ADS-103 3 units
Law and Ethics, Community Prevention, Education, Outreach and Referral LEC 48-54
This course covers the legal aspects of counseling as well as patient rights including the laws of confidentiality and exceptions to confidentiality. The concepts of prevention and community education/outreach will be covered along with screening and interview techniques, crisis intervention and crisis counseling techniques. This course is designed for students continuing in the ADS program. Prerequisite/Corequisite: ADS-101 (with a grade of C or better). --Transfers to CSU only

ADS-104 3 units
Case Management: Assessment, Orientation, Treatment, Planning and Relapse Prevention LEC 48-54
This course intended for the ADS program participant presents information related to initial admission requirements for alcohol and drug assistance programs, assessment requirements for orientation to the programs, disciplinary rules, costs of programs and methods of payment and client's rights; treatment goals, methods of charting, and treatment and recovery plans; roles of aftercare in the treatment process, importance of client follow-up, relapse dynamics, various modalities of treatment, program planning, client education, community resources, referrals, and intervention techniques. Prerequisite/Corequisite: ADS-101 (with a grade of C or better). --Transfers to CSU only

ADS-110 3 units
Introduction to Counseling LEC 48-54
An introduction to counseling, this course provides the student with a solid overview of counseling theories, including psychoanalytic, behavioral, cognitive, and person-centered therapies. Each approach is examined from both the group and individual counseling perspective. Techniques and methods of counseling will be demonstrated and practiced through role-playing and small group discussions to provide a good foundation for counseling. *Cross-listed as PSYC-110. Prerequisite: PSYC-101 (with a grade of C or better). --Transfers to CSU only
### Course Descriptions

#### 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.* Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: ADS-101 and ADS-102 and ADS-103 and ADS-104 (with a grade of C or better). --Transfers to CSU only

#### ADS-149
**Occupational Internship: Alcohol and Drug Studies**  
OF 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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 pass/no-pass only. Prerequisite: None. --Not transferable

#### AH-072
**Medical Assistant: Administrative Procedures**  
LEC 48-54  
(formerly Medical Assistant Administrative)  
This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, managed care facilities and other medical offices. Training will prepare students to perform basic administrative medical assisting functions; patient appointment scheduling, maintain medical records, basic procedural and diagnostic coding, utilize Allied Health technical supportive services and work as a member of a health care team. Prerequisite/Corequisite: MATH-051 (with a grade of C or better). --Not transferable

#### AH-073
**Medical Assistant: Clinical Procedures**  
LEC 48-54/LAB 48-54  
(formerly Medical Office Assistant Technician: Back Office)  
This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, managed care facilities and other medical offices. Training will prepare students to perform clinical medical assisting functions including taking and recording vital signs, sterilization and disinfection, routine and specialty physical exams, gynecologic and prenatal care, minor office surgery, administration of medication, urinalysis, interview and document patient complaints, and perform CPR and first aid. Prerequisite: None. --Not transferable

#### AH-076
**First Responder Medical**  
LEC 48-54  
Introduction to pre-hospital emergency care, with instruction and supervised practice of first aid techniques and basic life support. Completion of course qualifies the student to apply to California EMS for certification as a First Responder. Prerequisite: Healthcare Provider CPR card required on the first day of class. --Not transferable
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH-077</td>
<td>3.5</td>
<td>First Responder to EMT - 1 Upgrade</td>
<td>LEC 40-45/LAB 48-54 This course develops and applies basic emergency care concepts for upgrading the First Responder into an Emergency Medical Technician. Prerequisite: AH-076 or current First Responder certification (required by Riverside County EMSA) and two years of using First Responder skills. --Not transferable</td>
</tr>
<tr>
<td>AH-078</td>
<td>3</td>
<td>Medical Assistant Computerized Office Procedures</td>
<td>LEC 48-54 This course familiarizes the student with the computerized office skills necessary to become a successful user of medical account management software. Students will also learn a variety of other computerized administrative tasks including billing, building patients files, posting entries, and appointment scheduling. Prerequisite: None. --Not transferable</td>
</tr>
<tr>
<td>AH-082</td>
<td>3.5</td>
<td>Telemetry Technician</td>
<td>LEC 48-54 This course is designed to teach the student the basic concepts of cardiac rhythm analysis and to develop an understanding of the 12 lead ECG. Students will analyze and evaluate cardiac rhythms through a systematic approach comparing electrophysiology to electrocardiogram wave patterns. Training will prepare students to function as telemetry technicians. Prerequisite: None. --Not transferable</td>
</tr>
<tr>
<td>AH-095</td>
<td>3</td>
<td>Medical Terminology</td>
<td>LEC 48-54 This course is an introduction to medical terminology as used by health personnel, including physicians, nurses, dentists, medical secretaries, insurance clerks and medical office assistants. Medical terminology is a useful course in preparation for entrance into any medical course of study, such as nursing, emergency medical technician or medical assisting. Prerequisite: None. --Not transferable</td>
</tr>
<tr>
<td>AH-120</td>
<td>5</td>
<td>Emergency Medical Technician I</td>
<td>LEC 64-72/LAB 48-54 This semester course provides the student with the knowledge and skills to care for the ill or injured person in the pre-hospital setting. This course is taken to help the student prepare for working with fire service or ambulance service. Completion of this course qualifies the student to sit for the National Registry certification exam which is a required certification for Fire Service or Ambulance service work. Hospital clinical and ambulance or squad ride-along required. May be taken 2 times for credit. Prerequisite: American Heart Association Healthcare Provider CPR or American Red Cross Professional Rescuer CPR card and 18 years of age by the 10th week of class. Background check, TB clearance and physical exam required. Recommended Preparation: NURS-100. --Transfers to CSU only</td>
</tr>
<tr>
<td>AH-121</td>
<td>2.5</td>
<td>Emergency Medical Technician I LEC 32-36/LAB 24-27 Basic (Refresher)</td>
<td>This course is designed for the student who is currently practicing Emergency Medical Technician or has an expired certification and is wishing to regain his/her Emergency Medical Technician status. Offered as pass/no-pass only. Prerequisite: Health Care Provider CPR card and previous Emergency Medical Technician - I certification not expired for more than 24 months. --Transfers to CSU only</td>
</tr>
<tr>
<td>AH-122</td>
<td>3</td>
<td>Medical Ethics</td>
<td>LEC 48-54 The allied health care student will learn about laws related to patient rights, intentional torts, negligence, and malpractice litigation. The course will alert the students of their rights, duties, and legal responsibilities within the context of their function as a member of the allied health care team. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>AH-123</td>
<td>1</td>
<td>Teaching Emergency Medical Technician Skills</td>
<td>LEC 16-18 for Emergency Care This is an introductory course to prepare individuals to work as teaching assistants or trainers in emergency medical areas. Course includes techniques of teaching, skills performance and grading criteria, procedures for equipment cleaning and maintenance and hands on practice using these techniques and evaluation methods. Prerequisite: EMT-1, Paramedic, or RN. --Transfers to CSU only</td>
</tr>
<tr>
<td>AH-124</td>
<td>3</td>
<td>Pathophysiology</td>
<td>LEC 48-54 This course provides a survey of general principles of the disease process of organs and systems of the human anatomy. It includes chronic and acute diseases; respiratory, bone, and gastrointestinal tract diseases; diseases of the genitourinary systems and reproductive organs; and infectious diseases and neoplasms. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>AH-125</td>
<td>5</td>
<td>EMT-1 Basic Challenge Exam</td>
<td>LEC 80-90 This course is designed for individuals who wish to earn an EMT-1A certificate. Prerequisite: An individual may obtain an EMT-1 Course Completion Certificate by successfully passing pre-established standards, developed by and/or approved by the EMT-1 Approving Authority (Riverside County Department of Health) pursuant to section 100066 of the Riverside County Department of Health Regulations. Individuals eligible to take the exam (Physicians, Physician Assistants, Nurse Practitioners, RNs, Paramedics) shall be permitted to take the EMT-1 challenge examination only one time. The course challenge exam shall consist of a competency-based written and skills examination. An individual who fails to achieve a passing score on the EMT-1 challenge examination must then successfully complete an EMT-1 Basic Course to receive an EMT-1 course completion record. --Transfers to CSU only</td>
</tr>
<tr>
<td>AH-126</td>
<td>3</td>
<td>Techniques in Patient Care</td>
<td>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</td>
</tr>
</tbody>
</table>
## Course Descriptions

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

Life Support
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 as 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 course and Anatomy and Physiology. --Transfers to CSU only

### AH-149
**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
**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
**3 units**

**Fingerspelling, Numbers & Classifiers**
**LEC 48-54**

This course provides an in-depth study of fingerspelling techniques and study of number systems in ASL. The course will focus on the 26 hand configurations of the manual alphabet, numbers, and Fingerspelled Loan Signs. This course addresses the use of classifiers and complex grammatical features in ASL. Classifiers will be defined and categorized. Prerequisite: ASL-101 (with a grade of C or better). --Transfers to CSU only

#### ASL-102
**3 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-103
**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-102 and is adding advanced 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

#### 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-104 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A CSU Area(s): C2

#### ASL-105
**4 units**

**American Sign Language V**
**LEC 64-72**

This course, the fifth in a series of ASL courses, presents a continuation of skills learned in ASL-104 and is adding advanced complex ASL grammatical features and advanced vocabulary to the description of increasingly complex constructs, processes and situations. It incorporates multiple character role shifting and space referencing in the presentations, narratives and the discussion of hypothetical issues. Information on cultural values and attitudes as they relate to the Deaf Community is also examined. This course is a requirement for the AA degree in ASL Interpreting or Deaf Studies. Prerequisite: ASL-105 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only. CSU Area(s): C2

#### ASL-110
**3 units**

**Deaf Culture and Community**
**LEC 48-54**

This course introduces observable attributes of Deaf and hearing individuals and the social, political, economic, educational, linguistic, and historical issues faced by each. The evolution, from a pathological view of Deaf people to a cultural one, will be analyzed from a historical, anthropological and sociological perspective. Prerequisite: None. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2, D7

#### ASL-150
**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; improving understanding of the lexical 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 ENGL-145 (with a grade of C or better). --AA/AS General Education: AA/AS C
--Transfers to both UC/CSU --IGETC Area(s):  5B  CSU Area(s):  B2,  B3

--Transfers to both UC/CSU --IGETC Area(s):  5B  CSU Area(s):  B2

--Transfers to both UC/CSU --IGETC Area(s):  5A  CSU Area(s):  B2,  B3

--AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s):  5B  CSU Area(s):  B2

--IGETC Area(s):  4A  CSU Area(s):  B2

--AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s):  5B  CSU Area(s):  B2

--AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s):  5B  CSU Area(s):  B2

ANATOMY & PHYSIOLOGY

ANAT-100
Introduction to Anatomy and Physiology LEC 48-54
This course provides a basic overview of the structure and function of the body for allied health students or those who desire a basic understanding of the human body. The content includes the anatomy and physiology as systems approach and includes selected homeostatic mechanisms and pathologies where appropriate. *Cross-listed as NURS-100. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s):  5B  CSU Area(s):  B2

ANAT-101
Human Anatomy & Physiology I LEC 48-54/LAB 96-108
Anatomy and Physiology 101 is the first class in a two part series and covers the chemical, cellular, tissue levels of organization. A systematic study of the anatomy and physiology including the study of the integument, reproductive system, skeletal system, muscular system, digestive and metabolic systems. The course is intended for students interested in careers in medical, paramedical, kinesiology and related fields. Prerequisite: None. Recommended Preparation: High school or college Biology or Chemistry. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s):  5B  CSU Area(s):  B2,  B3

ANTH-101
Honors Human Anatomy & Physiology I LEC 48-54/LAB 96-108
Anatomy and Physiology 101H 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

ANTH-102
Human Anatomy & Physiology II LEC 48-54/LAB 96-108
Anatomy and Physiology 102 is the second class in a two part series and covers the nervous, endocrine, cardiovascular, lymphatic, respiratory, and urinary systems as well as fluid and electrolyte homeostasis. The course is intended for students interested in careers in medical, paramedical, kinesiology and related fields. Prerequisite: ANAT-101 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s):  5B  CSU Area(s):  B2,  B3

ANTH-102H
Honors Human Anatomy & Physiology II LEC 48-54/LAB 96-108
Anatomy and Physiology 102H 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

ANTH-299
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

ANTH-101
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

ANTH-101H
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
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 B or AA/AS F --Transfers to both UC/CSU --IGETC Area(s):  4A  CSU Area(s):  D1

ANTH-102H
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 B or AA/AS F --Transfers to both UC/CSU --IGETC Area(s):  4A  CSU Area(s):  D1
ANTH-103A  
North American Indians  
LEC 48-54  
(formerly Native North Americans)  
This course is an overview of the American Indian societies of North America from prehistoric times to the present. Ethnohistory, archaeology, language studies and cultural anthropology are used to understand diverse adaptations to the complex North American landscape, as well as the changes that occurred when Europeans invaded the continent. The course is intended for anthropology, ethnic studies, history, political science, sociology, education, and peace studies students and all others with an interest in the topic. Prerequisite: None.  
--AA/AS General Education: AA/AS B2 or AA/AS F  
--Transfers to both UC/CSU  
--IGETC Area(s): 4A  
--CSU Area(s): D1  

ANTH-103B  
Northwest Coast Indian Cultures  
LEC 48-54  
This is an anthropological study of the Native American societies of the Northwest Coast of North America. Ethnohistory, archaeology, linguistics, and cultural anthropology combine to produce a comprehensive picture of these societies. The course is intended for students of anthropology, history, ethnic studies, American studies, international relations, environmental science, and fisheries, and for those interested in the 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  
Cultures of the Pacific Islands  
LEC 48-54  
This course uses ethnology, 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  
Latin American Cultures  
LEC 48-54  
This course uses archaeology, ethnohistory, linguistics and cultural anthropology to understand the cultures and societies of Latin America from their beginning to the present. This course is intended for students of anthropology, history, international relations, ethnic studies, tourism, geography, and natural history, as well as anyone interested in the region and its people. Prerequisite: None.  
--AA/AS General Education: AA/AS B2 or AA/AS F  
--Transfers to both UC/CSU  
--IGETC Area(s): 4A  
--CSU Area(s): D1  

ANTH-103E  
Cultures of Africa  
LEC 48-54  
This course uses ethnology, 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  
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  
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  
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-125 3 units
Magic, Witchcraft and Religion
LEC 48-54
This course examines different supernatural beliefs and associated rituals from a cross-cultural perspective. Using an anthropological perspective, students will study magic, witchcraft and religion in various societies from around the world, both past and present. Emphasis is placed on examining beliefs from the social context of the society in which it is practiced. Topics shall include creation myths, healing, sorcery, totemism, ancestor worship, shamanism and cults. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): D1

ANTH-145 3 units
Introduction to Language and Linguistics
LEC 48-54
(formerly ENGL-245)
Introduction to the study of language to include semantics, sociolinguistics, psycholinguistics, phonology, morphology, and pragmatics. Students learn how language influences their thinking and affects their lives. *Cross-listed as ENGL-145. Prerequisite: None. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

ANTH-145H 3 units
Honors Introduction to Language and Linguistics
LEC 48-54
(formerly ENGL-245H)
Introduction to the study of language to include semantics, sociolinguistics, psycholinguistics, phonology, morphology, and pragmatics. Students learn how language influences their thinking and affects their lives. *Cross-listed as ENGL-145H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

ANTH-149 1-4 units
Occupational Internship: 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 medicolegal 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, art history, and museology. 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 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
### Course Descriptions

**ART-101H**  
**Honors Art History: Prehistoric Through Medieval Art**  
- 3 units  
- 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**  
**Art History: Renaissance to 20th Century Art**  
- 3 units  
- 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/mapping, 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**  
**Honors Art History: Renaissance to 20th Century Art**  
- 3 units  
- 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. 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-103**  
**Introduction to Modernism**  
- 3 units  
- 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 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/mapping, 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-103H**  
**Honors Introduction to Modernism**  
- 3 units  
- 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**  
**History of Graphic Design**  
- 3 units  
- 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 --IGETC Area(s): 3A CSU Area(s): C1

**ART-105H**  
**Honors History of Graphic Design**  
- 3 units  
- 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 --IGETC Area(s): 3A CSU Area(s): C1

**ART-108**  
**Beginning Drawing**  
- 3 units  
- LEC 32-36/LAB 48-54

This course is an introduction to the fundamentals of drawing in a variety of media. Coursework includes an exploration of art elements, compositional principles, perspective, and the development of observational, motor, and creative skills. Emphasis is on black and white media. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C1

**ART-109**  
**Intermediate Drawing**  
- 3 units  
- LEC 32-36/LAB 48-54

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

**ART-112**  
**Life Drawing**  
- 3 units  
- LEC 32-36/LAB 48-54

This course develops skills needed to successfully draw the human form. Areas covered include anatomy, perception of form, contour drawing, and modeling. Nude models are used. May be taken 4 times for credit. Prerequisite: ART-108 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

**ART-115**  
**Painting I**  
- 2 units  
- LEC 16-18/LAB 48-54

This course is an introduction to the fundamentals of painting. Coursework includes an exploration of materials, methods, and techniques, the application of color theory and the principles of composition, and the development of visual perception and creative skills. May be taken 4 times for credit. Prerequisite: ART-108 or ART-120 (with a grade of C or better) or portfolio. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C1

**ART-116**  
**Painting II**  
- 2 units  
- LEC 16-18/LAB 48-54

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

**ART-118**  
**Watercolor/Mixed Media**  
- 2 units  
- LEC 16-18/LAB 48-54

This course is designed to introduce and refine skills, techniques, and aesthetics using watercolor alone and with a variety of other media. Coursework includes an exploration of traditional and experimental techniques with an emphasis on design and composition. May be taken 4 times for credit. Prerequisite: ART-108 (with a grade of C or better) or portfolio. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

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*Mt. San Jacinto College 2009-2010 Catalog*
Course Descriptions

ART-119  Mural Painting  2 units
(formerly Introduction to Mural Painting)
This course is an introduction to the creation 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  2D Design  3 units
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  Design and Color  3 units
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  3D Design  3 units
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  Graphic Design I  3 units
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. Prerequisite: Both ART-130A and ART-130B, or MUL-110 (with a grade of C or better). Recommended Preparation: ART-120 and ART-108. --AA/AS General Education: AA/AS C -- Transfers to CSU only

ART-124  Time Based Media  3 units
LEC 32-36/LAB 48-54
This course investigates multiple contexts of video from an artistic point of view. The student will gain a clear understanding of the relationship between the narrative and the visual structure of film/video. Lectures will show many developments and movements of the video medium as well as design elements used to control the narrative content. Students will also develop a work that is experimental in nature, focusing on the sequential process and editing decisions in Time Based Media. *Cross-listed as MUL-126. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C -- Transfers to both UC/CSU

ART-125  Typography I  3 units
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  3 units
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. Covered is included 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  2 units
(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  2 units
(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  3 units
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 CSU only

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ART-151 3 units
Ceramic Arts LEC 32-36/LAB 48-54
Ceramic Arts is designed to familiarize students with the skills, methods and aesthetics of Fine Art Ceramics. Students will learn and practice important ceramics processes, and critically evaluate the forms they create. The class may be taken up to four times in order for students to master these skills. This course is intended for students wishing to fulfill the MSJC Humanities General Education requirement and for students wishing to gain proficiency in Ceramic Arts. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

ART-160 2 units
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 2 units
Foundry-Ceramic Shell Casting LEC 16-18/LAB 48-54
This course introduces the fundamentals of lost wax bronze casting using the ceramic shell process. Coursework includes safety issues, terminology, spruing, shell making, dewaxing, pouring, and metal finishing processes. This course is designed for the student pursuing an AA in Art, or those seeking to fulfill the Humanities requirements. 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 2 units
Bronze Sand-Casting LEC 16-18/LAB 48-54
This course introduces the fundamentals of bronze sand-casting. Coursework includes safety issues, terminology, pattern making processes, mold making processes, and metal finishing processes. This course is designed for the student pursuing an AA in Art, or those seeking to fulfill the Humanities requirements. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only

ART-223 3 units
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-249 3 units
Portfolio and Professional Development LEC 48-54
This is a capstone course that will prepare students with a cohesive body of work that would be presentable in interviews and portfolio reviews as well as the development of knowledge of the business in creative entrepreneurship. May be taken 4 times for credit. Prerequisite: None. --Transfers to CSU only

ART-299A 1-3 units
Special Projects: Drawing 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 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.

ART-299B 1-3 units
Special Projects: Painting 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 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.

ART-299C 1-3 units
Special Projects: Ceramics 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 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.

ART-299D 1-3 units
Special Projects: Sculpture 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 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.

ART-299E 1-3 units
Special Projects: Foundry 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 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.

ART-299F 1-3 units
Special Projects: Design 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 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.

ART-299G 1-3 units
Special Projects: Visual Concepts 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 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.


### Art & Video Technology

#### Audio 

**AUD-140** 3 units  
**Beginning Studio Recording**  
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** 3 units  
**Intermediate Studio Recording**  
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** 3 units  
**Advanced Studio Recording I**  
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

**AUD-143** 3 units  
**Advanced Studio Recording II**  
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

**AUD-145** 3 units  
**Midi & Computer Recording**  
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** 3 units  
**Recording Music and Live Sound**  
Recording Music and Live Sound offers instruction in micing techniques for acoustic and electronic musical instruments. Students will also receive instruction in mixing music and the use of public address systems and their components. *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** 3 units  
**The Music & Audio Business**  
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

### Astronomy

**ASTR-101** 4 units  
**Introduction to Astronomy**  
Introduction to Astronomy is intended as either a first course terminal course for non-science majors satisfying general education science requirements. The course examines the history of astronomy, tools and methods used by astronomers, planetary and stellar evolution, cosmology and current topics, such as quasars, black holes, etc. Field trips may be required. Prerequisite: None. Recommended Preparation: Collegiate level reading and math skills. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1, B3

**ASTR-111** 3 units  
**Planetary Astronomy**  
This course is an introductory course to Planetary Sciences, and is an interdisciplinary scientific exploration of the solar system. Studies will use the scientific method to examine properties and processes of solar system function and formation, including the current hypotheses regarding the creation and evolution of the Earth and planetary bodies moons, asteroids, comets, meteors and the Sun. *Cross-listed as GEOL-111. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1

**ASTR-299** 1-3 units  
**Special Projects: Astronomy**  
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Astronomy classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

### Audio & Video Technology

**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**
Course Descriptions

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

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

AUD-153 3 units
Video Production II LEC 48-54
This advanced course will cover the use of digital video production software and hardware (editing, effects, filters, color correction, compression output processes). Students work on projects using non-linear video editing software techniques. Related topics include preparing video production for television broadcasting and DVD authoring. *Cross-listed as MUL-223. May be taken 2 times for credit. Prerequisite: AUD-152/MUL-123 (with a grade of C or better). --Transfers to both UC/CSU

AUD-299 0.50-4 units
Special Projects: Audio Technology IS 8-72
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Audiology classes; a contract must be completed with the instructor prior to enrollment. --Not transferable

Automotive/Transportation Technology

AUME-073 4 units
Tune-Up and Diagnosis LEC 48-54/LAB 48-54
A course designed for the engine tune-up specialist which consists of electrical theory, the operation, testing and servicing of batteries, starting, charging, ignition, emission control and fuel systems. May be taken 2 times for credit. Prerequisite: None. --Not transferable

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

AUME-080 2.5 units
Bus/Heavy Equipment Servicer (Fuels and Lubricants) LEC 16-18/LAB 72-81
This course is designed to teach bus-servicing skills in one semester. The course prepares the learner for the fast-growing industry, while also preparing them for entry into the challenging and rewarding Transit Coach Technology field. Course content is presented in two individual components of nine-weeks each, thus allowing open entry/open exit. This course is the first of a two-part sequence. In the first nine-week segment, the student will learn to work safely in the transit coach shop environment, learn bus models in relation to diesel alternative fuel type (CNG), learn and distinguish all fluid and oils including alternative lubricants. Student will also learn to document all fueling, fare box probing information, including filling out work orders by code. Prerequisite: None. --Not transferable

AUME-081 2.5 units
Bus/Heavy Equipment Servicer LEC 16-18/LAB 72-8
(Preventative Maintenance and Minor Repair)
This course is one of two courses intended to prepare the student to work in the transportation industry. In this course, the student will learn to work safely in the transit coach shop environment, learn bus preventative maintenance and minor defect repairs. Prerequisite: None. --Not transferable

AUME-083 4 units
Brake and Suspension Systems LEC 48-54/LAB 48-54
This course, designed for the suspension systems technician, consists of theory and repair procedures for modern suspension systems and braking devices on import and domestic vehicles. May be taken 2 times for credit. Prerequisite: None. --Not transferable

AUME-090 3 units
RV Maintenance and Repair LEC 32-36/LAB 48-54
A 5-hour per week course designed to teach the maintenance and repair service skills typical of those associated with recreation vehicles that are towed or self-propelled. May be taken 2 times for credit. Prerequisite: None. --Not transferable

AUME-100 4 units
Basic Auto Mechanics LEC 48-54/LAB 48-54
This course covers the theory of operation of common road vehicles. The eight basic automotive systems are explored with minor maintenance tasks required. Emphasis is on an overview of automotive technology as a career choice. May be taken 2 times for credit. Prerequisite: None. --Transfers to CSU only

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

AUME-111 4.5 units
Emission Controls Part II, A6/A8/L1 LEC 48-54/LAB 72-81
This course prepares the student to perform Vehicle Emissions Diagnosis & Repair procedures subject to the California State Smog Check Program. Successful completion meets three of the five requirements for State the Exam. Students learn the use of Scan tools, Lab scopes, five gas analyzers, dynamometer and ignition analyzers to troubleshoot, diagnose and repair the Powertrain Control Module and sub systems used on domestic and import vehicles. Prerequisite: None. --Transfers to CSU only
AUME-112 1 unit
Bureau of Automotive Repair State of CA 2007
Update Course
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. Prerequisite: None. Recommended Preparation: Students should have completed the automotive engine performance and Electrical Electronics courses prior to entering the course or be a BAR Certified Smog Technician. --Not transferable

AUME-118 4 units
Heating/Air Conditioning Systems LEC 40-45/LAB 72-81
(formerly Automotive Air Conditioning And Heating)
This course is an in-depth study of the design and operation of contemporary domestic and import air conditioning/heating systems. Emphasis is placed on the problem diagnosis of and repair procedures for these systems and an introduction to Automatic A/C and Comfort Control Systems. This course also offers a Refrigerant, Recovery and Recycling Test for Refrigerant Certification through Automotive Service Excellence (ASE). May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: AUME 100. --Transfers to CSU only

AUME-119 4 units
Automotive Brake Systems LEC 32-36/LAB 96-108
This course covers the operation, diagnosis and repair procedures of automotive brake systems. The experience gained in this course prepares the student for entry level employment as an automotive brake technician. Prerequisite: None. Recommended Preparation: AUME-100 --Transfers to CSU only

AUME-120 4 units
Automotive Suspension Steering and Alignment Systems LEC 32-36/LAB 96-108
(formerly Suspension And Alignment Principles)
This course covers the operation, diagnosis, repair and alignment procedures of automotive suspension and steering systems on import and domestic passenger cars and light trucks. The experience gained in this course prepares the student for entry level employment as an automotive brake technician. Prerequisite: None. Recommended Preparation: AUME 100 --Transfers to CSU only

AUME-122 4 units
Engine Performance I LEC 40-45/LAB 72-81
This course provides an in-depth study of the design and operation of domestic and import ignition, fuel and emission control systems. Emphasis is placed on the problems of accurate diagnosis and the proper repair procedures for these engine systems. This course is designed for the learner wishing to develop skills in diagnosis and repair of earlier technologies of engine performance. In addition, this course will prepare the learner for continuation towards later model technology and eventually computer-controlled systems. This course, in combination with AUME-123, also prepares the student for the ASE A-8 exam. May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: AUME-100 or previous high school automotive classes. --Transfers to CSU only

AUME-123 4 units
Engine Performance II LEC 40-45/LAB 72-81
This course is an in-depth study of the design and operation of fuel management systems including domestic and import feedback carburetor and fuel injection systems, electronic ignition systems used - up to computer-controlled systems. Emphasis is placed on the correct diagnosis of and proper repair procedures for these systems. The use of current diagnostic-test equipment used in today’s industry and strategies necessary to determine needed repairs are covered. This course, in conjunction with AUME-122 will prepare the student for the ASE A-8 exam. May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: AUME-100 or previous high school automotive courses. --Transfers to CSU only

AUME-124 5 units
Engine Theory and Repair LEC 40-45/LAB 120-135
(formerly Auto Service Shop Management)
This is a course in engine repair, rebuilding and the operation of modern engines. This entry-level course is appropriate for persons with limited experience with automotive technology, desiring to do repairs on automotive engines or build skills towards engine performance and diagnostics. Operational theory and repair practice involves safety, engine diagnosis, use of test equipment, disassembly, and re-assembly. This course is a recommended elective toward a General Technician Automotive Certificate. May be taken 4 times for credit. Prerequisite: None. --Transfers to CSU only

AUME-126 4 units
Automotive Electrical/Electronics I LEC 48-54/LAB 48-54
This course covers the 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 units
Automotive Electrical/Electronics II LEC 48-54/LAB 48-54
This course covers the theory of electricity, use of meters and test equipment, use of wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and light trucks. Major areas of study include solid state electronics, electronic ignition modules, electronic voltage regulators, electronic fuel injection systems, electrical accessories, and use of digital test and diagnostic equipment. This course, taken with AUME-126, will assist the student in preparing for the ASE A-6 exam. May be taken 2 times for credit. Prerequisite: None. --Transfers to CSU only

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

AUME-133 2 units
Automotive Shop Management LEC 32-36
(formerly Auto Service Shop Management)
Basic automotive service shop management techniques for those individuals who work in the automotive industry. The main objective of the course is to teach management techniques to handle the challenges of an automotive shop in today’s competitive market. The student will be able to identify the controllable expenses that affect all automotive shops and will learn the skills needed to install processes to control and monitor them. The student will learn the legal requirements as they apply to the Bureau of Auto Repair for the industry. The student will learn systems for customer retention, service productivity and profits. Prerequisite: None. Recommended Preparation: AUME 100 --Transfers to CSU only

AUME-135 3 units
Automotive Technician Certification Preparation LEC 48-54
This is a course to prepare technicians and advanced auto students for certification by the National Institute for Automotive Service Excellence (ASE). Bureau of Auto Repair (California) license information is also covered. May be taken 2 times for credit. Prerequisite: None. --Transfers to CSU only
### Course Descriptions

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This course is an in-depth study of the use of computers for the control of various engine functions on General Motors. Topics included are basic computer operation, closed/open loop fuel control, input/output devices, computer assisted spark advance, carburetor operation and fuel injection. This course is designed for students preparing to take the ASE I-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

A continuation of AUME-140 subject matter where emphasis is directed toward Ford, Chrysler, American Motors and other selected import vehicles using computer engine control systems. Topics included are basic computer operation, closed/open loop fuel control, input/output devices, computer assisted spark advance, carburetor operation and fuel injection. This course covers the design, operation, diagnosis and repair procedures for these systems. This course is designed for the student preparing to take the ASE-L1 exam to ultimately become a smog technician. May be taken 2 times for credit. Prerequisite: AUME-140 and AUME-141 (with a grade of C or better) or equivalent automotive engine performance trade experience or appropriate ASE certification. --Transfers to CSU only

A course covering the design, operation, diagnosis and repair procedures for these systems. This course is designed for the student preparing to take the ASE-L1 exam to ultimately become a smog technician. May be taken 2 times for credit. Prerequisite: AUME-140 and AUME-141 (with a grade of C or better) or equivalent automotive engine performance trade experience or appropriate ASE certification. --Transfers to CSU only

The purpose of this course is to enable eligible students to include supervisory 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

This course covers the theory and current diagnosis, repair and rebuilding procedures of modern automatic transmissions/transaxes in late model 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 A2 certification exam or advance a technician's skills. Prerequisite: None. Recommended Preparation: AUME 100 or high school equivalent. --Transfers to CSU only

This course covers the theory and current diagnosis, repair, and rebuilding procedures of modern transmissions/transaxes 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 a technician's skills. Prerequisite: None. Recommended Preparation: AUME 100. --Transfers to CSU only

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

This course 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

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Auto Technology classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only
### Biological Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Catalog Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL-100</td>
<td>Human Biology (formerly</td>
<td>4</td>
<td>LEC 48-54/LAB 48-54</td>
</tr>
<tr>
<td></td>
<td>Introduction to Human Biology)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL-115</td>
<td>Topics in Biology</td>
<td>4</td>
<td>LEC 48-54/LAB 48-54</td>
</tr>
<tr>
<td>BIOL-115H</td>
<td>Honors Topics in Biology</td>
<td>4</td>
<td>LEC 48-54/LAB 48-54</td>
</tr>
<tr>
<td>BIOL-116</td>
<td>Natural History and Biodiversity</td>
<td>4</td>
<td>LEC 48-54/LAB 48-54</td>
</tr>
<tr>
<td>BIOL-117</td>
<td>Conservation Biology</td>
<td>3</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>BIOL-125</td>
<td>Microbiology</td>
<td>5</td>
<td>LEC 48-54/LAB 96-108</td>
</tr>
<tr>
<td>BIOL-125H</td>
<td>Honors Microbiology</td>
<td>5</td>
<td>LEC 48-54/LAB 96-108</td>
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<tr>
<td>BIOL-130</td>
<td>Marine Biology</td>
<td>4</td>
<td>LEC 48-54/LAB 48-54</td>
</tr>
<tr>
<td>BIOL-134</td>
<td>Human Heredity and Evolution</td>
<td>3</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>BIOL-135</td>
<td>Introduction to Evolution</td>
<td>3</td>
<td>LEC 48-54</td>
</tr>
<tr>
<td>BIOL-135H</td>
<td>Honors Introduction to Evolution</td>
<td>3</td>
<td>LEC 48-54</td>
</tr>
</tbody>
</table>

**Course Descriptions**

**BIOL-100 Human Biology**  
Integrated lectures, laboratory exercises, discussions, and films are designed to study modern biological concepts presented in a human context. The course includes 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 both UC/CSU --IGETC Area(s): 5B  CSU Area(s): B2, B3

**BIOL-115 Topics in Biology**  
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. 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: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B  CSU Area(s): B2, B3

**BIOL-115H Honors Topics in Biology**  
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 Natural History and Biodiversity**  
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 Conservation Biology**  
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 Microbiology**  
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, control, role in disease and their application to mankind. Prerequisite: CHEM 100 or CHEM 107 or equivalent and BIOL 100 or BIOL 115 or BIOL 150 or BIOL 151 or ANAT 101 or ANAT 102 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B  CSU Area(s): B2, B3

**BIOL-125H Honors Microbiology**  
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, control, role in disease and their application to mankind. Prerequisite: Acceptance in the Honors Enrichment Program; CHEM 100 or CHEM 107 or equivalent and BIOL 100 or BIOL 115 or BIOL 150 or BIOL 151 or ANAT 101 or ANAT 102 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B  CSU Area(s): B2, B3

**BIOL-130 Marine Biology**  
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 Human Heredity and Evolution**  
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 Introduction to Evolution**  
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 Honors Introduction to Evolution**  
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
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL-140</td>
<td>Ecology</td>
<td>4 units</td>
<td>A study of ecological principles designed to be 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</td>
</tr>
<tr>
<td>BIOL-142</td>
<td>The World of Insects</td>
<td>4 units</td>
<td>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</td>
</tr>
<tr>
<td>BIOL-143</td>
<td>Animal Behavior</td>
<td>3 units</td>
<td>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</td>
</tr>
<tr>
<td>BIOL-144</td>
<td>Plant Biology</td>
<td>4 units</td>
<td>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 exercises. 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</td>
</tr>
<tr>
<td>BIOL-146</td>
<td>Biodiversity</td>
<td>3 units</td>
<td>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</td>
</tr>
<tr>
<td>BIOL-148</td>
<td>Field Studies in Tropical Ecology of Costa Rica</td>
<td>4 units</td>
<td>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</td>
</tr>
<tr>
<td>BIOL-150</td>
<td>General Biology I</td>
<td>5 units</td>
<td>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</td>
</tr>
<tr>
<td>BIOL-150H</td>
<td>Honors General Biology I</td>
<td>5 units</td>
<td>General Biology 150H, the first of a two semester sequence, is an intensive study of modern biology designed to prepare science majors for upper-division courses in cell, molecular and organismal biology. The emphasis is on the structural and functional unity of life as seen from an evolutionary perspective. Topics include the biochemical, molecular, metabolic, and genetic aspects of cells, as well as phylogeny and systematics. The course includes laboratory and field exercises on the principles covered in the lecture portion of the class. A field trip may be required. Prerequisites: Acceptance into the Honors Enrichment Program and CHEM-101 and MATH-096 (with a grade of C or better). Recommended Preparation: High school or college Biology/Chemistry. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B CSU Area(s): B2, B3</td>
</tr>
<tr>
<td>BIOL-151</td>
<td>General Biology II</td>
<td>5 units</td>
<td>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</td>
</tr>
<tr>
<td>BIOL-151H</td>
<td>Honors General Biology II</td>
<td>5 units</td>
<td>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 into 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</td>
</tr>
<tr>
<td>BIOL-201</td>
<td>Biostatistics</td>
<td>4 units</td>
<td>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 &amp; 151 or ENVY-101 &amp; 102 or BIOL-140 or ENVY-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. CSU Area(s): B4</td>
</tr>
</tbody>
</table>
Course Descriptions

**BIOL-299** 1-5 units  
Special Projects: Biology  
IS 16-90  
This is an arranged class to study a selected topic or experimental design by contract with the instructor for students with previous course work in the specific program area. Arrangements may be made with the instructor to supervise the special project. These projects are available for variable units and involve research and special study in areas of interest within a given subject field. The actual nature of the project MUST be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: None. --Not transferable

**Business**

**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 20  
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 20  
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. Recommended Preparation: Knowledge of general financial accounting principles. --Not transferable

**ACCT-082** 1 unit  
General Concepts Concerning Partnership Taxation  
LEC 20  
This course explores theory and application of general concepts of partnership taxation. These include, but are not limited to, overview and tax effects of partnership formation, operations, transactions between partner and partnership, distributions, termination, and tax planning considerations. This course is certified by the California Tax Education Council (CTEC) as fulfilling the annual 20-hour (12 federal, 4 state, 4 federal and/or state) CE requirement for annual renewal of a Tax Preparer’s Certificate with California. May be taken 4 times for credit. Prerequisite: None. --Not transferable

**ACCT-124** 3 units  
Financial Accounting - Principles of Accounting I  
LEC 48-54  
Define financial accounting; identify its importance and use by investors and creditors to make decisions. The course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis and includes issues relating to: asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics. Prerequisite: None. Recommended Preparation: CAPP-122 (with a grade of C or better) or equivalent experience. --Transfers to both UC/CSU

**ACCT-124H** 3 units  
Honors Financial Accounting - Principles of Accounting I  
LEC 48-54  
Define financial accounting; identify its importance and use by investors and creditors to make decisions. The course covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis and includes issues relating to: asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: CAPP-122 (with a grade of C or better) or equivalent experience. --Transfers to both UC/CSU

**ACCT-125** 3 units  
Managerial Accounting-Principles of Accounting II  
LEC 48-54  
Examination of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focus on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. Prerequisite: ACCT-124 (with a grade of C or better). --Transfers to both UC/CSU

**ACCT-125H** 3 units  
Honors Managerial Accounting - Principles of Accounting II  
LEC 48-54  
Examination of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focus on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. Prerequisite: Acceptance in the Honors Enrichment Program; ACCT-124 (with a grade of C or better). --Transfers to both UC/CSU

**ACCT-126** 3 units  
Beginning Computer Accounting  
LEC 48-54  
This course is an overview of accounting principles and procedures, 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 both UC/CSU

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

**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

BADM-098B  
Reducing Stress and Improving Performance  
LEC 8-9  
This course provides practical ways to reduce stress and improve performance by identifying the causes and symptoms of stress, monitoring one's response to pressure, and implementing coping strategies. This course shows how to manage stress in a person's life as well as to reorganize work practices and use techniques for dealing with problems and potential problems in the workplace. Prerequisite: None. --Not transferable

BADM-098C  
Developing Leadership in Organizations  
LEC 8-9  
This course provides guidelines for developing and refining practical leadership skills that will enhance all business and personal relationships. This course examines the roles and responsibilities of the leader as a supervisor and guides development of abilities to work as a team within groups of people. Prerequisite: None. --Not transferable

BADM-098D  
Dynamics of Successful Teamwork  
LEC 8-9  
This course provides guidelines for utilizing the team concept for meeting the challenges in an organization that require a wide variety of skills, judgments, and experiences. This course examines the role of the team leader, essential elements of a winning team, and how to develop the team concept. Prerequisite: None. --Not transferable

BADM-098E  
Raising Performance Levels Through Motivation  
LEC 8-9  
This course provides guidelines for using the art of motivation to create and sustain a positive environment in the workplace. This course examines methods for getting the most from yourself and your staff, how to raise performance levels, and achieve high quality work from employees. Prerequisite: None. --Not transferable

BADM-098F  
Developing Customer Relations and Rapport  
LEC 8-9  
This course provides guidelines for business students, business leaders, and anyone dealing with the public for enhancing their business and personal relationships. This course offers building blocks for developing a rapport with customers and clients, and resolving problems and conflicts. Prerequisite: None. --Not transferable

BADM-098G  
Business Ethics  
LEC 8-9  
This course provides guidelines for identifying, analyzing, and systematically solving ethical dilemmas in a business setting. Students will be introduced to a variety of business scenarios for which they will learn how to identify the ethical issue then systematically analyze the dilemma in order to reach an ethical solution. Prerequisite: None. --Not transferable

BADM-103  
Introduction to Business  
LEC 48-54  
U.S. businesses operate in a constantly changing global business environment. This is an introduction to that environment. Students completing the course should be capable of analyzing various forms of business ownership and sizes or organizations, understanding ethics and social responsibility of businesses in a global market, analyzing the economic challenges facing businesses, understanding global competitive methodologies, and understand domestic and international labor-management relations issues and the use of technology and information in business. Prerequisite: None. --Transfers to both UC/CSU

BADM-103H  
Honors Introduction to Business  
LEC 48-54  
U.S. businesses operate in a constantly changing global business environment. This is an introduction to that environment. Students completing the course should be capable of analyzing various forms of business ownership and sizes or organizations, understanding ethics and social responsibility of businesses in a global market, analyzing the economic challenges facing businesses, understanding global competitive methodologies, and understand domestic and international labor-management relations issues and the use of technology and information in business. Prerequisite: None. --Transfers to both UC/CSU

BADM-104  
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 ENGL-104. Prerequisite: None. Recommended Preparation: 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 D2 --Transfers to CSU only

BADM-104H  
Honors Business Communications  
LEC 48-54  
A study of the principles, strategies, and techniques of written and oral business communication. Emphasis is on analyzing problems and implementing solutions involving appropriate methods of business communication, i.e. letters, memos, proposals, reports and resumes. This course includes oral communication techniques for meetings, conferences and interviews and provides a review of grammar, spelling and mechanics. *Cross-listed as ENGL-104H. Prerequisite: Acceptance into the Honors Enrichment Program. Recommended Preparation: ENGL-098 and typing speed of 25 wpm or concurrent enrollment in OTEC-144. --AA/AS General Education: AA/AS D2 --Transfers to CSU only

BADM-120  
Sales and Marketing in Hospitality  
LEC 48-54  
This course examines how effective marketing plans are conceived, designed and implemented. The course emphasizes sales and marketing as it applies to a variety of resort, restaurant, and related hospitality service industry products. The focus includes related sales and promotional strategies, merchandising, public relations and advertising. *Cross-listed as HORT 120. Prerequisite: None. --Transfers to CSU only

BADM-121  
Sanitation and Safety in Resort Management  
LEC 32-36  
This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards. *Cross-listed as HORT 121. Prerequisite: None. --Transfers to CSU only

BADM-122  
Resort Food & Beverage Operation  
LEC 48-54  
This course is the study of the techniques and methods of operating and controlling a food and beverage operation in a resort environment. It studies the management techniques necessary for the planning, monitoring and controlling of a food service operation and of the control systems available to insure a profitable operation. *Cross-listed as HORT 122. Prerequisite: None. --Transfers to CSU only
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM-123</td>
<td>2</td>
<td>Menu Planning in Resort Management</td>
<td>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</td>
</tr>
<tr>
<td>BADM-147</td>
<td>3</td>
<td>The Music &amp; Audio Business</td>
<td>This course acquaints students with business practices in the music &amp; audio industries. The course covers areas such as contracts, copyright, publishing, and industry trends. *Cross-listed as AUD-147 and MUS-147. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>BADM-149</td>
<td>1-4</td>
<td>Occupational Internship: Business</td>
<td>The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. May be taken 4 times for credit. Prerequisite: 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</td>
</tr>
<tr>
<td>BADM-150</td>
<td>3</td>
<td>Small Business Entrepreneurship</td>
<td>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</td>
</tr>
<tr>
<td>BADM-157</td>
<td>3</td>
<td>Principles of Salesmanship</td>
<td>This course covers the fundamental principles of selling including, prospecting techniques, defining the sales process, sales presentation methods, anticipating and overcoming objections. A study of the sales profession will investigate common traits, motivational techniques, current trends and the salesperson's role in company operations. Current sales trends and technology will also be researched and analyzed. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>BADM-170</td>
<td>3</td>
<td>Introduction to International Business</td>
<td>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</td>
</tr>
<tr>
<td>BADM-201</td>
<td>3</td>
<td>Legal Environment of Business</td>
<td>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</td>
</tr>
<tr>
<td>BADM-299</td>
<td>1-3</td>
<td>Special Projects: Business</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. Prerequisite: Previous Business classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only</td>
</tr>
<tr>
<td>CAPP-056</td>
<td>.5</td>
<td>Computer Applications Workshop</td>
<td>This course reviews and reinforces theory and applications taught in Microsoft Office courses for Word, Excel, PowerPoint, Access, and Outlook. This course offers practice assignments and testing and is recommended for the student desiring to learn how to fully utilize functions and increase their productivity with Microsoft Office applications. May be taken 4 times for credit. Offered as pass/no-pass only. Prerequisite: None. Recommended Preparation: Prior completion or concurrent enrollment in one of the courses covering a software application within the Microsoft Office suite. --Not transferable</td>
</tr>
<tr>
<td>CAPP-065</td>
<td>1</td>
<td>Formatting Term Papers</td>
<td>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</td>
</tr>
<tr>
<td>CAPP-080</td>
<td>1</td>
<td>Introduction to Technology</td>
<td>This course is designed for the student seeking introductory-level hands-on experience with computing technologies and services at MSci. Students will have the opportunity to work with software applications as well as web browsers. May be taken 2 times for credit. Prerequisite: None. --Not transferable</td>
</tr>
<tr>
<td>CAPP-081</td>
<td>1</td>
<td>Introduction to the Vista Operating System</td>
<td>This course is designed for the student seeking introductory-level hands-on experience with the Vista operating system. Students will have the opportunity to complete hands-on exercises utilizing features of the operating software. Prerequisite: None. --Not transferable</td>
</tr>
<tr>
<td>CAPP-082</td>
<td>1</td>
<td>Introduction to File Management</td>
<td>This course is designed for the student seeking introductory-level hands-on experience creating, managing and organizing electronic files. Working in a hands-on environment students will learn basic file management skills required to be an efficient employee and student. Emphasis will be given to developing an organizational file plan. Prerequisite: None. --Not transferable</td>
</tr>
<tr>
<td>CAPP-120</td>
<td>3</td>
<td>Using Microsoft Office - Level 1</td>
<td>This course is for the student who wants to learn the concepts of Microsoft Office computer applications. Students will begin to learn the functions and capabilities of Microsoft Access, Excel, PowerPoint, and Word, with emphasis on the integration of Microsoft Office software to solve business problems. This course will begin preparing students for Microsoft Office User Specialist (MOUS/MOS) Core-level Exams in the four above applications. Prerequisite: None. --Transfers to CSU only</td>
</tr>
</tbody>
</table>
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAPP-120M</strong></td>
<td>3 units</td>
<td>Using OpenOffice - Level 1 &lt;br&gt; (formerly Using OpenOffice v2-Level 1) &lt;br&gt; 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</td>
</tr>
<tr>
<td><strong>CAPP-121</strong></td>
<td>3 units</td>
<td>Using Microsoft Word - Level 1 &lt;br&gt; (formerly CAPP-121D Using Microsoft Word 2007-Level 1) &lt;br&gt; 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. Recommended Preparation: OTEC-144 or keyboarding speed of 30 wpm. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>CAPP-122</strong></td>
<td>3 units</td>
<td>Using Microsoft Excel &lt;br&gt; (formerly CAPP-122D Using Microsoft Excel 2007-Level 1) &lt;br&gt; 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</td>
</tr>
<tr>
<td><strong>CAPP-123</strong></td>
<td>3 units</td>
<td>Using Microsoft Access - Level 1 &lt;br&gt; (formerly CAPP-123D Using Microsoft Access 2007-Level 1) &lt;br&gt; Students will learn the functions and capabilities of Microsoft Access with an emphasis on the integration of Microsoft Office Access to solve course business problems. The course will begin to prepare the student to take the Microsoft Office Specialist (MOS) Expert-level exam. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>CAPP-124</strong></td>
<td>3 units</td>
<td>Using Microsoft PowerPoint &lt;br&gt; (formerly CAPP-124D Using Microsoft PowerPoint 2007-Level 1) &lt;br&gt; This course introduces students to presentation software concepts and applications. Students will use Microsoft PowerPoint to create and present information for a variety of contexts. This course is designed for the student who is pursuing the MOUS certification as well as students who are interested in improving their interpersonal communication skills. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>CAPP-125C</strong></td>
<td>3 units</td>
<td>Excel for Business and Accounting &lt;br&gt; (formerly Using Microsoft Publisher 2007) &lt;br&gt; 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 or ACCT-124 A, B &amp; C (with a grade of C or better) or have equivalent experience in accounting. Prerequisite: None. Recommended Preparation: ACCT-124 or ACCT-124A, ACCT-124B, &amp; ACCT-124C or equivalent accounting experience. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>CAPP-125C1</strong></td>
<td>1 unit</td>
<td>Excel 1 - Basics for Business and Accounting &lt;br&gt; (formerly Using Adobe InDesign CS3) &lt;br&gt; An introduction to Microsoft Excel. Course will focus on the basic features of Excel, as well as useful techniques for using the software for business applications. Students will work with spreadsheet formatting, formulas, functions, and charts. Designed for students with little or no experience in Excel. This is the first of three 1-unit courses for which completion of all three parts is equivalent to the 3-unit course, CAPP-125C. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>CAPP-125C2</strong></td>
<td>1 unit</td>
<td>Excel 2 - For Business Users &lt;br&gt; (formerly CAPP-125C2) &lt;br&gt; 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</td>
</tr>
<tr>
<td><strong>CAPP-125C3</strong></td>
<td>1 unit</td>
<td>Excel 3 - For Accounting Users &lt;br&gt; (formerly CAPP-125C3) &lt;br&gt; 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-124 A, B, &amp; C or equivalent accounting experience, CAPP-125C1 and CAPP-125C2, or equivalent Excel experience. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>CAPP-126E</strong></td>
<td>3 units</td>
<td>Using InDesign Cs2 - Level 1 &lt;br&gt; (formerly Using Adobe InDesign CS2) &lt;br&gt; 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</td>
</tr>
<tr>
<td><strong>CAPP-126F</strong></td>
<td>3 units</td>
<td>Using Microsoft Publisher &lt;br&gt; (formerly Using Microsoft Publisher 2007) &lt;br&gt; 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</td>
</tr>
<tr>
<td><strong>CAPP-126G</strong></td>
<td>3 units</td>
<td>Using Adobe InDesign &lt;br&gt; (formerly Using Adobe InDesign CS3) &lt;br&gt; This course introduces the student to the principles, concepts, and techniques of desktop publishing with Adobe InDesign. The focus of 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</td>
</tr>
</tbody>
</table>
Course Descriptions

CAPP-131  1 unit
Using Microsoft Outlook  LEC 16-18
(formerly CAPP-131D Using Microsoft Outlook 2007)
Students will learn how to use specific functions and features of MS Outlook, including how to send and manage email messages, create and manage to-do lists and projects, create and maintain contact and mailing lists, and use the features of the calendar to schedule appointments, tasks and events. This course will prepare students to take the MS Office Specialist (MOS) Expert-level exam in Outlook. Prerequisite: None. --Transfers to CSU only

CAPP-132  1 unit
Using Acrobat - Level 1  LEC 16-18
In this beginning course, students will learn the role of electronic documentation in the professional and personal sector. Students will use Adobe Acrobat Reader to view and navigate through PDF files. Acrobat Professional will be used to: view, navigate, create, manage, and share electronic documents. The course will emphasize current uses of electronic documents in professional and personal settings. Prerequisite: None. --Transfers to CSU only

CAPP-135  3 units
Using Microsoft Project  LEC 48-54
(formerly CAPP-135D Using Microsoft Project 2007)
This course introduces students to 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-140  3 units
Using Microsoft Office - Level 2  LEC 48-54
(formerly CAPP-140D Using Microsoft Office 2007-Level 2)
This course is designed to acquaint the students with the proper procedures to create more advanced documents, workbooks, databases and presentations suitable for course work, professional purposes, and for personal use. Prerequisite: CAPP-120 (with a grade of "C" or better). --Transfers to CSU only

CAPP-140M  3 units
Using OpenOffice - Level 2  LEC 48-54
(formerly Using OpenOffice v2-Level 2)
This course is designed to acquaint students the proper procedures for creating more advanced documents, workbooks, databases and presentations using the OpenOffice suite. Prerequisite: CAPP 120M (with a grade of "C" or better). --Transfers to CSU only

CAPP-141  3 units
Using Microsoft Word - Level 2  LEC 48-54
(formerly CAPP-141D Using Microsoft Word 2007-Level 2)
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-121 (with a grade of "C" or better). --Transfers to CSU only

CAPP-143  3 units
Using Microsoft Access - Level 2  LEC 48-54
(formerly CAPP-143D Using Microsoft Access 2007-Level 2)
This course continues the student's inquiry into database applications by presenting advanced features of the MS Access application. The focus in this course will be on multiple-table relations, and students will design and build complex forms, reports and queries with an emphasis on Visual Basic for Applications (VBA). This course is designed for the student who wants to learn how to develop effective database solutions for single-user and workgroup applications. Prerequisite: None. --Transfers to CSU only

CAPP-160  3 units
Using Microsoft Office - Level 3  LEC 48-54
(formerly CAPP-160D Using Microsoft Office-Level 3)
This course introduces students to the Visual Basic for Applications programming environment and how this programming facility can be used to automate many desktop application functions. Emphasis in the course will be on using the object models in the Microsoft Word. Prerequisite: CAPP-140 (with a grade of "C" or better). --Transfers to CSU only

OITEC-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

OITEC-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 alphabetizing, filing, stacks, folders, and file storage. Students will also review the basics of records management and the role of filing in the office. Prerequisite: None. --Transfers to CSU only

OITEC-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

OITEC-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 (OITEC-144A, 144B, and 144C) in sequence is equivalent to the 3-unit course: OITEC-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

OITEC-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 (OITEC-144A, 144B, and 144C) in sequence is equivalent to the 3-unit course: OITEC-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.
Course Descriptions

Recommended Preparation: OTEC-144A or have prior knowledge of keyboarding by touch and basic word processing skills. --Transfers to CSU only

**OTEC-144C**

**Keyboarding and Document Formatting, Part 3**

**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-146**

**Keyboarding Speed and Accuracy**

**LEC 16-18/LAB 48-54**

This course focuses on diagnosis of problem keys, key sequences, and drilling techniques to improve student speed and accuracy. Emphasis is on building speed and reducing errors through drilling exercises. May be taken 2 times for credit. Prerequisite: OTEC-144 (with a grade of C or better) or ability to key 30 wpm. --Not transferable

**OTEC-150**

**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**

**Electronic Records Management**

**LEC 32-36**

This course examines the field of Electronic Records Management. Students will explore the purpose of electronic records management, identify the need, and research relevant technology. Students will also be introduced to database management software used in the records management field. Prerequisite: OTEC-150 (with a grade of C or better). --Transfers to CSU only

**OTEC-160**

**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**

**Operating and Marketing the Virtual Office**

**LEC 48-54**

This is an advanced level virtual office course. Students will design a business and marketing plan, discuss financial, legal, and ethical business practices, and investigate virtual networking and interviewing. Much of the work done in this class will be completed using virtual tools. Prerequisite: OTEC-160 (with a grade of C or better). --Transfers to CSU only

**OTEC-178**

**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

**OTEC-180**

**Research Analysis and Presentation**

**LEC 48-54**

This course develops effective strategies and organizational skills in collecting and analysis of information to be utilized in written and oral reports. Emphasis is on analyzing the research for proficient business practices, cost efficient business expenses, and well-organized communication of findings. Students will enhance their business writing skills and oral presentation skills. Students will gain experience in working individually, face-to-face groups, and virtual groups. Prerequisite: None. --Not transferable

**Chemistry**

**CHEM-100**

**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**

**General Chemistry I**

**LEC 48-54/LAB 96-108**

A basic course in the principle of chemistry with special emphasis on atomic structure, stoichiometry, chemistry of aqueous solutions, balancing molecular and oxidation reduction reactions, energy relationships in chemical systems, properties of gases, periodic relationships among the elements, chemical bonding, the geometry of molecules, hybridization and molecular orbital theory. A considerable amount of out-of-class study is required. Prerequisite: Two years of high school Algebra or Math 096 or equivalent (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1, B3

**CHEM-102**

**General Chemistry II**

**LEC 48-54/LAB 96-108**

This class is a continuation of Chemistry 101. Special emphasis is given to chemical kinetics and equilibrium, thermodynamics, acid-base equilibria, electrochemistry, common reactions of metals and non-metals with an introduction to qualitative analysis. Prerequisite: CHEM-101 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1, B3

**CHEM-107**

**Chemistry of Life**

**LEC 64-72/LAB 48-54**

This course introduces basic concepts of general (structure of atoms, molecules, states, energy, solutions, acid/bases, equations) organic (structure and properties of major classes of organic molecules) and biological chemistry (carbohydrates, proteins, lipids, nucleic acids, metabolism) of a living cell. 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 (with a grade of C or better) or equivalent. --AA/AS General Education: AA/AS A --Not transferable
## Course Descriptions

### CHEM-112 5 units
**Organic Chemistry I**
**LEC 48-54/LAB 96-108**
This intermediate level course is the first of a two-semester sequence in organic chemistry. The topics covered include molecular properties, structure and bonding, stereochemistry, reactions and synthesis of alkanes, alkenes, alkynes and alkyl halides, NMR and IR spectroscopy, and the chemistry of benzene and aromatic compounds. Prerequisite: CHEM-102 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1, B3

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

### CHEM-299 1-3 units
**Special Projects: Chemistry**
**IS 16-54**
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Chemistry classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

### Child Development & Education

#### CDE-080A-G, I-Z 5 units
**Topics in Early Childhood: Learning Environments and Activity**
This course is presented in a full day workshop format. Workshops focus on learning environments and activities and respond to current training needs and interests of early childhood educators and community employers. --Not Transferable.

#### CDE-081A-G, I-Z 5 units
**Topics in Early Childhood: Program and Curricular Options**
This course is presented in a full day workshop format. Workshops focus on learning environments and activities and respond to current training needs and interests of early childhood educators and community employers. --Not Transferable.

#### CDE-082A-G, I-Z 5 units
**Topics in Early Childhood: Program Management**
This course is presented in a full day workshop format. Workshops focus on learning environments and activities and respond to current training needs and interests of early childhood educators and community employers. --Not Transferable.

#### CDE-083A-G, I-Z 5 units
**Topics in Early Childhood: Personal and Professional Development**
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. --Not Transferable.

#### CDE-084A-G, I-Z 5 unit
**Topics in Early Childhood: Guidance, Observation, and/or Assessment**
This course is presented in a full day workshop format. Workshops on Guidance, Observation, and/or Assessment respond to current training needs and interests of early childhood educators and community employers. --Not Transferable.

#### CDE-101 3 units
**Principles of Early Childhood Education**
**LEC 48-54**
This class is the first in a series of Child Development and Education classes. Through observation students will become familiar with different types of educational settings serving children aged birth to eight years. Special emphasis will be given to staff roles, appropriate learning environments and curricula, home-school partnerships, professional ethics and career options. Prerequisite: None. Other Enrollment Criteria: To gain employment in the field of early childhood education the state of California requires a negative TB and Criminal Record Clearance. It is recommended that students begin this process while enrolled in this class. --Transfers to CSU only

#### CDE-102 3 units
**Language and Literacy Experiences for Young Children**
**LEC 48-54**
This course is designed to provide students with a theoretical foundation for language acquisition and early literacy development of young children, birth through age 8. Emphasis is placed on observation, assessment and developmentally appropriate practices that teachers and caregivers can use to facilitate children’s development of receptive and expressive language and emerging literacy skills. Prerequisite: None. Recommended Preparation: CDE-101 and CDE-110. --Transfers to CSU only

#### CDE-103 3 units
**Appropriate Curricula for Young Children**
**LEC 48-54**
*formerly Creative Curriculum for Young Children*
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. Prerequisite: CDE-101 or CDE-110 (with a grade of C or better). Other Enrollment Criteria: To gain employment in the field of early childhood education the state of California requires a negative TB and Criminal Record Clearance. It is recommended that students begin this process while enrolled in this class. --Transfers to CSU only

#### CDE-105 1.5 units
**Service Learning Leadership**
**LEC 16-18/LAB 24-27**
This course provides students the opportunity to utilize leadership 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. Prerequisite: None. --Transfers to CSU only

#### CDE-109 3 units
**Children's Music**
**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. *Cross-listed as MUS-113. 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>Units</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>CDE-110</td>
<td>3</td>
<td>Child Development</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 SJC Certificate and A.S. degree requirements, and satisfies the Growth and Development requirement for the Child Development Permit. Prerequisite: None. 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</td>
</tr>
<tr>
<td>CDE-110H</td>
<td>3</td>
<td>Honors Child Development</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 SJC Certificate and A.S. degree requirements, and satisfies the Growth and Development requirement for the Child Development Permit. 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</td>
</tr>
<tr>
<td>CDE-111</td>
<td>3</td>
<td>Child Health, Safety and Nutrition</td>
<td>This course meets Title V and Title XXII preventive health and safety requirements as outlined in Assembly Bill 243. This course is designed for the childcare teacher or director. It will prepare the center employee to maintain a healthful childcare environment. Pertinent laws and needed information regarding safety, childhood disease and nutrition will be studied. Prerequisite: None. -- Transfers to CSU only</td>
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<tr>
<td>CDE-112A</td>
<td>1</td>
<td>Disaster Preparedness for Teachers of Young Children</td>
<td>This course addresses the planning, implementation and evaluation of disaster preparedness specifically for teachers of young children. Procedures prior to, during and after a disaster are examined. Emphasis is given to earthquake and fire preparedness. Methods to include disaster preparedness in curriculum plans are discussed. This course is intended for students needing continuing education and/or specialization units required for the Master Teacher Child Development Permit. Prerequisite: CDE-111 (with a grade of C or better). -- Transfers to CSU only</td>
</tr>
<tr>
<td>CDE-112B</td>
<td>1</td>
<td>Child Maltreatment</td>
<td>This course examines child maltreatment, the effect of child maltreatment on typical child development, the four types of child maltreatment, causes of child maltreatment, mandated reporting requirements for licensed child care providers, possible treatment options regarding child maltreatment and prevention strategies. This course is intended for students needing continuing education and/or specialization units required for the Master Teacher Child Development Permit. Prerequisite: CDE-111 (with a grade of C or better). -- Transfers to CSU only</td>
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<tr>
<td>CDE-112C</td>
<td>1</td>
<td>Becoming a Health Advocate in the Early Childhood</td>
<td>This course examines health issues as they relate to the health and education of children in licensed care settings and prepares students to become a Health Advocate in the Early Childhood setting. This course is intended for students needing continuing education and/or specialization units required for the Master Teacher Child Development Permit. Prerequisite: CDE-111 (with a grade of C or better). -- Transfers to CSU only</td>
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<tr>
<td>CDE-113</td>
<td>2</td>
<td>Art for the Young Child</td>
<td>This course addresses the development of teachers skills in creating a visual arts environment and art activities appropriate to young children. Critical experiences include: defining creativity and drawing connections between the creative process and appropriate classroom practice, understanding how art is used in the early childhood classroom, and implementing appropriate art activities with young children that are aligned with state curriculum guidelines and recommended methods of assessment. Prerequisite: None. Recommended Preparation: CDE-101 or CDE-110. -- Transfers to CSU only</td>
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<tr>
<td>CDE-114</td>
<td>3</td>
<td>Music/Movement Experiences for Teachers of Young Children</td>
<td>Through lectures, readings, and direct movement and music experiences drawing on the theories and practices of Orff-Shulwerk, 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 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</td>
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<tr>
<td>CDE-115</td>
<td>3</td>
<td>Science and Math in Early Childhood</td>
<td>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</td>
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<tr>
<td>CDE-119</td>
<td>3</td>
<td>Infant and Toddler Growth and Development</td>
<td>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</td>
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<tr>
<td>CDE-120</td>
<td>3</td>
<td>Infant and Toddler Education and Care</td>
<td>This course provides a caregiving framework for students preparing to work in infant/toddler childcare settings. Emphasized are developmental caregiving strategies as established and outlined by Title 22 and Title 5 state requirements, developmentally appropriate practices, accreditation standards set by the National Association for the Education of Young Children and high quality practices recommended by California State Department of Education and WestEd. Prerequisite: None. Recommended Preparation: CDE-119. -- Transfers to CSU only</td>
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<tr>
<td>CDE-125</td>
<td>3</td>
<td>Child, Family and Community</td>
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<td>LEC 48-54</td>
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<td>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 resources 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 CSU Area(s): D7</td>
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<tr>
<td>CDE-125H</td>
<td>3</td>
<td>Honors Child, Family and Community</td>
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<td>LEC 48-54</td>
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<td>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 resources 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 CSU Area(s): D7</td>
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<tr>
<td>CDE-126</td>
<td>3</td>
<td>Administration and Supervision of Early Childhood Education Programs I</td>
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<td>LEC 48-54</td>
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<td>This course is designed to introduce students and administrators in early childhood education to the principles of organizing and administering programs. Emphasis is placed on developing a program philosophy, budgeting, staffing issues and compliance with state regulations. This course meets Title XXII licensing regulations for center directors and it applies towards the Child Development Site Supervisor and Program Director Permits issued by the California Commission of 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</td>
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<tr>
<td>CDE-127</td>
<td>1</td>
<td>Advocacy and Networking in Early Childhood Education</td>
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<td>LEC 16-18</td>
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<td>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</td>
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<tr>
<td>CDE-128</td>
<td>3</td>
<td>Administration and Supervision of Early Childhood Education Programs II</td>
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<td>LEC 48-54</td>
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<td>This course provides in-depth study of the components of high quality early childhood programs and of the director's role in developing and administering such programs. Emphasis is placed on personnel policies, working with parents, the development of leadership skills, fiscal operations, and the effects of current trends and legislation on early childhood programs. This course meets Title 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</td>
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<tr>
<td>CDE-129</td>
<td>3</td>
<td>Family Child Care Home</td>
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<td>LEC 48-54</td>
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<td>This course is designed to meet the specific needs of the family child care provider. Topics include licensing regulations, recordkeeping, developing contracts and creating partnerships with parents. Emphasis will be given to creating appropriate environments, using appropriate guidance techniques, and planning and implementing appropriate curricula for mixed-age groups of children. Prerequisite: None. --Transfers to CSU only</td>
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<tr>
<td>CDE-129A</td>
<td>1</td>
<td>Home Child Care Operation</td>
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<td>LEC 16-18</td>
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<td>This course is designed to prepare students to operate a family childcare home business. Students will also practice appropriate guidance techniques and be informed of community resources for children and families. Prerequisite: None. --Transfers to CSU only</td>
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<tr>
<td>CDE-129B</td>
<td>1</td>
<td>Guidance in Home Child Care</td>
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<td>LEC 16-18</td>
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<td>This course is designed to meet the specific needs of the family childcare 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</td>
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<tr>
<td>CDE-129C</td>
<td>1</td>
<td>Curriculum for Home Child Care</td>
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<td>LEC 16-18</td>
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<td>This course is designed to meet the specific needs of the family childcare provider. It will prepare students to develop 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</td>
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<tr>
<td>CDE-131</td>
<td>3</td>
<td>Children's Literature</td>
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<td>LEC 48-54</td>
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<td>This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. *Cross-listed as ENGL-131. Prerequisite: None. Recommended Preparation: Eligibility for English 101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C2</td>
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<tr>
<td>CDE-131H</td>
<td>3</td>
<td>Honors Children's Literature</td>
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<td>LEC 48-54</td>
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<td>This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. *Cross-listed as ENGL-131H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: Eligibility for English 101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C2</td>
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<tr>
<td>CDE-134</td>
<td>2</td>
<td>Adult Supervision</td>
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<td>LEC 32-36</td>
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<td>This course covers the methods and principles of supervising adults in the early childhood setting. Emphasis is given to the role of experienced teachers and administrators who function as mentors to student teachers and to new staff while, simultaneously, addressing the needs of children, parents and other staff. This course meets the adult supervision coursework requirement for the Child Development Permit (the Master Teacher, Site Supervisor, and the Program Director levels). 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</td>
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</tbody>
</table>
### Course Descriptions

**CDE-137**  
**Curriculum and Program Planning for School-Age Child Care**  
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**  
This course provides an overview of the unique characteristics and needs of exceptional children and their families from birth through age twenty-one. This course includes the historical and legislative foundation for civil rights and education services for individuals with disabilities. Emphasis is given to professional roles and collaboration, locating community resources, and developing an awareness of natural issues and considerations. This course is required for the completion of the Early Childhood Studies Certificate and A.S. Degree. It partially meets the specialization requirement for the Master Level of the Child Development Permit and can be used towards satisfying professional growth requirements. Prerequisite: None. Recommended Preparation: CDE-110. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

**CDE-141**  
**Exceptional Child - Adapting Early Childhood Curricula**  
This course is designed to prepare early childhood educators to work with young children (birth to age eight) with special needs. Topics include identification and assessment, early intervention services, school-age transition, environmental modifications, and curricular adaptations. Emphasis is given to developing effective collaboration between professionals and families. This course partially satisfies the specialization requirement for the Master Level of the Child Development Permit and can be used as an elective toward satisfying professional growth requirements. Prerequisite: CDE-110 (with a grade of C or better). Recommended Preparation: CDE-103 and CDE-140. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

**CDE-146**  
**A Relationship-Based Approach to Early Childhood Education**  
This course will examine recent research on child development and brain development while recognizing the impact of relationships in child care settings. Emphasis is on research and the impact trauma, stress and emotional neglect have on the developing child. Modeling and guidance of adult caregiving styles that promote emotional wellness of young children will be a focus. This course applies toward the specialization requirement at the Master Teacher level of the Child Development Permit. Prerequisite: None. Recommended Preparation: CDE-110. --Transfers to CSU only

**CDE-147**  
**Early Childhood Education Practicum I**  
This course provides a foundation for the development of a positive guidance program (including relationship building and communication skills based on principles of child development). In a laboratory setting students will gain experience observing children and documenting their developmental progress as well as experience in applying guidance techniques to meet the needs of the individual child and groups of children. Prerequisite: CDE-101 and CDE-110 (with a grade of C or better). Other Enrollment Criteria: Students must do their student teaching in a college-approved early childhood education setting for three hours each week. To enroll in this course, and to gain employment in the field of early childhood education, students must meet state requirements for TB and criminal record clearance. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

**CDE-148**  
**Early Childhood Education Practicum II**  
This course provides a student teaching experience. Emphasizes positive child guidance, classroom management, developing organizational strategies, and environmental design. Students prepare for the workplace by developing curriculum and creating professional portfolios. Required for CDE Certificate and major for A.S. degree. Partially fulfills work experience or course work requirements for Child Development Permit. Prerequisite: CDE-147 and CDE-103 (with a grade of C or better). Other Enrollment Criteria: Students must do their student teaching in a college-approved early childhood education setting for four hours each week. To enroll in this course, and to gain employment in the field of early childhood education, students must meet state requirements for TB and criminal record clearance. --Transfers to CSU only

**CDE-149**  
**Occupational Internship: Child Development & Education**  
The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. --Transfers to CSU only

**CDE-299**  
**Special Projects: Child Development and Education**  
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 pass/no-pass only. Prerequisite: Previous Child Development and Education classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

**ED-132**  
**Adolescent Literature**  
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 Enrollment 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

ED-142
The Exceptional Child - Adapting Curricula in Elementary and Secondary Settings
LEC 48-54
This course is designed to prepare educators to work with children and youth with exceptional needs in elementary and secondary classroom settings. Emphasis is given to identification and assessment procedures, environmental modifications, and curricular adaptations, for children and adolescents with special needs. This course partially satisfies the specialization requirement for the Master Level of the Child Development Permit, can be used towards satisfying professional growth requirements, and may meet local district requirements for paraeducator training. Prerequisite: CDE-110 or ED-136 (with a grade of C or better). --AA/AS General Education: AA/AS B2 --Transfers to CSU only

ED-160
Technology in the Classroom
LEC 48-54
This course focuses on the use of educational technology to facilitate the teaching and learning process. Students will learn to use and integrate technology appropriately into curriculum across disciplines and grade levels. The course will cover systems, hardware, software, peripherals and the Internet as they relate to education. This course partially satisfies the specialization requirements for the Master Level of the Child Development Permit, and it can be used to satisfy professional growth requirements. *Cross-listed as MUL-160. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

Chinese (see World Languages)

COMM-055
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 ESL-055 May be taken 2 times for credit. Offered as pass/no-pass 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

COMM-056
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 ESL-056. May be taken 2 times for credit. Offered as pass/no-pass only. Prerequisite: Appropriate placement on the CELSA placement instrument (or other approved ESL placement instrument) or ESL-050 or higher. --Not transferable

COMM-100
Public Speaking
LEC 48-54
This course is an introduction to fundamental theories and skills of public speaking. It emphasizes the preparation and delivery of formal presentations to an audience. Students will learn to choose and narrow topics, research and organize materials, and practice and present speeches that are adapted to various audiences, purposes, and occasions. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU --IGETC Area(s): 1C CSU Area(s): A1

COMM-100H
Honors Public Speaking
LEC 48-54
This course is an introduction to fundamental theories and skills of public speaking. It emphasizes the preparation and delivery of formal presentations to an audience. Students will learn to choose and narrow topics, research and organize materials, and practice and present speeches that are adapted to various audiences, purposes, and occasions. Prerequisite: Acceptance into the Honors Enrollment Program. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU. CSU Area(s): A1
Course Descriptions

**COMM-103  3 units**
**Interpersonal Communication**  LEC 48-54
This course develops and applies theories of interpersonal communication. It is intended to increase a student’s understanding of and competence in one-to-one interactions. Topics include self-concept, perception, language, nonverbal communication, listening, conversation, self-disclosure, friendship, intimacy, conflict management, and intercultural communication. The student will practice communication skills that develop and maintain relationships occurring in work, social, and nonpublic settings. This course is designed to meet graduation and transfer requirements. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to CSU only. CSU Area(s): A1

**COMM-104  3 units**
**Advocacy and Argument**  LEC 48-54
This course develops skills of critical inquiry and advocacy. Through the analysis and development of oral and written arguments, the student will gain experience in evaluating reasoning, identifying logical fallacies, testing evidence and sources of information, advancing a reasoned position, and refuting arguments. Prerequisite: 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

**COMM-105  3 units**
**Voice and Diction**  LEC 48-54
This course covers voice and speech production for students of theater arts and communications and anyone who wishes to learn to use the voice effectively in a variety of performance situations. Special focus is placed on breath support, vocal relaxation, habitual use, optimum pitch, diction, phonetics and regional dialects. Students will work on developing skills in effective oral communication performance as well as character voice work. *Cross-listed as THA-105. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

**COMM-106  3 units**
**Small Group Communication**  LEC 48-54
This course studies communication in small group contexts. Topics include the development of group rules and norms, the emergence of leadership and the importance of diversity in decision making. Through participation in group simulations and discussions, the student will learn creativity and critical thinking in problem-solving and will develop skills of listening, leadership, consensus building, and conflict management. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to CSU only. CSU Area(s): A1

**COMM-108  3 units**
**Intercultural Communication**  LEC 48-54
This course studies communication and culture. It is designed to develop the student’s understanding of intercultural communication between/among people from different cultures across a variety of contexts. This course focuses on the development of cultural awareness (self and others), knowledge, appreciation, and current theoretical intercultural perspectives. It examines potential sources of intercultural understanding and conflict, and explores ways to enhance the effectiveness of communication. Prerequisite: None. --AA/AS General Education: AA/AS D2 or AA/AS F --Transfers to both UC/CSU. CSU Area(s): D7

**COMM-108H  3 units**
**Honors Intercultural Communication**  LEC 48-54
This course studies communication and culture. It is designed to develop the student's understanding of intercultural communication between/among people from different cultures across a variety of contexts. This course focuses on the development of cultural awareness (self and others), knowledge, appreciation, and current theoretical intercultural perspectives. It examines potential sources of intercultural understanding and conflict, and explores ways to enhance the effectiveness of communication. The course is designed to satisfy General Education requirements for the Associate Degree.

Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU. CSU Area(s): D7

**COMM-110  3 units**
**Communications Media Survey**  LEC 48-54
This course provides a survey of communications media and the interrelationships of media, individuals, and society including the history, structure and trends in newspapers, magazines, radio, television, recorded music, film, home, video, and the Internet. Students will apply theories and analyze media effects within the context of economics, technology, law and ethics, and social issues, including gender and cultural diversity. The course is designed to meet associate degree and transfer requirements. It is aimed at students who intend to pursue careers in media or wish to be consumers that are more critical. Prerequisite: None. --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

**COMM-115  3 units**
**Persuasion**  LEC 48-54
This course is designed to provide a better understanding of the theory, practice, and strategies of persuasion in a variety of human contexts. Knowledge of the persuasion process and social influence should enable one to make more informed decisions as a sender and receiver of persuasive messages. Students develop critical thinking skills by engaging in analysis, evaluation, and composition of persuasive messages. This course will help you become more effective at influencing others. Prerequisite: None --Transfers to both UC/CSU

**COMM-117  3 units**
**Professional Communication**  LEC 48-54
The purpose of this course is to examine and understand the role of communication within organizations. Concern will be given to theories and application pertaining to communication in the work place. Areas such as technologies, leadership, teamwork, culture, diversity, global organizations, and ethics will be examined in the course. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only

**COMM-119  3 units**
**Public Relations**  LEC 48-54
This course is an introduction to the field and practice of public relations. It examines the origins and evolution of the role of the PR practitioner. Students will learn to identify trends, use research and respond ethically to the many challenges facing organizations today. Strategic management, choice of media, tactics, and types of campaigns are scrutinized and analyzed as are crisis communication and credibility. Prerequisite: None --AA/AS General Education: AA/AS D2 --Transfers to CSU only

**COMM-120  3 units**
**Survey of Communication Studies**  LEC 48-54
This course examines the range of theoretical approaches to the field of communication studies. Course provides an introduction to the field of communication by addressing public, rhetoric, interpersonal, intercultural, group, organizational, mass, and mediated communication. Individual and group presentations help students develop communication patterns and their effects as well as develop strategies for becoming better communicators. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

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Course Descriptions

COMM-129 3 units
Reader’s Theater  LEC 48-54
This course focuses on the theories and techniques of oral performance of literature and drama through solo, small group, and ensemble speaking. Students study script preparation/adaptation, staging/directing techniques, and vocal skills. This course culminates in public performance. *Cross-listed as THA-127. May be taken 2 times for credit. Prerequisite: COMM/THA-105 or THA-110 or COMM/THA-113 (with a grade C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only

CAPP-039 1 unit
Software Applications Workshop  LEC 16-18
(formerly Software Applications Certification Test Review)
The focus of this course is on reviewing microcomputer application concepts and taking practice exams in preparation for professional certification in microcomputer applications. Course content will vary, depending on the certification materials that are being reviewed, for example: MOS (Microsoft Office Specialist) 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 exams. May be taken 4 times for credit. Prerequisite: None. --Not transferable

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

CAPP-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. May be taken 2 times for credit. Prerequisite: None. --Not transferable

CAPP-081 1 unit
Introduction to the Vista Operating System  LEC 16-18
This course is designed for the student seeking introductory-level hands-on experience with the Vista operating system. Students will have the opportunity to complete hands-on exercises utilizing features of the operating software. Prerequisite: None. --Not transferable

CAPP-082 1 unit
Introduction to File Management  LEC 16-18
This course is designed for the student seeking introductory-level hands-on experience creating, managing and organizing electronic files. Working in a hands-on environment students will learn basic file management skills required to be an efficient employee and student. Emphasis will be given to developing an organizational file plan. Prerequisite: None. --Not transferable

CAPP-120 3 units
Using Microsoft Office - Level 1  LEC 48-54
(formerly CAPP-120D Using Microsoft Office 2007-Level 1)
This course is for the student who wants to learn the concepts of Microsoft Office computer applications. Students will begin to learn the functions and capabilities of Microsoft Access, Excel, PowerPoint, and Word, with emphasis on the integration of Microsoft Office software to solve business problems. This course will begin preparing students for Microsoft Office User Specialist (MOUS/MOS) Core-level Exams in the four above applications. Prerequisite: None. --Transfers to CSU only

CAPP-120M 3 units
Using OpenOffice - Level 1  LEC 48-54
(formerly Using OpenOffice v2-Level 1)
This course is designed to introduce students to the OpenOffice applications suite. Students will learn how to work with the word processing, spreadsheet, presentation, and diagramming components of the OpenOffice suite. Prerequisite: None --Transfers to CSU only

CAPP-121 3 units
Using Microsoft Word - Level 1  LEC 48-54
(formerly CAPP-121D Using Microsoft Word 2007-Level 1)
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. Recommended Preparation: OTEC-144 or keyboarding speed of 30 wpm. --Transfers to CSU only

CAPP-122 3 units
Using Microsoft Excel  LEC 48-54
(formerly CAPP-122D Using Microsoft Excel 2007-Level 1)
Students will learn the functions and capabilities of Excel with emphasis on using Excel to solve business problems. This course will prepare students for the Microsoft Office User Specialist (MOUS/MOS) Core-level Exam in Excel. Prerequisite: None --Transfers to CSU only
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP-123</td>
<td>3</td>
<td><strong>Using Microsoft Access - Level 1</strong>&lt;br&gt;(formerly CAPP-123D Using Microsoft Access 2007-Level 1)&lt;br&gt;Students will learn the functions and capabilities of Microsoft Access with an emphasis on the integration of Microsoft Office Access to solve course business problems. The course will begin to prepare the student to take the Microsoft Office Specialist (MOS) Expert-level exam. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>CAPP-124</td>
<td>3</td>
<td><strong>Using Microsoft PowerPoint</strong>&lt;br&gt;(formerly CAPP-124D Using Microsoft PowerPoint 2007-Level 1)&lt;br&gt;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 MOS certification as well as students who are interested in improving their interpersonal communication skills. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>CAPP-126E</td>
<td>3</td>
<td><strong>Using InDesign Cs2 - Level 1</strong>&lt;br&gt;(formerly Using Adobe InDesign 2007)&lt;br&gt;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 coursework and/or equivalent experience. --Transfers to CSU only</td>
</tr>
<tr>
<td>CAPP-126F</td>
<td>3</td>
<td><strong>Using Microsoft Publisher</strong>&lt;br&gt;(formerly Using Microsoft Publisher 2007)&lt;br&gt;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</td>
</tr>
<tr>
<td>CAPP-126G</td>
<td>3</td>
<td><strong>Using Adobe InDesign</strong>&lt;br&gt;(formerly Using Adobe InDesign CS3)&lt;br&gt;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</td>
</tr>
<tr>
<td>CAPP-131</td>
<td>1</td>
<td><strong>Using Microsoft Outlook</strong>&lt;br&gt;(formerly CAPP-131D Using Microsoft Outlook 2007)&lt;br&gt;Students will learn how to use specific functions and features of MS Outlook, including how to send and manage email messages, create and manage to-do lists and projects, create and maintain contact and mailing lists, and use the features of the calendar to schedule appointments, tasks and events. This course will prepare students to take the MS Office Specialist (MOS) Expert-level exam in Outlook. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>CAPP-131A1</td>
<td>1</td>
<td><strong>Using Eudora 5.2</strong>&lt;br&gt;LEC 16-18&lt;br&gt;This course teaches students how to install, configure, and use the Eudora e-mail application. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>CAPP-135</td>
<td>3</td>
<td><strong>Using Microsoft Project</strong>&lt;br&gt;(formerly CAPP-135D Using Microsoft Project 2007)&lt;br&gt;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</td>
</tr>
<tr>
<td>CAPP-140</td>
<td>3</td>
<td><strong>Using Microsoft Office - Level 2</strong>&lt;br&gt;(formerly CAPP-140D Using Microsoft Office 2007-Level 2)&lt;br&gt;This course is designed to acquaint the students with the proper procedures to create more advanced documents, workbooks, databases and presentations using the OpenOffice suite. Prerequisite: CAPP 120M (with a grade of “C” or better). --Transfers to CSU only</td>
</tr>
<tr>
<td>CAPP-140M</td>
<td>3</td>
<td><strong>Using OpenOffice - Level 2</strong>&lt;br&gt;(formerly Using OpenOffice v2-Level 2)&lt;br&gt;This course is designed to acquaint students the proper procedures for creating more advanced documents, workbooks, databases and presentations suitable for course work, professional purposes, and for personal use. Prerequisite: CAPP 120 (with a grade of “C” or better). --Transfers to CSU only</td>
</tr>
<tr>
<td>CAPP-141</td>
<td>3</td>
<td><strong>Using Microsoft Word - Level 2</strong>&lt;br&gt;(formerly CAPP-141D Using Microsoft Word 2007-Level 2)&lt;br&gt;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-121 (with a grade of C or better). --Transfers to CSU only</td>
</tr>
<tr>
<td>CAPP-143</td>
<td>3</td>
<td><strong>Using Microsoft Access - Level 2</strong>&lt;br&gt;(formerly CAPP-143D Using Microsoft Access 2007-Level 2)&lt;br&gt;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</td>
</tr>
</tbody>
</table>
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP-152</td>
<td>1 unit</td>
<td>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</td>
</tr>
<tr>
<td>CAPP-160</td>
<td>3 units</td>
<td>Using Microsoft Office - Level 3 (formerly CAPP-160D Using Microsoft Office-Level 3) This course introduces students to the Visual Basic for Applications programming environment and how this programming facility can be used to automate many desktop application functions. Emphasis in the course will be on using the object models in the Microsoft Word. Prerequisite: CAPP-140 (with a grade of C or better).--Transfers to CSU only</td>
</tr>
<tr>
<td>CSIS-039</td>
<td>1 unit</td>
<td>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</td>
</tr>
<tr>
<td>CSIS-039A</td>
<td>1 unit</td>
<td>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. --Not transferable</td>
</tr>
<tr>
<td>CSIS-060</td>
<td>3 units</td>
<td>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</td>
</tr>
<tr>
<td>CSIS-101</td>
<td>3 units</td>
<td>Introduction to Computers and Data Processing (LEC 48-54) This course provides a general introduction to computer systems with an emphasis on understanding the application of information technologies in an organizational setting. The student is introduced to the components of an information system (hardware, software, data and people), and the techniques for implementing these systems (program design and system analysis and design), and the technologies for disseminating these systems (network and internet). Students will learn to use computing applications as a tool to improve personal productivity, with an emphasis on spreadsheet applications. This course is designed for students who are interested in how information technologies improve organizational effectiveness as well as how these technologies can improve personal productivity. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-103</td>
<td>3 units</td>
<td>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 extension, 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</td>
</tr>
<tr>
<td>CSIS-104</td>
<td>3 units</td>
<td>Introduction to E-Commerce Infrastructure (LEC 48-54) This course introduces students to the fundamental concepts of e-commerce infrastructure including communication protocols, web programming and mark up languages, and website security and management. The course will examine the functional requirements of e-commerce websites, and illustrate principles of implementing e-commerce systems using appropriate technology. This course is designed for the student who is interested in learning about E-commerce as well as the career options that are available in this field. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>CSIS-111A</td>
<td>3 units</td>
<td>Basic 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. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-111B</td>
<td>3 units</td>
<td>Fundamentals of Computer Programming (LEC 48-54) This course will introduce students with no prior programming experience to the fundamentals of computer programming. These are foundation concepts for nearly all modern programming languages including Visual Basic, C++, C# and Java. Topics include sequence, repetition, and selection control structures. Advance topics include arrays, file I/O, and an introduction to the principles of object-oriented programming. One or more high-level programming languages will be used to reinforce the general concepts presented in this course. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-112A</td>
<td>3 units</td>
<td>Visual Basic Programming - Level 1 (LEC 48-54) Introduction to event-driven programming in the Windows environment. Visual Basic will be utilized to develop programs that demonstrate graphical user interface design, database access, and OLE integration. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU</td>
</tr>
<tr>
<td>CSIS-113A</td>
<td>3 units</td>
<td>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. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU</td>
</tr>
</tbody>
</table>
Course Descriptions

**CSIS-113B**  
JAVA Programming - Level 1  
LEC 48-54  
This course is designed for CIS students who are 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 students to the principles of object-oriented programming (OOP) using the JAVA programming language. Students will investigate and evaluate several 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**  
C# Programming - Level 1  
LEC 48-54  
(formerly C# Programming)  
This is an introductory course that will provide students with the basic knowledge and skills they need to develop applications with the C# programming language and the .NET development framework. This course will focus on program structure, language syntax, Basic Graphical User Interfaces, and implementation details. Prerequisite: None. Recommended Preparation: CSIS-111B. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU

**CSIS-114A**  
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-114C**  
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**  
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**  
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. --AA/AS General Education: AA/AS D2 --Transfers to CSU only

**CSIS-116**  
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/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**  
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**  
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. --AA/AS General Education: AA/AS D2 --Transfers to CSU only

**CSIS-116C**  
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**  
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**  
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 various program 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**  
PERL Programming  
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 or AA/AS D2 --Transfers to both UC/CSU
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

CSS-123A  
3 units

Python Programming - Level 2  
LEC 48-54  
This course continues the student 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

Course Descriptions

CSIS-116G  
Ruby Programming - Level 1  
LEC 48-54  
This course introduces students to Ruby programming. The emphasis in this course is on Ruby language fundamentals and syntax. Topics will include Ruby sequence, repetition, and selection control structures. Ruby on Rails and the development of web applications will be introduced, but is not the focus of this course. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Not transferable

CSIS-117D  
Dynamic Web Development and Administration Using Microsoft Tools  
LEC 48-54  
This course introduces students to Web site development and Web site administration using the latest Microsoft Web tools. Students will learn how to create and enhance web pages with dynamically created: links, graphics, tables, frames, and CSS. Students will also learn how to publish their web site, as well as manage and administer that site. This course is designed for students who are interested in an Information Technology career in Web site development, administration, or e-commerce. Prerequisite: None. Recommended Preparation Advisory: Students should have knowledge of Web browsers and the Internet.--Transfers to CU/CSU only

CSIS-118A  
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 CU only

CSIS-118B  
Computer Organization & Assembly Language  
LEC 48-54  
An introduction to the hardware organization and assembly language of the Intel processor. Topics include memory hierarchy and design, CPU design, pipelining, addressing modes, subroutine linkage, polled input/output, interrupts, high level language interfacing and macros. Prerequisite: None. --Not transferable

CSIS-119A  
ActionScript Programming - Level 1  
LEC 48-54  
This course is an introduction to the ActionScript programming language used for creating Flash animations. This course will focus on program structure, language syntax, event driven programming, integration of graphics and video, and implementation details. Prerequisite: None. --Not transferable

CSIS-122A  
Visual Basic Programming - Level 2  
LEC 48-54  
Design, build, and implement business solutions using Microsoft Visual Basic. Advanced topics include component creation and Internet development. Prerequisite: 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  
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  
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-123C  
C# Programming - Level 2  
LEC 48-54  
This course introduces the student to advanced concepts of object-oriented programming (OOP) using the C# programming language. Students will investigate and evaluate various program design methodologies and apply them to programming problems using C#. C# features that will be covered include language syntax, encapsulation, inheritance, polymorphism, graphics, multi-threading, files, streams, and networking. This course is designed for students who wish to further develop their C# programming skills. Prerequisite: CSIS-113C (with a grade of C or better). --Not transferable

CSIS-124A  
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  
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 CU only

CSIS-124C  
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 CU only

CSIS-126E  
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

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Course Descriptions

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 OI 16-72
The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. May be taken 4 times for credit. Prerequisite: Previous Computer courses; each student must be enrolled for the full semester and complete 7 units including the student's occupational experience or be enrolled in the Alternate Plan. The alternate plan allows a student to attend school and participate in work experience alternately. Please refer to the Occupational Handbook for specific information. --Transfers to CSU only

CSIS-151 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-182 3 units
Computer Forensics LEC 48-54
This course introduces students to the techniques and tools of computer forensics investigations. Students will receive step-by-step explanations on using the most popular forensic tools. Topics include coverage of the latest technology secondary devices including hard drives, PDAs, cell phones, and thumb drives. Prerequisite: CSIS-181 (with a grade of C or better) or equivalent assessment. --Not transferable

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 Networks 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 both UC/CSU

CSIS-201 3 units
System Analysis and Design LEC 48-54
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. Prerequisite: CSIS-101 (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU

CSIS-202 3 units
Networks and Data Communications LEC 48-54
This course introduces students to fundamental data communication concepts including voice and data communications, networking hardware, the OSI model, and network design. Network management and security issues are also covered. This course is designed for the student who is interested in learning about data communications and networking as well as the career options that are available in this field. Prerequisite: None. --Transfers to CSU only

CSIS-211 3 units
Introduction to Data Structures and Algorithms LEC 48-54
Topics include basic data structures such as arrays, lists, stacks, and queues; dictionaries including binary search trees and hashing; priority queues heaps; introductory analysis of algorithms; sorting algorithms; and object-oriented programming including abstract data types, inheritance, and polymorphism. Also covers solving complex problems through structured software development. Prerequisite: CSIS-123A or CSIS-123B (with a grade of C or better). --Transfers to both UC/CSU

CSIS-214 3 units
Principles of Database Management Systems LEC 48-54
This course introduces students to the theory and principles of relational database management systems. Students will apply these concepts in the design and development of a simple database application. Topics to be covered include data modeling, logical and physical database design, normalization and denormalization, and client-server and distributed database architectures. Prerequisite: None. --Transfers to CSU only
Course Descriptions

CSIS-223A  3 units
Linux System Administration - Level 1
LEC 48-54
This course introduces students to system administration concepts and
Linux system administration tools. Concepts to be covered include
system and software installation, kernel building and configuration,
system startup and shutdown, and user and group management issues.
This course is designed for students preparing for Linux certification,
as well as students planning a career in system administration and
management. Prerequisite: None. Recommended Preparation:
CSIS-153. --Transfers to CSU only

CSIS-233A  3 units
Linux System Administration - Level 2
LEC 48-54
This course teaches students the skills they will need to manage a Linux
system in a networked environment. This course is designed for the
student who is interested in learning about data communications and
networking as well as the career options that are available in this field.
Prerequisite: CSIS-223A (with a grade of C or better). --Transfers to
CSU only

CSIS-241A  3 units
Database Server Administration - Level 1
LEC 48-54
This course introduces the student to the tools and methodologies of
database administration. Students will install and configure
a functioning multi-user database system. Prerequisite: None.
--Transfers to CSU only

CSIS-261A  3 units
Database Server Administration - Level 2
LEC 48-54
This course introduces the student to additional tools and
methodologies of database administration. The emphasis in this
course is on managing and administering the day-to-day operations
of a multi-user database system. Topics that will be covered include:
backup and recovery, user management, and performance tuning.
Prerequisite: CSIS-241A (with a grade of C or better). --Transfers to
CSU only

CSIS-298A  0.50-3 units
CIS Special Topics: Programming
LEC 8-54
This course permits students to study relevant programming topics
within the field of computer information systems. Topics and credit
will vary. May be taken 4 times for credit. Prerequisite: None.
--Transfers to CSU only

CSIS-298B  0.50-3 units
CIS Special Topics: Database Technologies
LEC 8-54
This course introduces the student to new and emerging database tools
and technologies. Students will have the opportunity to develop and
build prototypes for the concepts, procedures, and methodologies
covered in class. Topics and credit will vary. May be taken 4 times
for credit. Prerequisite: CSIS-114A (with a grade of C or better).
--Transfers to CSU only

CSIS-299  1-3 units
Special Projects: Computers
IS 16-54
Students with previous course work in the program may do special
projects that involve research and special study. The actual nature of
the project must be determined in consultation with the supervising
instructor. May be taken 3 times for credit. Prerequisite: Previous
computer courses; a contract must be completed with the instructor
prior to enrollment. --Transfers to CSU only

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

NET-100  3 units
Local Area Network Design and Switch Management
LEC 48-54
This course is designed to provide students in networking the
fundamental concepts of local area network design and the basics of
switch management including Cisco Catalyst operations and VLANs.
This course is designed to help students prepare for CCNA exam from
Cisco Systems and meets the requirements of the Cisco Network
Academy. May be taken 4 times for credit. Prerequisite: CSIS-202
(with a grade of C or better). --Transfers to CSU only

NET-101  3 units
Layer 3 Routing and Router Management
LEC 48-54
This course is designed to provide students in networking the
fundamental concepts of layer 3 routing and the basics of router
management including Cisco IOS software configuration and routing
protocols such as RIP and IGRP. This course is designed to help
students prepare for the CCNA exam from Cisco Systems and meets
the requirements of the Cisco Network Academy. May be taken 4
times for credit. Prerequisite: CSIS-202 (with a grade of C or better).
--Transfers to CSU only

NET-102  3 units
Wide Area Network Design and Protocol
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
Windows Client Operating System
LEC 48-54
This course is designed to validate the foundational skills that an
operating systems professional needs in order to install, configure, and
administer Microsoft client operating systems (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
administer Microsoft server operating systems (Microsoft Windows
Server 2003 and more recent versions). This course helps students
prepare for the Microsoft Certified Systems Administrator Client Core examination
(Server). May be taken 4 times for credit. Prerequisite:
CSIS-202 (with a grade of C or better). --Transfers to CSU only

NET-122  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
Course Descriptions

**NET-140**  
Network Security Fundamentals  
LEC 48-54  
This course is designed to provide students in networking with 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

**ORA-171B**  
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

**NET-141**  
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 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-142**  
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-140**  
Network Security Fundamentals  
LEC 48-54  
This course is designed to provide students in networking with 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

**ORI-172B**  
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

**NET-160**  
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

**ORI-172B**  
Oracle Reports Release 6 - Level 2  
LEC 48-54  
This is a second-level course in Oracle Forms development. Students will learn how to create and manage menu modules, control windows and canvases, define data sources, and manage projects with Project Builder. This course is designed for the student who is interested in developing database applications using Oracle. Prerequisite: ORA-171B (with a grade of C or better). --Transfers to CSU only

**NET-161**  
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 web service platforms such as IIS and Apache. Students will learn essential concepts to install, configure, and implement advanced web applications in a web server environment. This course is designed to help students prepare for the CIW Webmaster certification. May be taken 4 times for credit. Prerequisite: CSIS-202 (with a grade of C or better). --Transfers to CSU only

**ORI-181B**  
Oracle Forms Release 6 - Level 2  
LEC 48-54  
This is a second-level course in Oracle Forms development. Students will learn how to use and define report parameters and report triggers. Students will also be introduced to the Graphics Builder environment and will design and build basic charts. This course is designed for the student who is interested in developing database applications using Oracle. Prerequisite: ORA-171B (with a grade of C or better). --Transfers to CSU only

**NET-162**  
Designing a Web Infrastructure for E-Commerce  
LEC 48-54  
This 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

**ORI-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 use and define report parameters and report triggers. Students will also be introduced to the Graphics Builder environment and will design and build basic charts. This course is designed for the student who is interested in developing database applications using Oracle. Prerequisite: ORA-172B (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, contact 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** 3 units  
**Music/Movement Experiences for Teachers of Young Children**  
LEC 48-54  

*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): E1

**DAN-120 2 units**  
**Conditioning and Alignment for Dance**  
LEC 24-27/LAB 24-27  
The special conditioning needs of dancers are addressed through a variety of movement disciplines, theories and practices (e.g., Pilates, Bartenieff Fundamentals, Alexander Technique, Release Technique, Structural Reintegration, weight training, aerobicics 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 E --Transfers to both UC/CSU. CSU Area(s): E1

**DAN-121 2 units**  
**Beginning Ballet**  
LEC 24-27/LAB 24-27  
An introduction to the classical dance techniques of ballet emphasizing alignment, strength, flexibility, balance and musicality. Historical perspectives, terminology, basic barre and center combinations are learned. Throughout the course, particular attention is placed on the development of a body capable of moving in the ballet aesthetic (the development of a strong core, uplifted stance, turn-out, epaulement, a frontal presentation of the body) and on the recognition of that aesthetic as part of the Western tradition. May be taken 4 times for credit. Prerequisite: None. --Transfers to both UC/CSU. CSU Area(s): C1

**DAN-122 2 units**  
**Beginning Modern Dance**  
LEC 24-27/LAB 24-27  
This beginning level study of modern dance techniques focuses on the inner impulse of modern dance and draws upon the movement vocabularies of classical, post-modern, and contemporary styles. Techniques which may be covered are: Graham, Holm, Humphrey-Weidman, Limon, Cunningham, Horton, Hawkins, Taylor and Tharp, as well as 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. --AA/AS General Education: AA/AS C or AA/AS E --Transfers to both UC/CSU. CSU Area(s): C1

**DAN-123 2 units**  
**Beginning Jazz Dance**  
LEC 24-27/LAB 24-27  
This course is an introduction to the highly stylized dance form known as jazz which incorporates African, Latin, Theatrical and Contemporary movement and music styles. Since jazz dance is the dominant American vernacular dance genre, the most current trends in television, film and stage dance may be included. The historical roots and development of jazz as a fusion dance form of North America will be studied. 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 1 unit**  
**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. CSU Area(s): E1

**DAN-126 2 units**  
**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 development 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 E --Transfers to both UC/CSU. CSU Area(s): C1

**DAN-127 2 units**  
**Intermediate Jazz Dance**  
LEC 16-18/LAB 48-54  
This course 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 2 units**  
**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) and substantial ballet technique experience, or instructor recommendation. --AA/AS General Education: AA/AS C or AA/AS E --Transfers to both UC/CSU. CSU Area(s): C1

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## Course Descriptions

### DAN-129 2 units
**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): E1

### DAN-130 2 units
**Beginning Ballroom Dance**  
LEC 24-27/LAB 24-27  
This beginning course in ballroom dance introduces selected dances such as the cha cha, foxtrot, hustle, mambo, 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 dancesport 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): E

### DAN-131 2 units
**Beginning Hip Hop**  
LEC 24-27/LAB 24-27  
This beginning course in hip hop introduces the movement vocabularies of street dancing as well as its historical context. The most current trends in film, stage dance and television may be included. The course emphasizes the development of coordination, strength, stamina, and rhythm necessary to meet the demands of high intensity performance skills in popular street dancing forms. Students will be encouraged to develop individual interpretation and personal style indigenous to this dance form. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: Beginning and/or intermediate level jazz dance. --AA/AS General Education: AA/AS C or AA/AS E --Transfers to both UC/CSU  
CSU Area(s): E

### 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, Broaday 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 E --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**  
LAB 48-216  
This course is designed for the presentation of a musical. Students will learn the preparation of a production including: rehearsal technique, acting, movement, music, dramatic text, and technical theater.  *Cross-listed as MUS-209 and THA-209. May be taken 4 times for credit. Prerequisite: By audition and/or interview. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

### DAN-212 3 units
**Dance Touring Ensemble**  
LEC 16-18/LAB 96-108  
(formerly Dance Repertory Workshop)  
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

### DAN-214 3 units
**Dance Production**  
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 residences 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: By Audition and/or interview. Recommended Preparation: Two years of dance training or performing experience per vita. --AA/AS General Education: AA/AS C or AA/AS E --Transfers to both UC/CSU
## 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

### DMS-101 3 units  
**Pathophysiology**  
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 3 units  
**Sonography Medical Ethics**  
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 3 units  
**Patient Care Techniques Sonographers**  
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 2 units  
**Sectional Imaging**  
LEC 32-36  
Computerized tomography, magnetic resonance, and ultrasound images are correlated to review and identify anatomy of the skull, thorax, abdomen, and pelvis. Prerequisite: Acceptance to the Diagnostic Medical Sonography Program. --Transfers to CSU only

### DMS-114 5 units  
**Clinical Experience I**  
LAB 240-270  
This course is offered as on the job training in a sonography department of a selected affiliated hospital/medical center. The student will begin to demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment. Prerequisite: Acceptance into the Diagnostic Medical Sonography program. --Transfers to CSU only

### DMS-118 2 units  
**Ultrasound Physics and Instrumentation I**  
LEC 32-36  
This is the first of four sequential courses designed to teach Ultrasound Physics and Instrumentation. The focus of Physics and Instrumentation I is the basic mathematics used in ultrasound physics and instrumentation, elementary principles of ultrasound physics and propagation of ultrasound through tissues. Prerequisite: Acceptance into the Diagnostic Medical Sonography program. --Transfers to CSU only

### DMS-120 3 units  
**Abdomen Scanning**  
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 1.5 units  
**Ultrasound Pathology I**  
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 10 units  
**Clinical Experience II**  
LAB 480-540  
This course is offered as advanced on the job training in a sonography department of a selected affiliated hospital/medical center. The student will demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment. Prerequisite: DMS-114 (with a grade of C or better). --Transfers to CSU only

### DMS-126 4 units  
**Clinical Experience III**  
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-128 2 units  
**Ultrasound Physics and Instrumentation II**  
LEC 32-36  
This is the second of four sequential courses designed to teach Ultrasound Physics and Instrumentation. The focus of Physics and Instrumentation II is Ultrasound transducers, Pulse echo instruments and principles of pulse echo imaging. Prerequisite: DMS-118 (with a grade of C or better). --Transfers to CSU only
Course Descriptions

DMS-130  
Obstetric/Gynecology Scanning  
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-120 and DMS-122 (with a grade of C or better). --Transfers to CSU only

DMS-132  
Ultrasound Pathology II  
LEC 24-27  
Abnormal sonographic and Doppler patterns of pelvic and obstetric disease processes, pathology, and pathophysiology will be discussed in this class. Students will recognize, identify, and appropriately document pathology of the female pelvis and fetus. Case studies will be evaluated and discussed. Prerequisite: DMS-122 (with a grade of C or better). --Transfers to CSU only

DMS-134  
Ultrasound Seminar  
LEC 32-36  
This course is a review of ultrasound physics/instrumentation, abdomen and superficial structures, and presentation of case studies. Discussion of interesting and/or rare cases pertaining to clinical symptoms, sonographic patterns and technical pitfalls will be included. New trends in diagnostic imaging are introduced. Practice testing to prepare for the ARDMS and resume writing for job opportunities are included. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program. --Transfers to CSU only

DMS-136  
Clinical Experience IV  
LAB 240-540  
This course is offered as a continuation of advanced on the job training in a sonography department of a selected affiliated hospital/medical center. The student will demonstrate the ability to perform sonographic examinations of the abdomen, superficial structures, pelvic, and obstetric exams according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment. May be taken 4 times for credit. Prerequisite: DMS-126 (with a grade of C or better). --Transfers to CSU only

DMS-138  
Ultrasound Physics and Instrumentation III  
LEC 32-36  
This is the third of four sequential courses designed to teach Ultrasound Physics and Instrumentation. The focus of Physics and Instrumentation III is Images, Storage, and Display, Hemodynamics, Doppler, Color Flow, Color Power Imaging and Artifacts. Prerequisite: DMS-128 (with a grade of C or better). --Transfers to CSU only

DMS-148  
Ultrasound Physics and Instrumentation IV  
LEC 32-36  
This is the fourth sequential course designed to teach Ultrasound Physics and Instrumentation. The focus of Physics and Instrumentation IV is Quality Assurance of Ultrasound Instruments, Bioeffects and Safety. Prerequisite: DMS-138 (with a grade of C or better). --Transfers to CSU only

Earth Science

ES-101  
Topics in Earth Science  
LEC 48-54  
Topics in Earth Science is a non-majors introductory course that reviews current topics in the fields of Astronomy, Geography, Meteorology, Geology, and Oceanography with an emphasis on the change in space and time for Earth as a system in a global environment. Topics include earth’s motions, the solar system, deep space, plate tectonics, minerals, rocks, earth’s history, ocean, atmosphere, the water cycle, flooding, erosion, climate change, global warming, extinction, pollution, and impact by humans. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to CSU only. CSU Area(s): B1

Economics

ECON-071  
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  
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 economic system. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Not transferable

ECON-201  
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  
Principles of Microeconomics  
LEC 48-54  
This course will study the theory and operation of the 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  
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 instructor prior to enrollment. --Transfers to CSU only
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 drawing and drafting plans through digital manipulation of design elements. Exercises focus on digital design elements for computer rendering and illustration. Prerequisite: None. Recommended Preparation: Computer experience or the completion of a computer literacy class. --Transfers to both UC/CSU

ENGR-155 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-164 4 units
Plane Surveying I
LEC 48-54/LAB 48-54
(formerly Plane Surveying)
This course is designed for students interested in acquiring skills relevant to land surveying, for instance, interpreting assessor parcel maps and records of survey. Students will learn fundamental surveying techniques involving linear, angular, and area calculations and measurements. Field experience may include use of steel tapes, engineer’s level, transit, theodolite, electronic distance measuring instruments, and electronic calculators in solving surveying problems. Property conveyances, easements, state and local laws, ordinances and policies are introduced. Prerequisite: None. --Transfers to CSU only

ENGR-165 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, area measurements and calculations. Students will compute horizontal and vertical curves, tacheometry, earthwork, error and adjustment of level nets, and determine direction of lines. Integrating United States Public Land Surveys, State Plane Coordinate Systems, Rectangular System of Land Division for Public Lands, and photogrammetry with surveying techniques are explored. Prerequisite: ENGR-164 (with a grade of C or better). --Transfers to CSU only

ENGR-166 3 units
Legal Aspects of Surveying
LEC 48-54
This course is designed for surveyors, engineers, realtors, and any person who deals with property descriptions. It includes a study of the legal aspects of public land surveys, municipal property surveys, and laws applicable to surveyors. Topics include history of land survey system, and reading interpreting, and writing land descriptions. Prerequisite: None. --Transfers to CSU only

ENGR-167 4 units
Global Positioning Systems
LEC 48-54/LAB 48-54
This course provides students with fundamental knowledge for applying GPS technology in the field for engineering based operations. Emphasis is placed on satellite systems, measurements for positional accuracy, statistical adjustments, post-processing, real-time and post-differential correction, field data collection, and mapping models. The course provides hands-on experience with GPS instruments used for field-based survey and planimetric mapping. Prerequisite: None. --Transfers to CSU only
# Course Descriptions

**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-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. Prerequisite: ENGL-062 (with a grade of C or better) or appropriate assessment score. --Not transferable

**ENGL-101** 4 units  
**Freshman Composition**  
**LEC 64-72**  
This course provides instruction in writing academic analytic essays. Students will learn to read and respond to sources analytically, conduct academic-level research and incorporate those sources into a research paper. This course satisfies graduation and transfer requirements. Prerequisite: ENGL-098 (with a grade of C or better) or appropriate assessment test score. --AA/AS General Education: AA/AS D1 --Transfers to both UC/CSU --IGETC Area(s): 1A CSU Area(s): A2

**ENGL-101H** 4 units  
**Honors Freshman Composition**  
**LEC 64-72**  
This course provides instruction in writing academic analytic essays. Students will learn to 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 and ENGL-098 (with a grade of C or better) or appropriate assessment test score. --AA/AS General Education: AA/AS D1 --Transfers to both UC/CSU --IGETC Area(s): 1A CSU Area(s): A2

**ENGL-103** 4 units  
**Critical Thinking and Writing**  
**LEC 64-72**  
This is a university transferable course that provides continuing practice in the analytic writing begun in English 101. The course develops critical thinking, reading, and writing skills as they apply to the analysis of written texts (literature and/or non-fiction) from diverse cultural sources and perspectives. The techniques and principles of effective written argument as they apply to the written text will be emphasized. Some research is required. Prerequisite: ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU --IGETC Area(s): 1B CSU Area(s): A3

**ENGL-103H** 4 units  
**Honors Critical Thinking and Writing**  
**LEC 64-72**  
This is a university transferable course that provides continuing practice in the analytic writing begun in English 101. The course develops critical thinking, reading, and writing skills as they apply to the analysis of written texts (literature and/or non-fiction) from diverse cultural sources and perspectives. The techniques and principles of effective written argument as they apply to the written text will be emphasized. Some research is required. Prerequisite: Acceptance in the Honors Enrichment Program; ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU --IGETC Area(s): 1B CSU Area(s): A3

**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 D2 --Transfers to CSU only

**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-061** 4 units  
**Basic Grammar and Usage**  
**LEC 64-72**  
English 061 develops grammar usage skills needed for English 062, 098, and 101. The course begins with the structure of a sentence including parts of speech, punctuation, and mechanics, and ends with the structure of an expository paragraph. Offered as pass/no-pass 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 pass/no-pass only. Prerequisite: ENGL-061 or appropriate assessment score. --Not transferable

**ENGL-065** 3 units  
**Phonics and Spelling Review**  
**LEC 48-54**  
This course is designed for students who want to develop or improve their decoding and spelling skills. Through the study of phonics, spelling rules, and structural analysis, students will learn patterns that allow them to become more competent and more confident readers and spellers. Offered as pass/no-pass only. Prerequisite: None. --Not transferable

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**Course Descriptions**

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<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENGL-104H</td>
<td>Honors Business Communications</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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<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. It includes oral communication techniques for meetings, conferences and interviews and provides a review of grammar, spelling and mechanics. *Cross-listed as BADM-104H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-098 and typing speed of 25 wpm or concurrent enrollment in OTEC-144. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU only.</td>
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<tr>
<td>ENGL-106</td>
<td>Introduction to Literature</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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<td>Introduction to Literature is a multi-genre, multi-period course which introduces students to fiction, poetry and drama from diverse cultural sources and perspectives. Students will examine literary terms and methods of literary analysis to provide them with a broad understanding of literature. This course is intended for students majoring in liberal arts or other humanities programs as well as those interested in a general introduction to fiction, poetry, and drama. Prerequisite: ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2</td>
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<tr>
<td>ENGL-106H</td>
<td>Honors Introduction to Literature</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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<td>Introduction to Literature is a multi-genre, multi-period course which introduces students to fiction, poetry and drama from diverse cultural sources and perspectives. Students will examine literary terms and methods of literary analysis to provide them with a broad understanding of literature. This course is intended for students majoring in liberal arts or other humanities programs as well as those interested in a general introduction to fiction, poetry, and drama. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2</td>
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<tr>
<td>ENGL-130</td>
<td>Introduction to Creative Writing</td>
<td>3 units</td>
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<td>English 130 encourages individual exploration into creative writing in several core genres, particularly poetry and short fiction. The course includes writing in journals, composing creative works, reading works of literature, and actively participating in peer workshops. 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</td>
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<tr>
<td>ENGL-130H</td>
<td>Honors Introduction to Creative Writing</td>
<td>3 units</td>
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<td>English 130H encourages individual exploration into creative writing in several core genres, particularly poetry and short fiction. The course includes writing in journals, composing creative works, reading works of literature, and actively participating in peer workshops. Prerequisites: Acceptance into the Honors Enrichment Program and ENGL-101 (with a grade of C or better). --Transfers to CU only. CSU Area(s): C2</td>
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<tr>
<td>ENGL-131</td>
<td>Children's Literature</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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<td>This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. *Cross-listed as 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</td>
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<tr>
<td>ENGL-131H</td>
<td>Honors Children's Literature</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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<td></td>
<td>This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. *Cross-listed as 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</td>
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<tr>
<td>ENGL-132</td>
<td>Adolescent Literature</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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<td>This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading. *Cross-listed as ED-132H. Prerequisite: None. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C --Transfers to CU only. CSU Area(s): C2</td>
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<tr>
<td>ENGL-132H</td>
<td>Honors Adolescent Literature</td>
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<td>LEC 48-54</td>
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<td>This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading. *Cross-listed as ED-132H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C --Transfers to CU only. CSU Area(s): C2</td>
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<tr>
<td>ENGL-135</td>
<td>English Composition I</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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<td>This course prepares students for English 101. It introduces students to the development of sentence structure and the composition of paragraphs with coherence and unity. Students will continue to work on mechanics. *Cross-listed as BAD-135H. 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</td>
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<tr>
<td>ENGL-135H</td>
<td>Honors English Composition I</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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<td>This course prepares students for English 101. It introduces students to the development of sentence structure and the composition of paragraphs with coherence and unity. Students will continue to work on mechanics. *Cross-listed as BAD-135H. 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</td>
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<tr>
<td>ENGL-145</td>
<td>Introduction to Language and Linguistics</td>
<td>3 units</td>
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<td>(formerly ENGL-245)</td>
<td>LEC 48-54</td>
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<td>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: 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</td>
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<tr>
<td>ENGL-145H</td>
<td>Honors Introduction to Language and Linguistics</td>
<td>3 units</td>
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<td>(formerly ENGL-245H)</td>
<td>LEC 48-54</td>
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<td></td>
<td>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: 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</td>
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<tr>
<td>ENGL-146</td>
<td>English Composition II</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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<td>This course continues to develop students' understanding of the principles of writing and enhances their ability to write with accuracy and clarity. The course includes additional work in research and oral expression. Prerequisite: ENGL-101. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C2</td>
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<tr>
<td>ENGL-146H</td>
<td>Honors English Composition II</td>
<td>3 units</td>
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<td>This course continues to develop students' understanding of the principles of writing and enhances their ability to write with accuracy and clarity. The course includes additional work in research and oral expression. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C2</td>
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<tr>
<td>ENGL-147</td>
<td>American Literature</td>
<td>3 units</td>
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<td>This course is designed to introduce students to American literature from the 16th century to the present. The course focuses on major literary movements and on significant works produced by American authors. Emphasis is on literary form, theme and artistry. Prerequisite: ENGL-101. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C2</td>
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<tr>
<td>ENGL-147H</td>
<td>Honors American Literature</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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<td>This course is designed to introduce students to American literature from the 16th century to the present. The course focuses on major literary movements and on significant works produced by American authors. Emphasis is on literary form, theme and artistry. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C2</td>
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<tr>
<td>ENGL-148</td>
<td>English Composition III</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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<td>This course continues to develop students' understanding of the principles of writing and enhances their ability to write with accuracy and clarity. The course includes additional work in research and oral expression. Prerequisite: ENGL-101. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C2</td>
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<tr>
<td>ENGL-148H</td>
<td>Honors English Composition III</td>
<td>3 units</td>
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<td>This course continues to develop students' understanding of the principles of writing and enhances their ability to write with accuracy and clarity. The course includes additional work in research and oral expression. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C2</td>
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<tr>
<td>ENGL-160</td>
<td>Dramatic Writing for Stage and Screen</td>
<td>3 units</td>
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<td>LEC 48-54</td>
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|             | 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 (with a grade of C or better). *Cross-listed as THA-160. --AA/AS General Education: AA/AS C --Transfers to CSU only.
Course Descriptions

ENGL-190 3 units
Theory and Practice of Tutoring Writing  LEC 48-54
English 190 is designed to provide students an introduction to the theoretical concepts and practical issues involved in tutoring various levels of writing. Students will critique a variety of issues and practices relevant to the role of tutoring writing through observing, reading, and discussing the relationship between the writer and his/her writing, the tutor, the classroom teacher, and the classroom environment. Prerequisite: ENGL-101 and ENGL-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 1 unit
Writing Tutor Workshop  LEC 16-18
English 191 is an interactive course that analyzes the techniques of tutoring writing. Students will examine the role of writing tutors in one-on-one conferences, discuss tutoring theory, and observe tutors in the Writing Center and/or composition instructors in the classroom. Though this class is meant to prepare students to tutor writing, any student wishing to 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 3 units
Survey of Drama  LEC 48-54
This course studies a variety of dramatic literature spanning Greek drama to contemporary plays; issues of genre, staging, and technique are discussed in connection with a representative sample of plays from across several literary cultures and historical periods.  *Cross-listed as THA-190. Prerequisite: None. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

ENGL-203 3 units
Survey of Shakespeare  LEC 48-54
Survey of Shakespeare is a study of selected Shakespearean comedies, tragedies, and histories and the playwright’s sonnets through close textual analysis. The plays and sonnets are studied within the social, historical, and literary context of the culture in which they were written. Prerequisite: None. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

ENGL-203H 3 units
Honors Survey of Shakespeare  LEC 48-54
Survey of Shakespeare is a study of selected Shakespearean comedies, tragedies, and histories and the playwright’s sonnets through close textual analysis. The plays and sonnets are studied within the social, historical, and literary context of the culture in which they were written. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

ENGL-205 3 units
World Folklore  LEC 48-54
This course introduces the student to the study of folklore from diverse cultures throughout the world. 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. 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 3 units
Honors World Folklore  LEC 48-54
This course introduces the student to the study of folklore from diverse cultures throughout the world. Students will learn the major story types and the sociological, psychological, and moral impact of folklore in everyday life. This course is designed for students wishing to expand their knowledge of gender studies and different cultures, for students planning on transferring to a four-year institution and for students with a general interest in human nature. Prerequisite: 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-207 3 units
American Literature: Pre-Colonial to 1865  LEC 48-54
This course chronologically surveys American writing from the pre-colonial period to the Civil War and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: None. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

ENGL-207H 3 units
Honors American Literature: Pre-Colonial to 1865  LEC 48-54
This course chronologically surveys American writing from the pre-colonial period to the Civil War and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

ENGL-208 3 units
American Literature: 1865 to Present  LEC 48-54
This course chronologically surveys American writing from the post-Civil War period to the present and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: 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 3 units
Honors American Literature 1865 to Present  LEC 48-54
This course chronologically surveys American writing from the post-Civil War period to the present and examines the work of both major and minor writers. Writers are examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101. --AA/AS General Education: 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

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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  LEC 48-54
(formerly English Literature: 1775-1950)
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 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

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: 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

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### Course Descriptions

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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Description</th>
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<tr>
<td>ENGL-260H</td>
<td>3 units</td>
<td>Honors Introduction to African-American</td>
<td>This course surveys, interprets and compares texts written by and about African Americans and expands upon the African American experience in the United States. Discussions, lectures, and presentations will focus on the oral tradition, the search for identity, freedom and literacy, and the complexities of language choice from both an historical and a literary perspective. The course may include fiction, poetry, drama, film, and non-fiction prose, including autobiography, written by and about African Americans. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2</td>
</tr>
<tr>
<td>ENGL-270</td>
<td>3 units</td>
<td>Latin American Literature in Translation</td>
<td>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. --SPAN-270. 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</td>
</tr>
<tr>
<td>ENGL-280</td>
<td>3 units</td>
<td>Multi-Ethnic Literature</td>
<td>This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, Native Americans and Chicano authors, exploring the experiences of ethnic Americans. Discussions, lectures, and presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. This course is intended for students majoring in English or liberal studies and those interested in the literature of ethnic Americans. 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</td>
</tr>
<tr>
<td>ENGL-280H</td>
<td>3 units</td>
<td>Honors Multi-Ethnic Literature</td>
<td>This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, Native Americans and Chicano authors, exploring the experiences of ethnic Americans. Discussions, lectures, and presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. This course is intended for students majoring in English or liberal studies and those interested in the literature of ethnic Americans. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2</td>
</tr>
<tr>
<td>ENGL-285</td>
<td>3 units</td>
<td>World Literature: Antiquity to 1650</td>
<td>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: Acceptance in the Honors Enrichment Program. 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. --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2</td>
</tr>
<tr>
<td>ENGL-286</td>
<td>3 units</td>
<td>World Literature: 1650 to Present</td>
<td>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: Acceptance in the Honors Enrichment Program. 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 both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2</td>
</tr>
<tr>
<td>ENGL-286H</td>
<td>3 units</td>
<td>Honors World Literature: 1650 to Present</td>
<td>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: Acceptance in the Honors Enrichment Program. 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 F --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2</td>
</tr>
<tr>
<td>ENGL-299</td>
<td>1-3 units</td>
<td>Special Projects: English</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. Prerequisite: Previous English classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only</td>
</tr>
<tr>
<td>ESL-050</td>
<td>4 units</td>
<td>English As a Second Language - Level I</td>
<td>Speaking, listening, reading, writing, grammar, vocabulary, and pronunciation skills are focused on in this course. This class is the entry-level college credit course for speakers of English as a second language and focuses on the development of all language skills to</td>
</tr>
</tbody>
</table>
increase overall language fluency for students who wish to prepare for college-level coursework. Offered as pass/no-pass only. Prerequisite: None. Recommended Preparation: Appropriate placement based on the CELSA placement instrument. --Not transferable

**ESL-051**
**English As a Second Language - Level 2**
**LEC 64-72**
(formerly ESL-051A-ESL 2: Paraphrase Structure)

ESL-051 is a continuation of ESL-050. This course provides instruction and practice in high beginning/low intermediate credit English sentence structure, reading, writing, speaking, listening, pronunciation, vocabulary, study skills, and critical thinking skills for students who wish to prepare for college-level work. Students should have passed ESL-050 or have an equivalent skill level to be successful in ESL-051. Offered as pass/no-pass only. Prerequisite: ESL-050 or the appropriate placement score. --Not transferable

**ESL-055**
**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 pass/no-pass only. Prerequisite: ESL-050 or have an equivalent skill level of participation in college courses. Students test for ESL-050 or above. --Not transferable

**ESL-056**
**English Conversation and Culture**
**LEC 48-54**
(formerly ENGL-056 - English As a Second Language Listening and Conversation)

This course is an English conversation class that develops listening and speaking skills in the context of acquiring academic content. Students acquire academic skills while learning about American culture and communication. Classes consist of listening exercises, pair/small group discussion and student presentations. A basic knowledge of English is required. *Cross-listed as COMM-056* Offered as pass/no-pass only. Prerequisite: Appropriately placed on the CELSA placement instrument (or other approved ESL placement instrument) or ESL-050 or higher. --Not transferable

**ESL-062W**
**Basic Writing Skills**
**LEC 64-72**

In addition to preparing ESL students for English 98 or ESL 98W, this course also focuses on important aspects of American English writing style and common non-native grammar mistakes. This course emphasizes the acquisition of skills in grammar, punctuation, expression writing, and revision as students develop from paragraph writing to multiple-paragraph essays. Prerequisite: ENGL-061 or ESL-051 or the appropriate assessment score. --Not transferable

**ESL-063R**
**ESL Reading and Vocabulary Level 1**
**LEC 64-72**

This course advances students’ general reading abilities, vocabulary, critical thinking skills, and use of reading strategies. While some class material may involve academic reading, the focus is on developing overall strategies and skills to improve reading comprehension, accuracy, and application of material. Prerequisite: Placement into ESL-050. --Not transferable

**ESL-064R**
**ESL Academic Reading and Vocabulary Level 2**
**LEC 64-72**

This course advances students’ skills in the areas of vocabulary usage, comprehension, critical thinking, and cultural inferences to prepare for college level classes. This course also improves students’ reading strategies that can be applied to various reading tasks, emphasizes reading as a problem-solving process, and develops study skills. Prerequisite: ESL-063R (with a grade of C or better) or the appropriate assessment score. --Not transferable

**ESL-098W**
**English Writing Fundamentals**
**LEC 64-72**

This course prepares speakers of other languages for ENGL-101 by providing instructors trained in teaching ESL. The course provides practice in American English composition with an emphasis on the multi-paragraph essay. Grammar, writing mechanics, and paragraphing will also be reviewed with attention given to the unique needs of ESL students. Students will also be introduced to using library resources. Completion of ESL-098W with a grade of "C" or better meets the prerequisite for ENGL-101. Prerequisite: ESL-062W (with a grade of C or better) or ENGL-062 or the appropriate assessment test score. --Not transferable

**Environmental Studies**

**ENVS-100**
**Humans and Scientific Inquiry**
**LEC 48-54**

This introductory course explores the physical, chemical, biological, anthropological and earth sciences as they relate to human inquiry focusing on the inter-relationships of the physical and natural sciences as they affect everyday human life. The course introduces students to the basic principles of scientific study using human issues as its main theme. It is recommended for students with limited previous experience in science and students majoring in the technical, professional or social sciences. Prerequisite: None. --AA/AS General Education: AA/AAS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1, E1

**ENVS-101**
**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/AAS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1, E1

**ENVS-101H**
**Honors Environmental Science**
**LEC 48-54**

ENVS-101H 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**
**Environmental Science Laboratory**
**LAB 48-54**

This is a three-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/AAS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B3
**Course Descriptions**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENVS-102H</td>
<td>Honors Environmental Science Laboratory</td>
<td>1</td>
<td>This is an introductory course exploring laboratory techniques used in environmental studies.</td>
</tr>
<tr>
<td></td>
<td>LEC 48-54/LAB 48-54</td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>ENVS-110</td>
<td>Natural Resources</td>
<td>4</td>
<td>Introductory course with a lab field component designed for science majors or non-majors. The course focuses on sustainable management principles with application to the harvest and extraction of natural resources, particularly forest resources. Principles covered include human interactions with forest resources, forest ecology and management, renewable resources, market applications and current issues as they develop in the subject area. A week-long field institute with the USDA Forest Service in Idyllwild is a requisite component of this course. Prerequisite: None. --Transfers to both UC/CSU</td>
</tr>
<tr>
<td>ENVS-190</td>
<td>Watershed Resource Management</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>ENVS-299</td>
<td>Special Projects: Environmental Science</td>
<td>1-3</td>
<td>Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Environmental Science class; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only</td>
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</tbody>
</table>

**Fire Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE-101</td>
<td>Introduction to Fire Technology</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>FIRE-102</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>FIRE-103</td>
<td>Fire Hydraulics</td>
<td>3</td>
<td>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 systems 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</td>
</tr>
<tr>
<td>FIRE-106</td>
<td>Fundamentals of Fire Behavior and Combustion</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>FIRE-107</td>
<td>Fire Apparatus and Equipment</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>FIRE-108</td>
<td>Fire Investigation IA</td>
<td>2</td>
<td>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</td>
</tr>
<tr>
<td>FIRE-109</td>
<td>Fundamentals of Fire Protection and Equipment</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>FIRE-110</td>
<td>Fundamentals of Fire Service Operations</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>FIRE-115</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
<td>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</td>
</tr>
</tbody>
</table>

- Transfers to CSU only
- Transfers to both UC/CSU
- AA/AS General Education: AA/AS A
- Transfers to UC/CSU
in residential, commercial, and industrial occupancies. Prerequisite: None. Recommended Preparation: Concurrent enrollment in FIRE-101 or be a volunteer or career firefighter. --Transfers to CSU only

FIRE-117 1 unit
Hazardous Materials First Responder Operational LEC 16-18
This course provides public safety workers and potential public safety workers who are likely first responders with an improved capability to respond to Hazardous Materials events in a safe and competent manner, within typical resource and capability limitations at the operational level. This course applies toward a certificate or degree in Fire Technology. Prerequisite: None. --Transfers to CSU only

FIRE-121 3 units
Fundamentals of Wild Land Fire Fighting LEC 48-54
This course provides fundamental information on all aspects of wild land fire fighting including wild land fire safety, fire behavior, and the incident command system and resource usage. The course also describes new advances in technology used in wild land fire suppression such as fire-blocking gels and the use of GPS. Prerequisite: None. Recommended Preparation: Students should have taken or be currently enrolled in Fire 101 or be a volunteer or career firefighter. --Transfers to CSU only

FIRE-149 1-4 units
Occupational Internship: Fire Technology OL 16-72
The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. --Transfers to CSU only

FIRE-299 1-3 units
Special Projects: Fire Technology IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Fire Technology classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

French (see World Languages)

Geography

GEOG-080 .5 unit
Geographic Information Systems Practicum LAB 24-27
(formerly GIS Practicum)
This Geographic Information Systems computer laboratory course offers students an opportunity to access GIS software, improve their conceptual and technical GIS skills, and work one-on-one with an instructor or a GIS lab assistant. The GIS Practicum is designed for students who are concurrently enrolled in GEOG-105, GEOG-115, GEOG-120, GEOG-125, and GEOG-130. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: CSIS-101 or working knowledge of MS Windows programs. --Not transferable

GEOG-101 3 units
Physical Geography LEC 48-54
Physical Geography is the study of the physical environment of the earth's surface and human interaction with that environment. Emphasis is given to global patterns of climate, ecosystems, hydrology, plate tectonics, and various processes of land formation. Controversial topics, such as global warming, introduce students to concerns we have as inhabitants of this planet. A field trip is required. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1

GEOG-102 3 units
Cultural Geography LEC 48-54
This course offers students an understanding of global cultural diversity and humans as agents of change with emphasis on cultural elements of the human habitat. Students are introduced to the geographical aspects of population distribution, socio-economic conditions, rural and urban settlement patterns, cultural landscapes, and local ecosystems. Global patterns of distinct cultural characteristics, such as language, religions and political organization, are presented. A field trip is required. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4E CSU Area(s): D5

GEOG-103 2-4 units
Field Studies in Geography LEC 16-36/LAB 48-108
Field studies in physical, cultural, historic geography and GIS provide an opportunity to apply concepts learned in Geography and GIS courses to the real world. Field studies may be conducted at various locations, including Joshua Tree, Death Valley, Owens Valley, Anza Borrego, California Missions, Channel Islands, Sedona-Grand Canyon and more. Field applications using Global Positioning and GIS enhance student understanding of spatial-temporal processes. Pre-trip homework assignments, an orientation, prep-class and overnight camping are required. May be taken 3 times for credit. Prerequisite: None. --Not transferable

GEOG-104 1 unit
Physical Geography Lab LAB 48-54
This laboratory course focuses on application of the principles of physical geography and is offered for students who have taken or are currently enrolled in an Introduction to Physical Geography (GEOG-101). Laboratory exercises include basic map skills, weather and climate, earth materials, geomorphology, fluid agents and erosion. Prerequisite/Corequisite: GEOG-101 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B3

GEOG-105 3 units
Introduction to Cartography LEC 32-36/LAB 48-54
This course introduces the student to the cartographic principles of map production and interpretation. Topics covered are the history of map making, symbolic standards, layout aesthetics, geographic coordinates and projections, map scales, map accuracy, and computer assisted mapping. Students will create hand drawn maps and digital maps in geographic information systems (GIS). Cartographic skills are useful to students preparing for degrees in the natural, physical, social and behavioral sciences. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU

GEOG-106 3 units
Climate and Weather LEC 48-54
Climate and Weather is the study of meteorology and its impact to the physical and human environment. Climate emphasizes global patterns of atmospheric conditions that are regionally predictable. Weather focuses on local patterns of atmospheric conditions. Both climate and weather are integral to regional social, cultural and economic development. Controversial topics, such as global warming, introduce students to potential consequences of a climate and weather system out of balance. A field trip is required. Prerequisite: None. --AA/AS General Education: AA/AS A --Not transferable

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Course Descriptions

GEOG-107  3 units
Urban Geography  LEC 48-54
This course involves the study of cities, their origin, growth and sustainability. Students are introduced to several topics including problems of urbanization in less developed countries, urban architectural form, segregation and integration, neighborhoods and ghettoes, and the politics and policies of urban change. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Not transferable

GEOG-108  3 units
World Regional Geography  LEC 48-54
A global survey of world cultural regions presents students with basic geographic concepts and ideas for studying and comparing cultural traditions, resources, economies, landscapes, and origins. The interaction of countries and regions, their global roles, issues of globalization and the conflicting pressures of cultural diversity are discussed. Contrasts between developed and underdeveloped countries are explored. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4E CSU Area(s): D5

GEOG-111  3 units
Geography of California  LEC 48-54
This course introduces students to California’s regional diversity and the interrelationships between California’s physical and cultural landscapes. Emphasis is placed on geographic factors that will broaden a student’s knowledge of California’s topography, climate, population, natural vegetation, agriculture, industry and historic development. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4E CSU Area(s): D5

GEOG-115  3 units
Introduction to Geographic Information Systems  LEC 32-36/LAB 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 32-36/LAB 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  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

GEOG-120H  3 units
Honors Intermediate Geographic  LEC 32-36/LAB 48-54
Information Systems
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 32-36/LAB 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-298A-Z  0.50-3 units
Special Topics in Geographic Information Systems: Programming for GIS  LEC 8-54/LAB 0-108
GIS special topics enhance the core curriculum and provide students with an opportunity to develop specialized skills. Whenever the demand for a special topic is adequate, a request for a new course section (with a designation A through Z) may be added to the upcoming schedule. Topics and credit will vary. May be taken 4 times for credit. Prerequisite: None. --Transfers to CSU only

A. Programming for GIS
B. Business and Marketing
C. Internet Map Services
D. Surveying with GPS
E. Historic Preservation
F. Social Science Applications
G. GIS in Transportation
Course Descriptions

GEOG-299
1-3 units
Special Projects: Geographic Information 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 3 times for credit. Prerequisite: Previous GIS or Geography classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Geology

GEOL-100
4 units
Physical Geology: Dynamic Planetary Systems of Spaceship Earth (formerly Physical Geology)
LEC 48-54/LAB 48-54
By living on a satellite isolated in space, our interactions with this dynamic, fragile system will determine our ultimate survival. This course offers the student an understanding of planet Earth as an isolated, uniform and evolving Spaceship. Topics range from materials in the earth (rocking crystals and rocks), to planet processes (volcanoes, devastating landslides, and glistening glaciers), to an understanding of our planet’s interior (destructive earthquakes and fiery cracks within deep sea floors). Prerequisite: None. Recommended Preparation: College level reading skills. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1, B3

GEOL-103
3 units
Environmental Geology: Natural Hazards And Disasters
(formerly Environmental Geology)
LEC 48-54
Disasters such as earthquakes, hurricanes, landslides, volcanoes, floods, tsunamis, and the collisions of asteroids and comets with Earth are all topics that are explored in Environmental Geology. Emphasis will be placed on the causes and effects of natural hazards, and the dynamic impact of such events on humans, as well as the role of humans in exacerbating the dangers of the natural world. Prerequisite: None. Recommended Preparation: College-level reading skills. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1

GEOL-105
4 units
Historical Geology: Evolving Earth,
(formerly Historical Geology)
Examine the dramatic events of Earth’s creation and development in the context of Darwinian Theory and geologic time by venturing through the fossil record. Explore Earth’s unfolding saga starting from the Big Bang and following the violent tectonic relationships on the planet while investigating past life. Exciting topics include: volcanoes, crystals, colliding continents, ancient oceans, radiometric dating, trilobites, dinosaurs, mass extinctions, mammals, the transition of reptiles to birds, and finally the evolution of Homo sapiens. Prerequisite: None. Recommended Preparation: College-level reading skills and GEOL-101. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1, B3

GEOL-107
1.5 units
Scenic Adventure Field Trips in Geology
(formerly Geologic Field Trips)
Geologic field trip studies will be conducted at various locations throughout the Southwest including Death Valley, the Grand Canyon, and Owens Valley. This course will provide field experiences, giving greater insight into how minerals, rocks and landforms can be used to understand the geologic events that formed them. A three hour prep class meeting and overnight camping will be required. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to CSU only. CSU Area(s): B1

GEOL-109
3 units
Geology of National Parks
LEC 48-54
This course will review the minerals, rocks and land forms found in National Parks throughout the United States. Emphasis is on materials (rocks and minerals), processes (weathering, erosion, mountain-building), structure (folds and faults), stratigraphy (geological formations), and current theories regarding the Earth’s crust and interior through an examination of National Parks and Monuments. This course is an introductory course intended for both the science and non-science student that will complement Geologic Field Studies (Geology 107). Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU

GEOL-110
4 units
Oceanography
LEC 48-54/LAB 48-54
This course focuses on geological, physical, chemical, biological, and meteorological aspects of oceans and continental margins. Topics include marine science and biology, critical global warming issues involving the thermohaline current, tsunamis, earthquakes, undersea volcanoes, and the effects/causes of El Nino. This course includes laboratory experiences and is intended for both the science and non-science student. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1, B3

GEOL-111
3 units
Planetary Astronomy
LEC 48-54
This course is an introductory course to Planetary Sciences, and is an interdisciplinary scientific exploration of the solar system. Studies will use the scientific method to examine properties and processes of solar system function and formation, including the current hypotheses regarding the creation and evolution of the Earth and planetary bodies moons, asteroids, comets, meteors and the Sun. *Cross-listed as ASTR-111. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A CSU Area(s): B1

GEOL-112
3 units
California Geology
LEC 48-54
This course is an introduction to California and its geology as revealed in the beautiful mountains, valleys and coastlines of the state. Topics of discussion will include materials (rocks and minerals), processes (weathering, erosion, mountain-building), structure (folds and faults), stratigraphy (geological formations), and current theories regarding the Earth’s crust. This 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
Course Descriptions

GEOL-299
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

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 which explores the myths, stereotypes, and realities related to the physiological, biological and physical processes of aging, health and wellness. Course addresses sexual differences and environmental factors. It covers health prevention practices for specific chronic problems and for maintaining a healthy lifestyle. Final phases of aging will be approached, emphasizing the value of life and human integrity. Prerequisite: None. --AA/AS General Education: 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(a): 4J 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(a): 4J CSU Area(s): D0

GER-146
3 units
Overview/Standards of Practice for the Social Services Designee
LEC 48-54
Meets requirements for those working in a Services Designee position in a skilled nursing facility. Topics include 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
OI 16-72
This course enables the student to include supervised on-the-job training as an integral part of the educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning with a hands-on learning experience in an occupational setting. May be taken 4 times for credit. Prerequisite: The student must have completed all but one of the required courses in the Gerontology program, which may be taken concurrently. Each student must be enrolled for the full semester and complete 7 units including the student's occupational experience. A training agreement must be completed with the instructor prior to enrollment. --Transfers to CSU only

GER-299
1-3 units
Special Projects: Gerontology
IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Gerontology classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Guidance

GUID-050
2 units
Strategies for Life and Learning
LEC 32-36
This course is designed to empower students with effective strategies for making wise choices in both their personal and academic lives. Students will learn to accept greater responsibility, develop mutually supportive relationships, raise their self-esteem, discover self-motivation, master effective self-management strategies, change self-defeating patterns and limiting beliefs, set goals, strengthen their emotional intelligence, and become lifelong learners. Essential strategies for critical and creative thinking will also be addressed. Prerequisite: None. --Not transferable

GUID-090
.5 unit
Strategies for College Success
LEC 8-9
This course is designed to orient students to the College's programs, services, procedures, and standards. A brief overview of transfer requirements, admission procedures, and requirements for majors, student support services, student rights and responsibilities, and suggestions for effective study will enable students to be more successful at MSJC. Prerequisite: None. --Not transferable

GUID-100
3 units
College Success
LEC 48-54
This comprehensive course integrates personal growth, academic and career success with problem solving, critical and creative thinking. The course focuses on the following topics: life management, goal setting, career decision making, educational planning, college expectations and opportunities, instructor-student relationships, cultural diversity, health maintenance, stress management, campus resources, learning styles, and strategies including lecture note-taking, test taking, and concentration. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU

GUID-102
1 unit
Orientation for College Success
LEC 16-18
This extended orientation class will discuss the College's programs, services, procedures, and standards. An in-depth exploration of transfer requirements, admission procedures, requirements for majors, student support services, student rights and responsibilities, development of educational plan and basic guidelines for effective study will enhance a student's success at MSJC. Prerequisite: None. --Transfers to CSU only
GUID-104  2 units
Training and Preparation of the College Mentor  LEC 32-36
This course is intended to provide education and training of Mt. San Jacinto College students in the development of abilities to assist new college students and providing Outreach Services to the local district school. This course will also create a learning environment that promotes multi-cultural awareness and sensitivity. Prerequisite: Students must have satisfactorily completed one full time semester (12 units) with a semester and cumulative GPA of at least 2.0. --Transfers to CSU only

GUID-105  3 units
Transitions for Intercollegiate Student Athletes  LEC 48-54
This course explores current issues and challenges facing the intercollegiate athlete and develops skills needed to adjust to the college experience. The course focuses on the following topics as they relate to the student athlete: goal setting, time management, career decision making, educational planning, stress management, personal and social responsibility, student/ instructor relationships, and NCAA/NAIA transfer rules and requirements. Prerequisite: None. --Transfers to CSU only

GUID-110  1 unit
Career Search  LEC 16-18
This introductory course provides undecided students with essential skills to make informed and satisfying career decisions. Students identify personal interests, values, abilities, personality styles, and lifestyle goals using a variety of career assessment instruments. Strategies and skills for occupational and educational exploration, decision-making, and goal-setting are developed. A realistic career action plan is created. This course is appropriate for motivated students desiring a fast approach to career planning and selecting a program of study. Prerequisite: None. --Transfers to CSU only

GUID-111  1 unit
Major Search and Educational Planning  LEC 16-18
This course explores the process for connecting academic courses and programs of study to careers. Students will learn how to research majors, select appropriate schools and plan an education to meet their career goals. Strategies are explored for skill development and obtaining alternatives for academic credit to meet the changing needs of adult learners. This course is intended for students who need to select a major or change a previous academic decision. Prerequisite: None. --Transfers to CSU only

GUID-112  2 units
Creative Job Search  LEC 32-36
This course explores successful job search within a contemporary workplace. Students will learn to use effective techniques for obtaining a new job or making employment transitions. Students are instructed in the effective use of sound guidelines and cutting-edge strategies necessary for active career management today. Topics include how to: handle transitions, explore job leads, research employers, write a winning resume, maintain a career portfolio, establish a professional network, interview successfully, and negotiate job offers. Prerequisite: None. --Transfers to CSU only

GUID-116  3 units
Integrative Career/Life Planning  LEC 48-54
This course integrates a multidimensional process of adult and career development for achieving wholeness over the life span. Applying psychological, sociological, and physiological concepts, students explore strategies to create a meaningful life purpose within changing global environments and connect career/life roles, relationships, and lifestyles. Students master effective career/life management skills, value diversity and inclusively, and manage personal and career transitions during workplace and societal changes. Recommended for students choosing their first career or changing careers. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only, CSU Area(s): E1

GUID-118  3 units
Transfer Success  LEC 48-54
This course applies the necessary knowledge, skills, tactics, and resources to successfully transfer from a community college to a baccalaureate level college, university, or other institution. Students learn how to research, differentiate between, evaluate, and select majors and schools based on individual needs and career goals. Academic practices, requirements, application timelines and processes, financial assistance, housing, and student support services are explored. Student educational and action plans are developed for achieving transfer and career goals. May be taken 2 times for credit. Prerequisite: None. --Transfers to CSU only

GUID-120  3 units
Personal Success Habits of Highly Effective People  LEC 48-54
This course is designed to provide new and continuing students the opportunity to explore an integrated approach to personal and interpersonal effectiveness. Students will apply the habits and principles that embody many of the fundamental principles of human effectiveness such as integrity, honesty, service, time management, conflict resolution, goal setting, decision-making skills, and effective communication skills. This course is designed to meet associate degree requirements. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

GUID-151A-O  0.50-1 unit
Topics in Guidance: The Learning Environment  LEC 8-18
Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-O designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. Offered as pass/no-pass only. Prerequisite: None. --Transfers to CSU only

A. Orientation for Parents of College Students
B. The Instructor/Student Relationship
C. Classroom Etiquette
D. Learning Styles
E. Attitude, Motivation, and Values for Learning
F. The Diverse Student
G. Distance Education Learning
H. (H not used)
I. Learning Disabilities
J. Learning Skills
K. Multiple Intelligences
L. Student Services
M. Student Life
N. College/University Transfer Transitions
O. Special Projects
Course Descriptions

GUID-152A-T 0.50-1 unit
Topics in Guidance: Learning Strategies  LEC 8-18
Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-T designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. Offered as pass/no-pass only. Prerequisite: None. --Transfers to CSU only
A. Career Planning
B. Funding an Education
C. Developing the Student Educational Plan
D. Choosing a Realistic Class Schedule
E. Academic Standards, Practices, and Processes
F. Surviving Academic Progress and Probation
G. College Success Skills
H. (H not used)
I. College Success for Re-entry Students
J. College Success for International Students
K. College Success for Special Populations
L. College Success for Single Parent Students
M. College Success for Veterans
N. Memory Techniques
O. Critical Thinking
P. Testing Guidelines
Q. Effective Study Skills
R. College/University Transfer Planning
S. Student Leadership
T. Special Projects

GUID-153A-K 0.50-1 unit
Topics in Guidance...Personal Management  LEC 8-18
Achieving Your Goals
Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-K designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. Offered as pass/no-pass only. Prerequisite: None. --Transfers to CSU only
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
J. Managing Your Time
K. Resolving Conflicts

GUID-154A-Y 0.50-1 unit
Topics in Guidance: Career Management  LEC 8-18
Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-Y designation. Topics and credit are determined in relation to student needs. Fees may be required at registration. Offered as pass/no-pass only. 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. Etiquette in the Workplace
M. Workplace Negotiations
N. Technology and Careers
O. Effective Communication in the Workplace
P. Relationships in the Workplace
Q. Being a Successful Entrepreneur
R. Career/Life Balance
S. Job Readiness
T. Career Resiliency
U. Career Management
V. Confidence in the Workplace
W. Successful Workplace Behavior
X. Diversity in the Workplace
Y. Special Projects

GUID-155A-N 0.50-1 unit
Topics in Guidance...Wellness Management  LEC 8-18
Achieving Life Balance
Selected topics designed to develop student academic and personal competencies arising from individual, family, college, and work issues. Topics supplement and serve as additions to other guidance offerings, and are announced each term in the current Schedule of Classes with an A-N designation. Topics and credit vary and are determined in relation to student needs. Fees may be required at registration. Offered as pass/no-pass only. 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. (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...
Course Descriptions

HIST-104 3 units
History of World Civilizations: Since 1500 LEC 48-54
A survey of the modern world from 1500 to the present. Using a comparative approach between the world’s major civilizations, students will examine interconnections between major European, Middle Eastern, African, South and North American, and Asian civilizations and will explore social structure and daily life, industrialization, colonization, cultural development, revolutions and protests, and independence movements. Emphasis will be placed on structures, values, and inter-relationships. Prerequisite: None. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F  CSU Area(s): C2, D6

HIST-104H 3 units
Honors History of World Civilizations: Since 1500 LEC 48-54
A survey of the modern world from 1500 to the present. Using a comparative approach between the world’s major civilizations, students will examine interconnections between major European, Middle Eastern, African, South and North American, and Asian civilizations and will explore social structure and daily life, industrialization, colonization, cultural development, revolutions and protests, and independence movements. Emphasis will be placed on structures, values, and inter-relationships. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F  CSU Area(s): C2, D6

HIST-105 3 units
World Environmental History LEC 48-54
By studying topics and problems in environmental history, students will explore human interaction with the global environment from earliest times to the present. The course will cover such broad themes as the agricultural and industrial revolutions, the integration of world ecozones, the impact of technological change on the environment, and recent international efforts to limit environmental modifications. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4F  CSU Area(s): D6

HIST-105H 3 units
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 3 units
The World Since 1900 LEC 48-54
This course introduces students to major global historical trends since 1900 and considers major developments in art and science, the economy and technology, politics and diplomacy, and military affairs. Through 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

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Course Descriptions

HIST-106H 3 units
Honors The World Since 1900  LEC 48-54
This course introduces students to major global historical trends since 1900 and considers major developments in art and science, the economy and technology, politics and diplomacy, and military affairs. Through 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 3 units
The History of East Asia Before 1600  LEC 48-54
This course examines the pre-modern histories of China, Japan, Korea, Vietnam and Thailand, and of their institutional and cultural interaction. Emphasis will be placed on the analysis of the conflicting themes of cultural unity and cultural uniqueness in East Asian civilization and on how Japan, Korea, and Vietnam modified the foundations of Chinese civilization to create distinctive civilizations of their own. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F CSU Area(s): C2, D6

HIST-108 3 units
The History of East Asia Since 1600  LEC 48-54
This course surveys the major themes in the development of Chinese, Japanese, Korean, and Vietnamese societies from the beginning of the 17th century to the present. Emphasis will be placed on the Communist Revolution in China, political modernization and imperialism in Japan, and the social, economic, technological, ecological and cultural impact of extended contact with the West upon China, Korea, Vietnam and Japan. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F CSU Area(s): C2, D6

HIST-109 3 units
Global History of World War II  LEC 48-54
This course examines World War II from a global perspective, exploring the origins of the war, ways in which the war affected military forces, civilian populations, areas of the world beyond Europe and the United States, and early developments in the post-war world. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 4F CSU Area(s): D6

HIST-109H 3 units
Honors Global History of World War II  LEC 48-54
This course examines World War II from a global perspective, exploring the origins of the war, ways in which the war affected military forces, civilian populations, areas of the world beyond Europe and the United States, and early developments in the post-war world. Prerequisite: Acceptance into the Honors Enrichment Program. --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 3 units
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 the recurrent themes that characterize the nations 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 3 units
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 3 units
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. This course is designed for transfer students. The course is UC/CSU transferable, meets Area 4 on IGETC, Area D6 on CSU-GE, and satisfies U.S. History, and American Ideals graduation requirement through the CSU System. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B1 or AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F CSU Area(s): D6

HIST-112 3 units
U.S. History Since 1865  LEC 48-54
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 3 units
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): 3B, 4F CSU Area(s): D6

HIST-113 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: it's history, and aesthetics. *Cross-listed as MUS-100. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A CSU Area(s): C1

HIST-114 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. *Cross-listed as MUS-107. 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 3 units
Women in United States History  LEC 48-54
This course surveys the history of women in America from the colonial period to the present with emphasis on relevant political, social, economic and ethnic factors. The course will emphasize the variety of women’s experiences during various periods in United States history and will examine some of the significant events, processes, figures and movements shaping that experience. It will serve both UC/CSU transfer students and students pursuing an associate’s degree. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4D, 4F CSU Area(s): D4, D6
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<th>Course Code</th>
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| HIST-119    | 3     | 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    | 3     | 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 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4F CSU Area(s): D6 |
| HIST-121    | 3     | 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. *Cross-listed as ANTH-121. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4A, 4F CSU Area(s): D1, D3 |
| HIST-124    | 3     | 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     | Military History of the United States | LEC 48-54  
History 125 introduces the student to the military history of the United States from the colonial period to the present with emphasis on institutional, technological, social, political, cultural, and diplomatic contexts in times of peace and conflict. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 4F CSU Area(s): D6 |
| HIST-126    | 3     | History of Great Britain to 1714 | LEC 48-54  
This course analyzes the growth of British civilization from prehistory to the beginning of the Hanoverian Dynasty. The course covers the significant political, economic, social, religious, intellectual and government facets of British culture during this period and places them with the larger context of Western Civilization. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F CSU Area(s): C2, D6 |
| HIST-127    | 3     | History of Great Britain From 1714 | LEC 48-54  
A history of Britain from 1715 through the cold war. This course covers the major political, economic, religious and military facets of British civilization during this period and studies the connection between Britain and its colonial empire. Themes of colonization, industrialization, imperialism and the loss of its hegemony in the 20th century will be examined in depth. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F CSU Area(s): C2, D6 |
| HIST-136    | 3     | 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     | History of Mexico | LEC 48-54  
This course examines the history of Mexico from its pre-Columbian roots to the present. Topics will include the social, economic and cultural aspects of colonialism; imperial reform; collapse of empire; independence and the problems of nation building; Liberalism and Conservatism; foreign intervention; Mexican Revolution; industrialization; and neo-liberalism. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F CSU Area(s): C2, D6 |
| HIST-141    | 3     | 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     | 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-150    | 3     | 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 |
**Course Descriptions**

**HIST-150H**

**Honors Race and Ethnicity in U.S. History**

LEC 48-54

In HIST-150H, students are introduced to the history of interaction between ethnic groups in the United States. The course material allows students to develop theories and constructs regarding what leads to intercultural collaboration or confrontation. The course also encourages an understanding of the similarities and differences in racial ethnic experiences in the U.S. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: Collegiate level reading and writing skills.

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**HIST-151**

**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 E --Transfers to both UC/CSU --IGETC Area(s): 3A, 3B -- CSU Area(s): C1*

**HIST-154**

**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, 3C -- CSU Area(s): C2*

**HIST-155**

**The Sixties**

LEC 48-54

This course explores the nature and significance of social, political, economic and cultural change during the 1960s. Assessing the significance of the period, the course takes a comparative approach to historical change. Similar themes and concepts are looked at in a variety of national and international situations, addressing areas such as: evolving party politics; sexuality and sexual identity; youth and countercultures; anti-war and civil rights movements; music, media and politics. Prerequisite: None. Recommended Preparation: ENGL-099. --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**

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): C1*

**HIST-160**

**Black History in the American Context**

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**

LEC 48-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of 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

**Honors Enrichment Program**

**HEP-200**

**Honors Seminar**

LEC 48-54

Students and faculty from a variety of disciplines participate in a weekly symposium on the topic selected for the seminar in a multi-disciplinary format. The seminar requires synthesis of information, critical analysis of research and creative responses to the issues presented. Prerequisite: 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**

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**

LEC 48-54

This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations to 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student's own insights. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2
HUM-102  3 units
Introduction to the Humanities Since 1500  LEC 48-54
This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations since 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. Prerequisite: None. Recommended Preparation: ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student's own insights. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

HUM-102H  3 units
Honors Introduction to the Humanities Since 1500  LEC 48-54
This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations since 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101; Students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source materials with the student's own insights. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

HUM-137  3 units
Introduction to World Cinema  LEC 32-36/LAB 48-54
This course introduces international film studies by considering film language, international audiences and marketing, relationships between governments and businesses and film production, technological diffusion and innovation, and film content. *Cross-listed as THA-137. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A CSU Area(s): C1

Italian (see World Languages)

Japanese (see World Languages)

Learning Skills

LNSK-057  2 units
Pre-Algebra Support for LD Students  LEC 24-27/LAB 24-27
The course is designed to provide individualized and small group instruction to learning disabled students who need remediation in basic math skills. May be taken an unlimited number of times. Offered as pass/no-pass only. Prerequisite: None. Recommended Preparation: LNSK-071. --Not transferable

LNSK-071  .5 unit
Learning Skills: Assessment Workshop  LEC 8-9
(formerly ENGL-071)
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 pass/no-pass 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  LEC 48-54
(formerly ENGL-073) 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 pass/no-pass only. Prerequisite: None. Recommended Preparation: LNSK-071. --Not transferable

LNSK-074  1 unit
Learning Skills: Language Arts Lab  LEC 48-54
(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 pass/no-pass only. Prerequisite: None. Recommended Preparation: LNSK-071. --Not transferable

LNSK-075  2 units
Learning Skills: Language Arts  LEC 24-27/LAB 24-27
(formerly ENGL-075)
The course is designed to provide individualized and small group instruction to learning disabled students who need remediation in the following language skills: listening comprehension, reading, written expression, spelling, and oral comprehension. May be taken an unlimited number of times. Offered as pass/no-pass only. Prerequisite: None. Recommended Preparation: LNSK-071. --Not transferable

LNSK-076  2 units
Expressive and Receptive Vocabulary Development for LD Students  LEC 24-27/LAB 24-27
(formerly Learning Skills: Math)
The course is designed to remediate deficits impeding expressive and receptive vocabulary development in learning disabled students. The course uses adaptive techniques and technology to enable students to improve their expressive and receptive vocabulary. May be taken an unlimited number of times. Offered as pass/no-pass only. Prerequisite: None. Recommended Preparation: LNSK-071. --Not transferable

LNSK-077  2 units
Algebra Support for LD Students  LEC 24-27/LAB 24-27
(formerly Learning Skills: Math)
The course is designed to provide individualized and small group instruction to learning disabled students who need remediation in algebra. May be taken an unlimited number of times. Offered as pass/no-pass only. Prerequisite: None. Recommended Preparation: LNSK-071. --Not transferable

LNSK-079  2 units
Learning Skills: Adaptive Computer Technology  LEC 16-18/LAB 48-54
The course is designed to provide individualized or small group instruction to learning disabled students who have been identified through diagnostic testing who need remediation in adaptive computer access and technology. May be taken an unlimited number of times. Offered as pass/no-pass only. Prerequisite: None. Recommended Preparation: LNSK-071. --Not transferable

LNSK-079A  2 units
Adaptive Computer Technology  LEC 16-18/LAB 48-54
The course is designed to provide individualized or small group instruction to learning disabled students who have been identified through diagnostic testing who need remediation in adaptive computer access and technology. May be taken an unlimited number of times. Offered as pass/no-pass only. Prerequisite: None. Recommended Preparation: LNSK-071. --Not transferable

LNSK-079B  2 units
Advanced Adaptive Computer Technology  LEC 16-18/LAB 48-54
The course is designed to provide individualized or small group instruction to learning disabled students who have been identified through diagnostic testing who need remediation in adaptive computer access and technology. May be taken an unlimited number of times. Offered as pass/no-pass only. Prerequisite: None. Recommended Preparation: LNSK-079A. --Not transferable
Legal Assistant

LEG-100  
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  
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

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 in-take 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. --AA/AS General Education: AA/AS B2 --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, patriarchy, 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
### Library Science

**LIB-100**  
**3 units**  
Introduction to Library Research and Information Competency  
LEC 48-54  
This course will empower students with the information competency skills necessary to perform both academic and personal research using library resources, electronic databases, and the Internet. Students will be guided through the process of selecting, searching, analyzing, and citing various information needs: term papers, coursework, careers, and life-long learning. This course will prepare students for college level research in all disciplines. Prerequisite: None. --Transfers to CSU only

**LIB-101**  
**1 unit**  
Essentials of Library Research And Information Competency  
LEC 16-18  
This course will guide students through the research process, using both library resources and the Internet. Students will learn how to search a variety of electronic databases, library catalogs, and Internet sources for relevant and authoritative information, and prepare a works cited list using the MLA format. This course will prepare students for research in any discipline, and will impart the information competency skills necessary to become a lifelong learner. Prerequisite: None. --Transfers to CSU only

### Management/Supervision

**MGT-103**  
**3 units**  
Introduction to Management  
LEC 48-54  
U.S. businesses operate in a constantly changing global business environment. Thus modern business managers need to be aware of a wide variety of domestic and global issues. This course will introduce students to the task of managing, the history of management, the role of planning, organizing, leading and controlling on both a domestic and global level. Students will review the role of information systems, management theories, and examine current issues in management. Prerequisite: None. --Transfers to CSU only

**MGT-103H**  
**3 units**  
Introduction to Management  
LEC 48-54  
U.S. businesses operate in a constantly changing global business environment. Thus modern business managers need to be aware of a wide variety of domestic and global issues. This course will introduce students to the task of managing, the history of management, the role of planning, organizing, leading and controlling on both a domestic and global level. Students will review the role of information systems, management theories, and examine current issues in management. Prerequisite: Acceptance into the Honors Enrichment Program. --Transfers to CSU only

**MGT-132**  
**3 units**  
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**  
**3 units**  
Productivity Management  
LEC 48-54  
This course surveys and researches the role productivity plays in various business structures. Included is a study of internal and external factors contributing to productivity and the effects national and global elements have on productivity. Students will survey and research management theories, practices and methods. Through case study analysis students will apply techniques to analyze current productivity and apply methods to sustain and improve productivity. Prerequisite: MGT-103 (with a grade of C or better). --Transfers to CSU only

**MGT-134**  
**3 units**  
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

**MGT-137**  
**3 units**  
Human Relations At Work  
LEC 48-54  
This course shows how to improve supervisory ability by introducing the supervisor to the proven principles of basic psychology, sociology and human relations techniques at work. Prerequisite: None. --Transfers to CSU only

**MGT-138**  
**3 units**  
Personnel Management  
LEC 48-54  
This course is designed to develop an understanding of personnel techniques for which managers are responsible, including job/ task analysis, HRM planning, recruitment, selection, placement, testing, orientation, job training, counseling, merit rating, appraisal, promotion, transfer, uplocation, and safety and security. Management of the human resource function is covered. Prerequisite: MGT-103 (with a grade of C or better). --Transfers to CSU only

**MGT-149**  
**1-4 units**  
Occupational Internship: Management  
OL 16-72  
The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. --Transfers to CSU only

**MGT-205**  
**3 units**  
Principles of Marketing Management  
LEC 48-54  
This course presents an overview of the management of marketing in society and the world economy. Topics emphasize the environment of marketing, determining target markets, product planning, pricing, promotion, and distribution. This course is designed for students pursuing a business career, considering ownership of a small business or business owners who wish to advance their marketing skills. Prerequisite: None. --Transfers to CSU only

**MGT-299**  
**1-3 units**  
Special Projects: Management  
IS 16-54  
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Management classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

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Course Descriptions

Mathematics

**MATH-041** 1 unit
Pre-Algebra Lab  LEC 48-54
This course explores and reinforces the math concepts taught in MATH-051, Pre-Algebra. Activities will help the students gain a better understanding of the concepts, computer-assisted tutorials and assistance from a professional expert will be available. Offered as pass/no-pass only. Prerequisite: None. Corequisite: MATH-051. --Not transferable

**MATH-042** 1 unit
Elementary Algebra Lab  LEC 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 pass/no-pass 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: None. --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  LEC 32-36/LAB 48-54
(Pre-Algebra)
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. Prerequisite: MATH-051 or MATH-051LL (with a grade of C or better) or equivalent assessment score. --Not transferable

**MATH-090A** 3 units
Elementary Algebra Part A  LEC 48-54
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). --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 equations and inequality, related applications, factor polynomials, simplify expressions containing radicals or rational exponents, evaluate function notation, determine if the graph represents a function and find the domain and range and develop math study skills. Prerequisite: MATH-090 or MATH-090B (with a grade of C or better) or equivalent assessment score. --AA/AS General Education: AA/AS G --Not transferable

**MATH-096B** 3 units
Intermediate Algebra Part B  LEC 48-54
MATH-096B, the second half of the year-long Intermediate Algebra course, prepares students for transfer level math courses. Students will solve quadratic, rational, and radical equations, related applications, graph functions, simplify expressions containing rational exponents, construct graphs of conic sections, graph exponential functions and formulate the logarithmic equivalent to an exponential equation and vice versa. This course is designed to give students ample time to learn concepts and to further develop math study skills. Prerequisite: MATH-096A (with a grade of C or better). --AA/AS General Education: AA/AS G --Not transferable
MATH-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(s): 2A CSU Area(s): B4

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 105H 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: Acceptance in the Honors Enrollment Program; 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
This course is a prerequisite to Calculus I. The topics covered include: a review of selected algebra topics, polynomial functions, rational functions, exponential functions, logarithmic functions, analytic trigonometry, applications of trigonometry, functions and their graphs, conic sections, sequences and series, and proof by mathematical induction. Prerequisite: MATH-105 (with a grade of C or better) or equivalent assessment score. --AA/AS General Education: AA/AS G --Transfers to both UC/CSU --IGETC Area(s): 2A CSU Area(s): B4

MATH-115 3 units
Ideas of Mathematics LEC 48-54
This transfer level course is designed for Social Science and Liberal Arts majors. This course covers topics in and applications of sets, counting, probability, statistics and logic. Prerequisite: MATH-096 (with a grade of C or better) or equivalent. --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 140H covers descriptive statistics, elementary probability, probability distributions, estimation of population parameters, hypothesis testing, correlation, linear regression, and ANOVA. Applications will be taken from the fields of business, economics, social sciences, life sciences, engineering and physical sciences. Prerequisite: Acceptance in the Honors Enrollment 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 LEC 80-90
(Formerly Calculus I and Analytic Geometry)
This is a course intended for math, science and engineering majors. This course studies limits, continuity, differentiation of algebraic and trig functions, graphing, related rates, maximum-minimum problems, integration, applications of integration such as areas and volumes, arc-length, and rectilinear motion. Prerequisite: MATH-110 (with a grade of C or better) or equivalent assessment score. --AA/AS General Education: AA/AS G --Transfers to both UC/CSU --IGETC Area(s): 2A CSU Area(s): B4
## Course Descriptions

### MATH-212
**Analytic Geometry and Calculus II**  
**LEC 80-90**  
Concluding the first-year calculus sequence, this course covers differentiation of exponential, logarithmic and inverse trigonometric functions, logarithmic differentiation, techniques of integration, improper integrals, indeterminate forms, L'Hopital's Rule, infinite series, polar coordinates and curves, conic sections, parametric equations and an introduction to separable first order differential equations. Prerequisite: MATH-211 (with a grade of C or better). --AA/AS General Education: AA/AS G --Transfers to both UC/CSU --IGETC Area(s): 2A CSU Area(s): B4

### MATH-212H
**Honors Analytic Geometry and Calculus II**  
**LEC 80-90**  
Concluding the first-year calculus sequence, this course covers differentiation of exponential, logarithmic and inverse trigonometric functions, logarithmic differentiation, techniques of integration, improper integrals, indeterminate forms, L'Hopital's Rule, infinite series, polar coordinates and curves, conic sections, parametric equations and an introduction to separable first order differential equations. Prerequisite: Acceptance in the Honors Enrichment Program; MATH-211 (with a grade of C or better). --AA/AS General Education: G --Transfers to both UC/CSU --IGETC Area(s): 2A CSU Area(s): B4

### MATH-213
**Analytic Geometry and Calculus III**  
**LEC 80-90**  
Vectors in 2 and 3 dimensions, quadric surfaces, partial differentiation, multiple integration, volumes and surfaces areas, line and surface integrals, Green's and Stoke's Theorem. Prerequisite: MATH-212 (with a grade of C or better). --AA/AS General Education: AA/AS G --Transfers to both UC/CSU --IGETC Area(s): 2A CSU Area(s): B4

### MATH-213H
**Honors Analytic Geometry and Calculus III**  
**LEC 80-90**  
Vectors in 2 and 3 dimensions, quadric surfaces, partial differentiation, multiple integration, volumes and surfaces areas, line and surface integrals, Green's and Stoke's Theorem. Prerequisite: Acceptance in the Honors Enrichment Program; MATH-212 (with a grade of C or better). --AA/AS General Education: AA/AS G --Transfers to both UC/CSU --IGETC Area(s): 2A CSU Area(s): B4

### MATH-215
**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. Prerequisite: MATH-212 (with a grade of C or better) or one year of college level calculus. --AA/AS General Education: AA/AS G --Transfers to both UC/CSU --IGETC Area(s): 2A CSU Area(s): B4

### MATH-218
**Linear Algebra**  
**LEC 64-72**  
Linear Algebra is part of the second-year calculus sequence requirement for transfer into the UC and the CSU systems. This is a course for math, science, and engineering majors. This course covers matrix algebra, matrices and linear equations, determinants and their properties, vector spaces and their properties, linear transformations, eigenvalues, eigenvectors, and orthogonal matrices. It also examines related topics and applications. Prerequisite: MATH-211 (with a grade of C or better). --AA/AS General Education: AA/AS G --Transfers to both UC/CSU --IGETC Area(s): 2A CSU Area(s): B4

### MATH-290
**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. Prerequisite: 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

### MATH-299
**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. Prerequisite: Previous Math classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

### Multimedia

#### MUL-080
**Multimedia 2D Design Practicum**  
**LAB 48-54**  
This course explores and reinforces the theory, processes and techniques taught in the 2D Design lecture classes. This course is designed for students who are concurrently enrolled in MUL-110, MUL-113, MUL-121, or MUL-123. May be taken 4 times for credit. Prerequisite: None. --Not transferable

#### MUL-081
**Multimedia 2D Advanced Practicum**  
**LAB 48-54**  
This course explores and reinforces the theory, processes and techniques taught in the advanced 2D Design lecture classes. This course is designed for students who are concurrently enrolled in MUL-110, MUL-113, MUL-121, or MUL-123 credit. May be taken 4 times for credit. Prerequisite: None. --Not transferable

#### MUL-090
**Digital Imaging Studio Laboratory**  
**LAB 48-54**  
This lab makes the Digital Light Room and Digital imaging studio available to the intermediate and advanced digital photography students. Students enroll in MUL-090 to be eligible to reserve the Digital Studio for production project work assigned throughout the program. *Cross-listed as PHOT-090. May be taken 4 times for credit. Prerequisite: MUL-124/PHOT-125 (with a grade of C or better). Corequisite: MUL-224/PHOT-224 or MUL-225/PHOT-225. --Not transferable

#### MUL-110
**Introduction to Multimedia**  
**LEC 48-54**  
Multimedia 110 is an overview of the computer-based design industry, introducing digital image creation and output options. It presents foundation design software and hardware necessary for raster and vector based image production and gives an overview of careers in the field. It is designed for students who may be considering digital graphics as a career, or anyone interested in design application software. May be applied toward Multimedia Certificate and Associate of Science degree. Prerequisite: None. Recommended Preparation: Knowledge of general computer use. --Transfers to CSU only

#### MUL-112
**Interactive Media Design I**  
**LEC 48-54**  
This course provides students with web design and development skills. These skills, for both web and portable devices, include accessible and standards-driven design using XHTML and CSS, Information Architecture for information sharing environments, navigation systems, form generation, and electronic communication concepts. The course is one of four core courses applicable to the multimedia certificate and/or degree. Prerequisite: MUL-110 (with a grade of C or better). --Transfers to CSU only
### Course Descriptions

- **MUL-114**  
  **Production Management**  
  **LEC 48-54**  
  **(formerly Multimedia Production)**  
  This is a course in multimedia project planning and production management. Students learn how coordinated advertising campaigns, consisting of print, linear and interactive components are produced. Students learn to understand project breakdowns, budgets and schedules. This course will provide the student with the necessary management skills to administer a multimedia project from development through completion. May be taken 4 times for credit. Prerequisite: MUL-112 (with a grade of C or better). --Transfers to CSU only

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

- **MUL-124**  
  **Digital Photography Production I**  
  **LEC 48-54**  
  This course provides critical, practical, technical, and creative instruction, in addition to guided practice pertaining to digital photographic theory and practice utilizing digital imaging software and digital photographic equipment. It covers fundamental photographic principles and theory as well as a comprehensive introduction into the realm of the digital Light room (photography in the age of new media). The processes involved with digital photographic production will be covered along with their relationship to traditional photography. *Cross-listed as PHOT-125. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: MUL-110. --Transfers to both UC/CSU

- **MUL-125**  
  **Interactive Motion Media**  
  **LEC 48-54**  
  **(formerly Scripting for Multimedia)**  
  This course provides students with the skills to create professional animations and interactive advertisements. Students will also integrate animated design into websites and incorporate audio and video into self-contained presentations. The course covers drawing and color tools, mastering the essentials of animation, working with type, graphics, sound, video, and scripting using industry-standard animation software. Prerequisite: MUL-110 (with a grade of C or better). --Transfers to CSU only

- **MUL-126**  
  **Time Based Media**  
  **LEC 32-36/LAB 48-54**  
  **(formerly Scripting for Multimedia)**  
  This course investigates multiple contexts of video from an artistic point of view. The student will gain a clear understanding of the relationship between the narrative and the visual structure of film/video. Lectures will show many developments and movements of the video medium as well as design elements used to control the narrative content. Students will also develop a work that is experimental in nature, focusing on the sequential process and editing decisions in Time Based Media. *Cross-listed as ART-126. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

- **MUL-127**  
  **Production Development**  
  **LEC 48-54**  
  This course covers the development of content for multimedia production, particularly writing and directing. Specific topics in writing include an introduction to communication, the elements of story creation and correct formats for linear and interactive scripts. Additional issues in directing include direction planning, continuity supervision and personnel direction. This course will provide the student with the necessary writing and directing skills to create a multimedia product from concept through development. Prerequisite: MUL-110 or MUL-131 (with a grade of C or better). --Transfers to CSU only

- **MUL-131**  
  **3D Animation I**  
  **LEC 48-54**  
  **(formerly 3D Topics - Effects)**  
  This course covers the process of 3D computer graphics. Issues related to cinematic staging and lighting are a particular focus. Modeling, material texture and animation are also covered topics. Still and animated imagery will be created using industry software. This course is designed for the student with a general computer knowledge who wishes to begin the basic skills courses concentrating on 3D animation and applicable to the animation and multimedia certificates and/or degrees. May be taken 2 times for credit. Prerequisite: None. --Transfers to CSU only

- **MUL-137**  
  **3D Animation II**  
  **LEC 48-54**  
  **(formerly 3D Topic - Character)**  
  This course extends the study of 3D computer graphics. Issues related to modeling and animating is a particular focus. Covered topics include compositing, polygon and patch modeling, material texture and hierarchical animation. Still and animated imagery will be created using industry standard computer animation software. This course completes the basic skill courses concentrating on 3D animation. May be taken 2 times for credit. Prerequisite: MUL-131 (with a grade of C or better). --Transfers to CSU only

- **MUL-139**  
  **3D Topic - Character**  
  **LEC 48-54**  
  **(formerly ART-140 Digital Illustration)**  
  This course focuses on the advanced skill of character rigging and animation. Covered topics include character personality, posing, body language and lip synchronization. Imagery will be created using industry standard computer animation software. This course adds valuable character skills to the student’s basic skill set. May be taken 3 times for credit. Prerequisite: MUL-137 (with a grade of C or better). --Transfers to CSU only

- **MUL-140**  
  **Digital Art - Illustration**  
  **LEC 16-18/LAB 48-54**  
  **(formerly ART-140 Digital Illustration)**  
  Introduction to digital art processes of creating raw illustrations images using vector graphics. Students will create layout and design projects using current technologies designed for output to print. Emphasis will be placed on the development of aesthetic judgment, style and expressive content in the process of visual communication. May be used as an elective in the Multimedia certificate or in either the Art or Multimedia degree programs. *Cross-listed as ART-130B. 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

- **MUL-141**  
  **3D Topic - Effects**  
  **LEC 48-54**  
  **(formerly 3D Topics - Effects)**  
  The course focuses on the special skills of visual effects. Covered topics include particle, paint and optical effects and rigid body dynamics. Imagery will be created using industry standard computer animation software. This course expands the level of training beyond the basic skills to the professional levels required for employment in this specialty. May be taken 3 times for credit. Prerequisite: MUL-137 (with a grade of C or better). --Transfers to CSU only

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MUL-143 3 units
3D Topic - Rendering  
LEC 48-54
The course focuses on developing advanced skill in composing 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  
OF 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 market 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-105 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-214 4 units
Practical Production - Entertainment  
LEC 48-54/LAB 48-54
This advanced course provides the student with real-world production and post-production experiences through the creation of a half-hour television show. Studio and location shooting, video editing and special effects are all activities performed. Throughout the course, the work environment varies from students as individuals, small production teams and the full ensemble. May be taken 3 times for credit. Prerequisite: Student resumes and portfolios are reviewed by 2 Lead Instructors to determine if student will be invited to enroll - process similar to industry practice.  
--Not transferable

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 publication. *Cross-listed as AUD-153. May be taken 2 times for credit. Prerequisite: AUD-152/MUL-123 (with a grade of C or better).  
--Transfers to both UC/CSU

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-assignment. High quality digital output is integral to this course. *Cross-listed as PHOT-225. May be taken 4 times for credit. Prerequisite: MUL-224/PHOT-224 (with a grade of C or better).  
--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, subdivision 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**

**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. 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. *Cross-listed as HIST-113. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(a): 3A CSU Area(a): 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(a): 3A CSU Area(a): 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(a): 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. CSU Area(a): 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(a): 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(a): C1

**MUS-106 3 units**

**History of Rock & Roll**

LEC 48-54

This course is designed to assist students in developing historical understanding, appreciation, and respect for rock and roll and related derivative musical styles. The course focuses upon the evolutionary development of rock from the 1950s to today. The genres innovators will be discussed and analyzed. Moreover, students will be introduced to and gain an understanding of basic musical concepts through the rich history of this American born music. Prerequisite: None. --Transfers to both UC/CSU --IGETC Area(a): 3A CSU Area(a): C1

**MUS-107 3 units**

**Introduction and Appreciation of American Music**

LEC 48-54

This course provides an overview of American musical styles including jazz, popular music, and art music. The purpose of the course is to develop knowledge of music history, an understanding of elements of music, and an aesthetic appreciation of various styles. *Cross-listed as HIST-114. Prerequisite: None. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(a): 3A CSU Area(a): 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. *Cross-listed as HIST-158. Prerequisite: None. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(a): 3A CSU Area(a): 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 America, 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(a): 3A CSU Area(a): C1

**MUS-110 3 units**

**Music/Movement Experiences for Teachers**

(formerly Beginning Music Theory)

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 pre-school curriculum, the concepts explored are applicable to all elementary levels. *Cross-listed as DAN-114 and CDE-114. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Description</th>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>MUS-111</td>
<td>1 unit</td>
<td>Beginning Piano</td>
<td>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(s): C1</td>
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<tr>
<td>MUS-112</td>
<td>1 unit</td>
<td>Intermediate Piano</td>
<td>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(s): C1</td>
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<tr>
<td>MUS-113</td>
<td>3 units</td>
<td>Children's Music</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 CDE-109. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only. CSU Area(s): C1</td>
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</tr>
<tr>
<td>MUS-114</td>
<td>2 units</td>
<td>Jazz Improvisation</td>
<td>This course is designed to teach improvisational techniques. Included in the course will be chords, scales and jazz literature. May be taken 3 times for credit. Prerequisite: Ability to play an instrument and read music. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C1</td>
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</tr>
<tr>
<td>MUS-115</td>
<td>2 units</td>
<td>Beginning Voice Class - Breath/Tone</td>
<td>Beginning Voice Class provides the student with an understanding of the process of singing and develops the student's personal singing abilities. This course focuses on breathing and support, tone production and resonance. Students learn about the physiology of good singing and learn to sing in a large group and small group environments. Solo performance is available to those interested. This is one course of a two-semester package. The two courses may be taken in any order. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU</td>
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</tr>
<tr>
<td>MUS-116</td>
<td>2 units</td>
<td>Beginning Voice Class - Diction and Expression</td>
<td>This Beginning Voice Class provides the student with an understanding of the process of singing and develops the student's personal singing abilities. This section focuses on diction, style and expression. However, all the elements of good singing are included. Students learn about the physiology of good singing and learn singing in large groups 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</td>
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<tr>
<td>MUS-118</td>
<td>1 unit</td>
<td>Applied Music I: Instrumental</td>
<td>This course provides individual or group instruction on musical instruments. Some techniques taught will be notation, style and performance practices. May be taken 4 times for credit. 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>MUS-121</td>
<td>2 units</td>
<td>Sight Singing and Ear Training</td>
<td>This course presents sight singing and ear training fundamentals. Included in the course are reading notation at sight, intervals and dictation. May be taken 4 times for credit. 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(s): C1</td>
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<tr>
<td>MUS-125</td>
<td>1 unit</td>
<td>Guitar I</td>
<td>For those who have never played before. A concise survey of songs, useful techniques, varied styles and basic theory. Strumming and picking patterns to accompany voice are taught. The student must provide a classical or folk guitar for his or her own use. May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: Concurrent enrollment in MUS-101. --AA/AS General Education: AA/AS C --Transfers to CSU only</td>
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<tr>
<td>MUS-127</td>
<td>1 unit</td>
<td>Guitar II</td>
<td>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</td>
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<tr>
<td>MUS-140</td>
<td>3 units</td>
<td>Beginning Studio Recording</td>
<td>This course offers instruction in the basic concepts of multi-track recording. Instruction includes an examination of basic acoustics, microphones, mixers, monitors, signal processors, and recording techniques. *Cross-listed as AUD-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</td>
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<tr>
<td>MUS-141</td>
<td>3 units</td>
<td>Intermediate Studio Recording</td>
<td>This course continues, at a more advanced level, the instruction from MUS-140, Beginning Studio Recording. Students must have received a C or better in MUS-140 for admission to this course. This course offers instruction in multi-track recording techniques. Other techniques for this class include: equalization, mixing, microphone techniques, Foley, signal processing, and 3-dimensional recording. *Cross-listed as AUD-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</td>
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<tr>
<td>MUS-142</td>
<td>3 units</td>
<td>Advanced Studio Recording I</td>
<td>This course is the study of techniques used for audio-for-video. Students must have completed MUS-140 and 141 to be admitted to this class. Study will include: multi-track recording, mixing, Foley, signal processing, and ADR. *Cross-listed as AUD-142. May be taken 2 times for credit. Prerequisite: MUSAUD-141 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only</td>
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<tr>
<td>MUS-143</td>
<td>3 units</td>
<td>Advanced Studio Recording II</td>
<td>Advanced studio recording offers students experience in digital editing using computers and software. This class includes digital recording techniques. *Cross-listed as AUD-143. May be taken 2 times for credit. Prerequisite: MUS/AUD-143 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only</td>
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<tr>
<td>MUS-145</td>
<td>3 units</td>
<td>MIDI &amp; Computer Recording</td>
<td>This course offers instruction in music software and basic audio concepts. The primary focus is on recording, mixing, and editing. *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</td>
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<tr>
<td>MUS-146</td>
<td>Recording Music and Live Sound</td>
<td>3</td>
<td>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</td>
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<tr>
<td>MUS-147</td>
<td>The Music &amp; Audio Business</td>
<td>3</td>
<td>This course acquaints students with business practices in the music &amp; audio industries. The course covers areas such as, contracts, copyright, publishing, and industry trends. *Cross-listed as AUD-147 and BADM-147. Prerequisite: None. --Transfers to CSU only</td>
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<tr>
<td>MUS-148</td>
<td>Radio Production</td>
<td>3</td>
<td>This course acquaints students with the major aspects of radio production. The course includes information regarding the studio and various types of hardware and software. *Cross-listed as AUD-148. Prerequisite: AUD-141 or MUS-141 (with a grade of C or better). --Transfers to CSU only</td>
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<tr>
<td>MUS-150</td>
<td>Intermediate Voice Class</td>
<td>1</td>
<td>This course is designed for students who have had at least one year of voice class or private voice instruction. Emphasis is placed upon performance and application of the theories of good singing as presented in the Beginning Voice classes. Students select their own song materials, as well as receive assigned songs from the instructor. Regular vocal solo performance and critique are major components of the course. Students concentrate on improving tone, breath control, diction, artistry and style. May be taken 4 times for credit. Prerequisite: MUS-115 and MUS-116 (with a grade of C or better) or 1 year of private instruction. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU</td>
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<tr>
<td>MUS-151</td>
<td>Applied Music: Voice</td>
<td>1</td>
<td>This course is designed for the vocal music major or minor who has significant experience and vocal instruction and who needs to continue to advance skills and develop repertoire, technique and style. Students participate in a group recital at the end of the term. May be taken 4 times for credit. Prerequisite: MUS-150 (with a grade of C or better) or 2 years of private vocal instruction. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU</td>
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<tr>
<td>MUS-175</td>
<td>Musicianship I</td>
<td>2</td>
<td>Students learn to identify by ear, analyze, and write melodies, harmonies and rhythms in dictation as well as how to sight sing diatonic melodies using solfeggio. Materials include simple conjunct and disjunct diatonic melodies, primary harmonies, basic rhythms, and singing diatonic melodies. This course requires sufficient hearing ability to detect differences in pitch and also the ability to accurately reproduce vocal pitch. Prerequisite: MUS-101 (with a grade of C or better) or equivalent experience that includes reading and writing notes, key signatures and triads as well as rhythmic notation. --Transfers to both UC/CSU</td>
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<tr>
<td>MUS-176</td>
<td>Musicianship II</td>
<td>2</td>
<td>Continues skills taught in Music 175 using more advanced diatonic and chromatic melodies, harmonies and complex rhythms. Includes both dictation and sight singing. This course requires sufficient hearing ability to detect differences in pitch and also the ability to accurately reproduce pitches vocally. Prerequisite: MUS-175 (with a grade of C or better). --Transfers to both UC/CSU</td>
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<tr>
<td>MUS-201</td>
<td>Orchestra</td>
<td>1</td>
<td>Rehearsal and performance of orchestral literature. Participation in music productions and concerts. May be taken 4 times for credit. Prerequisite: By audition. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU</td>
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<tr>
<td>MUS-203</td>
<td>Concert Band</td>
<td>1</td>
<td>A wind ensemble open to brass, woodwind and percussion players. Its primary purpose is to expose students to band literature. Previous playing experience required. May be taken 4 times for credit. Prerequisite: By audition. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU</td>
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<tr>
<td>MUS-204</td>
<td>Musical Theater Workshop</td>
<td>1-3</td>
<td>A course in the fundamentals of acting, music, dance, and the responsibilities of chorus, parts, leads in musicals, culminating in a performance. May be taken 4 times for credit. Prerequisite: By audition. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU</td>
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<tr>
<td>MUS-205</td>
<td>College Singers</td>
<td>1</td>
<td>The College Singers is a collegiate choral ensemble that rehearses and performs a variety of choral music styles and formats ranging from traditional Baroque and Classical through Twentieth Century in both concert and popular genres. The organization performs at concerts both on and off campus, and additionally provides opportunities for solo and small ensemble singing. May be taken 4 times for credit. Prerequisite: Student must be able to match pitch and sing in tune. Audition is held at first class meeting. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU</td>
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<tr>
<td>MUS-206</td>
<td>Chamber Choir</td>
<td>1</td>
<td>The Chamber Choir provides a small group vocal performance experience for singers who have previous choral experience. Singers are expected learn quickly, and to be able to memorize music for performance. Music of all styles and practices is performed requiring a variety of vocal performance techniques. The Chamber Choir also may join with other college ensembles, both choral and instrumental for performances both on campus and off campus. May be taken 4 times for credit. Prerequisite: Audition conducted at first class meeting. Student must be able to match pitch and sing in tune. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU</td>
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<tr>
<td>MUS-207</td>
<td>Techniques of Musical Theater</td>
<td>3</td>
<td>This course will introduce performance techniques in musical theater. While emphasizing the musical aspects, will also cover dramatic and movement techniques. May be taken 4 times for credit. Prerequisite: By audition. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU</td>
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<tr>
<td>MUS-209</td>
<td>Musical Production</td>
<td>1-4</td>
<td>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</td>
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</tbody>
</table>
Course Descriptions

### MUS-210
**Jazz Ensemble I**  
(formerly MUS-202 Jazz Ensemble)  
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
**Jazz Ensemble II**  
This class is a continuation of Jazz Ensemble I and focuses on the practices and styles of the professional jazz musician. Jazz Ensemble II reinforces the main concepts discussed in Jazz Ensemble I and students are expected to demonstrate those skills at a higher level. Further, students will be expected to arrange, compose, and improvise in a wide variety of jazz styles. The ensemble performs on campus and throughout the surrounding area as opportunities arise. May be taken 4 times for credit.  
Prerequisite: Enrollment is by audition and/or interview only.  
--AA/AS General Education: AA/AS C  --Transfers to both UC/CSU

### MUS-212
**Instrumental Chamber Music**  
This instrumental music group rehearses and performs selections from standard classical repertoire, as well as modern compositions. Musical instruments may include members of the brass, woodwind, string, percussion, and keyboard families. May be taken 4 times for credit.  
Prerequisite: None. Other Enrollment Criteria: Demonstrate proficiency on a musical instrument by audition and/or interview.  
--AA/AS General Education: AA/AS C  --Not transferable

### MUS-253
**Music Theory III: Analysis and Chromatic Harmony**  
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 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
**Special Projects: Music**  
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
**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.

#### NURS-084B
**Nursing Skills Lab - Vocational Nurse**  
LAB 24-108  
This course provides the opportunity for students enrolled in skill-based Vocational Nursing classes to practice and master skills necessary for safe patient care. Materials used include practice medical supplies and equipment, models and manikins, multimedia, computer-based instruction and clinical supervision. May be taken 4 times for credit.

#### NURS-084C
**Nursing Skills Lab - Registered Nurse**  
LAB 24-108  
This course provides the opportunity for students enrolled in the skill-based Registered Nursing courses to practice and master skills necessary for safe patient care. Materials used include practice medical supplies and equipment, models and manikins, multimedia, computer-based instruction and clinical supervision. May be taken 4 times for credit.

#### NURS-085
**Certified Nursing Assistant and Home Health Aide**  
LEC 80-90/LAB 120-135  
This is a 200-hour course including lecture and clinical practice which prepares students to take the state certification as a Nursing Assistant and Certified Home Health Aide. Prerequisite: None. Corequisite: NURS-084A; Admission to the class is pending successful completion of Department of Justice fingerprint clearance, current level C CPR card, proof of negative TB skin test and a physician certificate of adequate physical health for enrollment.

#### NURS-086
**Home Health Aide**  
LEC 32-36  
This course including theory and clinical practice which prepares the Certified Nurse Assistant for the expanded role of Certified Home Health Aide. Home Health Aides work in a variety of health care settings, but are found predominantly in the field of home care. The general topics of study include medical and social needs of clients, personal care services, nutrition, and cleaning and care tasks in home settings. Clinical sites vary each semester. Prerequisite: Must be a Certified Nurse Assistant (required by Title XXII, Department of Health Services). By the first scheduled clinical, must have proof of TB skin test, completed physical health exam form, and CPR (level C) card. Contact Nursing Office for physical exam form.

#### NURS-087
**CNA to Acute Care Nursing Aide**  
LEC 24-27/LAB 72-81  
This course provides training in fundamental nursing skills and theory. The course is designed for the certified nurse assistant who desires to supplement training with emphasis in acute care. May be taken 4 times for credit. Prerequisite: CNA Certification.

#### NURS-090
**CNA Review and Assessment**  
LEC 16-18  
This course prepares the CNA for the written and laboratory assessment. Offered as pass/no-pass only. Prerequisite: Must be a CNA accepted to the VN program.

#### NURS-100
**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...
Course Descriptions

NURS-170  7 units
Part-Time Vocational Nursing I  LEC 64-72/LAB 144-176
This is the first course of the four semester, part-time VN program. This foundation course introduces nursing concepts and rationale for nursing skills. Correlated clinical experience focuses on intermediate skills and provides introductory information on total patient care. Prerequisite: NURS-182, NURS-100, 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
This is the second course of the part-time VN program. There is an emphasis on the physiological and nursing needs of adult patients experiencing problems with the integumentary musculoskeletal, endocrine, skin, cardiovascular and neurosensory problems. Prerequisite: AH-070, NURS-90, NURS-100, NURS-170, NURS-182, 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
This is the third course of the part-time VN program. Students study all phases of the child bearing family with emphasis on physiological and nursing concerns of adult client’s needs related to respiratory, gastrointestinal, and fluid and electrolyte and urinary problems. Prerequisite: AH-070, NURS-090, NURS-170, NURS-171, NURS-182, NURS-183, NURS-192, and 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
This is the last course in the part-time VN program. Students study all phases of the child bearing family in addition to physiological and nursing concerns of adult client’s needs related to reproductive problems. Leadership and professional responsibilities are emphasized. Prerequisite: Completion of all previous part-time VN 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. Prerequisites: AH-070, NURS-100, NURS-170, NURS-182, and NURS-183 (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. Drug information includes pharmacotherapeutics, pharmacodynamics, pharmacokinetics, contraindications and precautions, adverse side effects and drug interactions. Also includes patient variables (health status, life span/gender, diet, lifestyle/habits, environment, and culture in relationship to drug therapy. Prerequisite: Acceptance in the Associate Degree Nursing Program. --Transfers to CSU only

NURS-200  15 units
Vocational Nursing III  LEC 128-144/LAB 336-378
Progressive study continues on client’s needs with genitourinary, fluid and electrolyte problems. Leadership and professional responsibilities are emphasized. Clinical experience focuses on giving care to complex and multiple patients. Students study all phases of the child-bearing family and age specific pediatric problems. Prerequisite: AH-070, NURS-100, NURS-180, NURS-182, NURS-183, NURS-190, NURS-192, and NURS-193 (with a grade of C or better). Corequisite: NURS-084B. --Transfers to CSU only

NURS-212  4 units
Foundations of Nursing  LEC 32-36/LAB 96-108
This course provides an introduction to nursing and the roles of the nurse, the nursing process, critical thinking, knowledge and basic skills necessary to administer beginning level assessment and interventions (procedures) for adults. The emphasis is on health promotion in wellness settings. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of health settings that focus on health maintenance and promotion. Prerequisite: Admission requirements to the RN program. --Transfers to CSU only

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Course Descriptions

NURS-214  4 units
Introduction to Medical-Surgical Nursing I
LEC 32-36/LAB 96-108
Introduction to concepts and practices relating to the non-critical young adult through geriatric adult in the medical-surgical environment. Utilizing the nursing process, the student will begin to recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Selected psychomotor skills associated with the basic needs, medication administration and intravenous therapy will be studied and practiced. This course introduces the first year nursing student to concepts and practices relating to the adult patient in the Medical-Surgical environment. Prerequisites: NURS-194 and NURS-212 (with a grade of C or better). Corequisite: NURS-084C. --Transfers to CSU only

NURS-222  3.5 units
Nursing Care of Children & Families  LEC 32-36/LAB 72-81
This course focuses on the integration and application of the nursing process as it relates to the nursing care of children and their families. Emphasis is 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 Care of Childbearing & Families  LEC 32-36/LAB 72-81
This course will enable the student to obtain knowledge and skills necessary to provide safe, effective, culturally sensitive physical and psychosocial care using the nursing process and family centered approach for childbearing clients and their families. Clinical experiences emphasizes refinement of critical thinking, decision making, psychomotor skills and management of care for evidence based practice in the roles of professional nursing. Prerequisite: Admission requirements to the RN program. Corequisite: NURS-084C. --Transfers to CSU only

NURS-232  3 units
Role Transition  LEC 32-36/LAB 48-54
This course focuses on the theory and application of concepts of physical assessment, the nursing process, critical thinking, relationship of homeostatic mechanisms to fluids and electrolytes and nursing competencies in the professional roles of clinician, teacher, leader and advocate. This course will serve as a bridge for the LVN to the role of Associate Degree Nursing Student and for the advanced placement student transitioning from other Associate Degree Programs. Prerequisite: Admission criteria to the Associate Degree Nursing program. Other Enrollment Criteria: Licensed Vocational Nurse or advanced placement student. --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 on emphasis on lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult, and the outcome criteria for evaluating the aging individual's response to teaching and learning. The student will also explore interventions to increase the older adult's functional abilities. Prerequisite: None. Corequisite: NURS-084C. --Transfers to CSU only

NURS-244  4 units
Advanced Medical-Surgical Nursing IV  LEC 32-36/LAB 96-108
This course focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The student will organize and discriminate data to establish priorities of care. Correlated clinical experiences emphasize refinement of clinical decision making, psychomotor skills and management of patient care in professional nursing practice. Prerequisite: NURS-234 (with a grade of C or better). Corequisite: NURS-084C. --Transfers to CSU only

NURS-248  2.5 units
Preceptorship  LAB 120-135
This course provides the fourth semester nursing student the opportunity to integrate and apply previously learned skills and knowledge in the role of graduate nurse and prepare for professional responsibilities in employment. The student will participate as a pre-licensed preceptee member of the healthcare team and will assume responsibility for a group of clients under the direct supervision of a qualified registered nurse. Students will use critical thinking skills throughout the experience in their role of advocate, leader, and manager of patient care. Prerequisite: NURS-244 (with a grade of C or better). --Not transferable

NURS-299  1-3 units
Special Projects: Nursing  IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Nursing classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only
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

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. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

PHIL-101H  3 units
Honors Introduction to Philosophy I  LEC 48-54
This course is a general introduction to some of the central problems of philosophy. Students will study classical, medieval, modern and contemporary philosophers as a basis for the discussion of epistemology, metaphysics, logic, ethics and aesthetics. The ability to think reflectively and critically will be emphasized. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

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. --AA/AS General Education: AA/AS C or AA/AS D2 --Transfers to both UC/CSU. CSU Area(s): A3

PHIL-103H  3 units
Honors Logic  LEC 48-54
This course emphasizes the study of formal deductive logic with minor treatment of inductive and informal logic. Students will study Aristotelian Logic, Modern Deductive Logic and Quantification. The focus will be on the analysis and critique of valid and invalid argument forms, soundness, rules of inference, logical puzzles, diagramming arguments and Venn diagrams. The course will stress the critical analysis of arguments and critical reasoning skills. Prerequisite: Acceptance in the Honors Enrichment Program. --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: Acceptance into the Honors Enrichment Program. --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

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PHIL-108
Contemporary Religions in the United States of America
3 units
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 philosophical 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 --IGETC Area(s): 3B CSU Area(s): C2

PHIL-109
Ancient and Medieval Philosophy
3 units
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
Renaissance and Modern Philosophy
3 units
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

PHIL-111
Contemporary Philosophy
3 units
LEC 48-54
Critical study of the major philosophical movements of the late 19th, 20th and early 21st centuries, including existentialism and continental philosophy, linguistic analysis, hermeneutics, positivism, and pragmatism. Contemporary issues in philosophy of mind, epistemology, and political and social philosophy are also studied. Some philosophers that may be studied include Soren Kierkegaard, Friedrich Nietzsche, Jean-Paul Sartre, Bertrand Russell, Ludwig Wittgenstein, Jurgen Habermas, Daniel Dennett, John Hospers, James Rachels, Peter Singer, Ayn Rand, and John Rawls. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

PHIL-111H
Honors Contemporary Philosophy
3 units
LEC 48-54
Critical study of the major philosophical movements of the late 19th, 20th and early 21st centuries, including existentialism and continental philosophy, linguistic analysis, hermeneutics, positivism, and pragmatism. Contemporary issues in philosophy of mind, epistemology, and political and social philosophy are also studied. Some philosophers that may be studied include Soren Kierkegaard, Friedrich Nietzsche, Jean-Paul Sartre, Bertrand Russell, Ludwig Wittgenstein, Jurgen Habermas, Daniel Dennett, John Hospers, James Rachels, Peter Singer, Ayn Rand, and John Rawls. Prerequisite: Acceptance into the Honors Enrichment Program and Eligibility for ENGL-101. --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

PHIL-112
Critical Thinking and Composition
4 units
(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 of 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
Honors Critical Thinking and Composition
4 units
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 of 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
Special Projects: Philosophy
1-3 units
IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Philosophy classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Photography

PHOT-090
Digital Imaging Studio Laboratory
1 unit
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/PHOT-224 or MUL-225/PHOT-225. --Not transferable

PHOT-118
Beginning Photography
3 units
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
Digital Photography Production I
3 units
LEC 48-54
This course provides critical, practical, technical, and creative instruction, in addition to guided practice pertaining to digital photographic theory and practice utilizing digital imaging software and digital photographic equipment. It covers fundamental photographic principles and theory as well as a comprehensive introduction into the realm of the digital Light room (photography in the age of new media). The processes involved with digital photographic production will be covered along with their relationship to traditional photography. *Cross-listed as MUL-124. 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

PHOT-224  3 units
Digital Photography Production II  LEC 48-54
This course is designed to elevate the student to a professional level of digital photography production that includes the following advanced issues: compositing strategies and special effect techniques, workflow, composition, photomontage and retouch, as well as a variety of output formats. It is for the professional photographer who wishes to make the transition from traditional photography to the digital paradigm, as well as for the student wishing to transfer in the field of photography. *Cross-listed as MUL-224. May be taken 3 times for credit. Prerequisite: MUL-124/PHOT-125 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only

PHOT-225  3 units
Digital Photography Production III  LEC 48-54
This course offers advanced photographic field and studio concentrations and is the capstone course in photography. These topics are designed to offer the advanced student intensive and extensive immersion in studio and location challenges and related techniques specifically tailored to their needs. The student will visit service bureaus, work in the studio, and on location under instructor supervision prior to enrollment. Prerequisite: MUL-224/PHOT-224 (with a grade of C or better). --Transfers to CSU only

PHOT-299  1-3 units
Special Projects: Photography  IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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

PE-100  3 units
Introduction to Physical Education  LEC 48-54
Orientation course designed to survey the responsibilities of the instructor; critical analysis of the field; survey of literature and the role of the teacher in general education, recreation and school health. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-102  2 units
Introduction to Athletic Techniques: Football  LEC 16-18/LAB 48-54
This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching football. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-103  2 units
Introduction 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  2 units
Introduction to Athletic Techniques: Basketball  LEC 16-18/LAB 48-54
This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching basketball. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-106  3 units
Officiate Basketball/Baseball  LEC 48-54
Theory and practice combined in a study of the techniques and organization of sports and officiating are emphasized. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-107  2 units
Techniques of Tennis  LEC 16-18/LAB 48-54
This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching tennis. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-108  2 units
Athletic Techniques: Soccer  LEC 16-18/LAB 48-54
This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching soccer. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-109  2 units
Techniques of Volleyball  LEC 16-18/LAB 48-54
This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching volleyball. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

Physical Education

PE-090  2 units
Pep Squad  LEC 16-18/LAB 48-54
This course is designed to develop leadership and cooperation within the pep squad, structure rehearsals and improve school spirit. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Not transferable
Course Descriptions

PE-110  3 units
Prevention and Care of Athletic Injuries  LEC 48-54
(formerly Prevention and Care of Injuries)
This course introduces the Athletic Training profession and the methods and techniques for the prevention and treatment of sports-related injuries through the study of human anatomy and function with particular respect to muscle and joint anatomy, biomechanics, exercise physiology and the care of sports-related injuries. This course focuses on injury prevention, evaluation, management, and rehabilitation, as well as professional development. Prerequisite: None. --AA/AS General Education: AA/AS A, E --Transfers to both UC/CSU

PE-111  2 units
Introduction and Techniques of Golf  LEC 16-18/LAB 48-54
This course offers techniques, skills and theory with emphasis on the role of body fitness in critical analysis of athletics and coaching methods. Course designed for students who plan on actively playing or coaching golf. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-112  1 unit
Body Conditioning  LAB 48-54
This course provides a series of activities designed to establish a life-long physical fitness program which requires walking, jogging, jumping rope, strength training, stretching and callisthenic exercises. Completing alternative exercises that match their need and ability levels will accommodate students with temporary or permanent physical limitations. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-112H  1 unit
Honors Body Conditioning  LAB 48-54
This course provides a series of activities designed to establish a life-long physical fitness program which requires walking, jogging, jumping rope, strength training, stretching and callisthenic exercises. Completing alternative exercises that match their need and ability levels will accommodate students with temporary or permanent physical limitations. May be taken 4 times for credit. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS E --Transfers to CU/CSU only

PE-113  1 unit
Introduction to Jogging  LAB 48-54
This course is designed to teach students the correct way to jog and experience the fitness activity of jogging. Included in this course is information on equipment, proper techniques of jogging, guidelines of jogging and how to develop a sound, personal jogging program. May be taken 3 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-114  1 unit
Weight Training  LAB 48-54
This course is designed to teach the individual benefits of various strength training routines. Special attention will be placed upon personal training program design and training specificity. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-115  3 units
First Aid and CPR (formerly First Aid)  LEC 48-54
This course is designed to teach students basic first aid knowledge and techniques that apply to first on scene emergency situations. The course also prepares and certifies students to administer CPR (Cardiopulmonary Resuscitation) to adults, children and infants. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-116  2 units
Introduction to Athletic Techniques: Softball  LEC 16-18/LAB 48-54
Techniques, skills and theory with emphasis on the role of body fitness in softball. Critical analysis of athletics and coaching methods as they relate to softball. This course is designed for students who plan on actively playing or coaching softball. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-119  1 unit
Exercise Walking  LAB 48-54
This course will provide students the opportunity to participate using the number one exercise in the United States - Exercise walking. This course will produce injury-free aerobic capacities and/or cross-training results not attainable by running. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-120  1 unit
Beginning Yoga  LAB 48-54
This class will introduce students to the fundamentals of yoga. Students will practice various poses (asanas) to develop balance, flexibility, and strength. Students will explore controlled breathing techniques to increase focus and concentration. Yoga will enable students to challenge both their body and mind. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-121  3 units
Techniques of Coaching  LEC 32-36/LAB 48-54
This course covers coaching techniques with emphasis on drill progression or teaching procedures. Students will have the opportunity to participate in the development of a grading plan and supervise students in classes. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-122  2 units
Introduction to Football  LEC 16-18/LAB 48-54
This course provides instruction in the skills, techniques, strategy, etiquette, and rules of football. This course is designed to be interesting, to improve physical fitness, and to teach carryover skills. Course includes beginning levels. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to CU/CSU only

PE-123  2 units
Football II  LEC 16-18/LAB 48-54
This course provides instruction in the skills, techniques, strategy, etiquette, and rules of football. This course is designed to be interesting, to improve physical fitness, and to teach carryover skills. Course includes beginning levels. Prerequisite: PE-122 (with a grade of C or better). --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-124  2 units
Football III  LEC 16-18/LAB 48-54
This course offers instruction in the skills, techniques, strategy, etiquette and rules of football. Course designed to be interesting, to improve fitness and to teach carryover skills. Prerequisite: PE-123 (with a grade of C or better). --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-125  1 unit
Individual and Group Sports: Tennis  LAB 48-54
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. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

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Course Descriptions

PE-133 1 unit
Individual and Group Sports: Basketball LAB 48-54
A co-educational introduction to the rules and techniques of basketball, taught in the context of an activity class. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-134 1 unit
Individual and Group Sports: Volleyball LAB 48-54
A co-educational introduction to the rules and techniques of volleyball, taught in the context of an activity class. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-135 1 unit
Intramural Volleyball LAB 48-54
Co-educational power volleyball. Organized competition with drills used to enhance advanced playing skills. 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 1 unit
Individual and Group Sports: Golf LAB 48-54
A co-educational introduction to the rules and techniques of golf, taught in the context of an activity class. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-137 1 unit
Individual and Group Sports: Soccer LAB 48-54
This is a co-educational soccer class designed to develop physical fitness, soccer skill performance, player confidence, rule interpretation, comprehension of strategy and field communication. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-138 2 units
Intercollegiate Sports: Soccer (Men) LAB 96-108
Open to students who are actively participating in intercollegiate competition and to students who act as support personnel, such as managers and statisticians. Enrollment does not automatically use a semester of eligibility. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-139 2 units
Intercollegiate Sports: Soccer (Women) LAB 96-108
Open to students who are actively participating in intercollegiate competition and to students who act as support personnel, such as managers and statisticians. Enrollment does not automatically use a semester of eligibility. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-140 3 units
Intercollegiate Sports: Football (Men) LAB 144-162
This advanced course is for students who have had significant training in football and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition. Students will participate in college sponsored athletic competitions throughout the course. Enrollment does not automatically use a semester of eligibility. May be taken 3 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-141 3 units
Intercollegiate Sports: Basketball (Men) LAB 144-162
This advanced course is for students who have had significant training in basketball and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of basketball skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 3 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-142 2 units
Intercollegiate Sports: Volleyball (Women) LAB 96-108
Open to students who are actively participating in intercollegiate competition and to students who act as support personnel, such as managers and statisticians. Enrollment does not automatically use a semester of eligibility. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-143 3 units
Intercollegiate Sports: Basketball (Women) LAB 144-162
This advanced course is for students who have had significant training in basketball and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of basketball skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 3 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-144 3 units
Intercollegiate Sports: Baseball (Men) LAB 144-162
This advanced course is for students who have had significant training in baseball and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of baseball skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 3 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-145 3 units
Intercollegiate Sports: Tennis (Men) LAB 144-162
This advanced course is for students who have had significant training in tennis and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of tennis skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 3 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-146 3 units
Intercollegiate Sports: Tennis (Women) LAB 144-162
This advanced course is for students who have had significant training in tennis and want to pursue their college and athletic careers through competition with other community colleges. The primary focus is on intercollegiate competition, rigorously intense preparation in fitness and the development and refinement of tennis skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 3 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-147 2 units
Intercollegiate Sports: Golf LAB 96-108
Open to students who are actively participating in intercollegiate competition and to students who act as support personnel, such as managers and statisticians. Enrollment does not automatically use a semester of eligibility. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU
Course Descriptions

PE-148  
Intercollegiate 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  
Intercollegiate Sports: Conditioning  
LEC 16-18/LAB 48-54  
And Strength Training  
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 parallel 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  
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  
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  
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  
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  
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  
Golf Academy Practicum  
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  
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  
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 arts majors and medical technicians. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A  SA Area(s): B1

PHY-101  
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  SA Area(s): B1, B3

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, 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  SA 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  SA Area(s): B1, B3
PHY-202 4 units
Electricity and Magnetism  LEC 48-54/LAB 48-54
Designed for engineering and physical sciences students. Covers topics in thermodynamics including temperature, heat, and the laws of thermodynamics; and the kinetic theory of gases. Also covers topics in electricity and magnetism including electric fields and potential; Gauss’ law; capacitance; magnetic fields; Ampere’s law; Faraday’s law and induction; electromagnetic oscillations; dc and ac current; and circuits. Prerequisite: PHY-201 (with a grade of C or better). Corequisite: MATH-212 or higher. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A  CSU Area(s): B1, B3

PHY-202H 4 units
Honors Electricity and Magnetism  LEC 48-54/LAB 48-54
Designed for engineering and physical sciences students. Covers topics in thermodynamics including temperature, heat, and the laws of thermodynamics; and the kinetic theory of gases. Also covers topics in electricity and magnetism including electric fields and potential; Gauss’ law; capacitance; magnetic fields; Ampere’s law; Faraday’s law and induction; electromagnetic oscillations; dc and ac current; and circuits. Prerequisite: Acceptance in the Honors Enrichment Program; PHY-201 (with a grade of C or better). Corequisite: MATH-212 or higher. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A  CSU Area(s): B1, B3

PHY-203 4 units
Optics and Modern Physics  LEC 48-54/LAB 48-54
This course is a calculus based study of optics, and modern physics. Subjects covered include Geometrical and Physical Optics, Special Relativity, Quantum Physics, Atomic Physics, Nuclear Physics and Particle Physics. Prerequisite: PHY-202 (with a grade of C or better). --Transfers to both UC/CSU --IGETC Area(s): 5A  CSU Area(s): B1, B3

PHY-299 1-3 units
Special Projects: Physics  IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. 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 3 units
Introduction to American Government and Politics  LEC 48-54
An introduction to the politics, principles, theories and practices of the governments of the United States and California. It meets the state requirement in American political institutions. This course, in combination with any U. S. History course, will meet all state requirements in American history. Prerequisite: None. --AA/AS General Education: AA/AS B1 or AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4H  CSU Area(s): D8

PS-101H 3 units
Honors Introduction to American Government 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 3 units
Comparative Politics and Government  LEC 48-54
A comparative analysis of the politics and governmental institutions of democratic and non-democratic based political systems. The course will include an analysis of the crises and stages of political development; a discussion of the relationship of geography, history and economics to political development; an examination of the role of political socialization, political culture and political ideology in political development; a discussion of intra-national conflicts; and 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 3 units
Honors Comparative Politics and Government  LEC 48-54
A comparative analysis of the politics and governmental institutions of democratic and non-democratic based political systems. The course will include an analysis of the crises and stages of political development; a discussion of the relationship of geography, history and economics to political development; an examination of the role of political socialization, political culture and political ideology in political development; a discussion of intra-national conflicts; and 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). --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4H  CSU Area(s): D8

PS-103 3 units
Ethnic Politics in America  LEC 48-54
This course is an introduction to the theory and practice of the art of government in California. Special emphasis will be given to the impact of state and local government on the individual in business, professional and private life. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only. --IGETC Area(s): 4C, 4H -- CSU Area(s): D3, D8

PS-104 3 units
Current Political Issues and Trends  LEC 48-54
This course is a discussion of current national, political, and social trends and issues with an emphasis on their historical, social, philosophical and cultural foundations and their present and future impact. Prerequisite: PS-101 or HIST-111 (with a grade of C or better). --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4H  CSU Area(s): D8

PS-104H 3 units
Honors Current Political Issues and Trends  LEC 48-54
This course is a discussion of current national, political, and social trends and issues with an emphasis on their historical, social, philosophical and cultural foundations and their present and future impact. Prerequisite: Acceptance in the Honors Enrichment Program; PS-101 or HIST-111 (with a grade of C or better). --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU. CSU Area(s): D8

PS-120 3 units
California Government  LEC 48-54
This course is an introduction to the theory and practice of the art of government in California. Special emphasis will be given to the impact of state and local government on the individual in business, professional and private life. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only. CSU Area(s): D8
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PS-120H</strong></td>
<td>Honors California Government</td>
<td>3</td>
<td>This course is an introduction to the theory and practice of the art of government in California. Special emphasis will be given to the impact of state and local government on the individual in business, professional and private life. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 --Transfers to CSU only. CSU Area(s): D8</td>
</tr>
<tr>
<td><strong>PS-149</strong></td>
<td>Occupational Internship: Political Science</td>
<td>1-4</td>
<td>The purpose of this course is to enable eligible students to include supervised on-the-job training as an integral part of the total college educational program. This is accomplished through a planned program of learning experiences, which combines academic and vocational learning at school with new learning experiences on the job in an occupational setting. May be taken 4 times for credit. Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. --Not transferable</td>
</tr>
<tr>
<td><strong>PS-299</strong></td>
<td>Special Projects: Political Science</td>
<td>1-3</td>
<td>Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Political Science classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>PYSC-101</strong></td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>This course is designed to introduce students to the core themes of introduction to psychology, the scientific study of behavior and mental processes in context. Contemporary theories and research methods will be explored. Topics will range from the study of learning-cognitive principles to brain physiology and psychopathology. The aim of this course is to promote the intellectual development of students by broadening their understanding of the fundamental aspects of human behavior and cognitive processes. Prerequisite: None. Recommended Preparation: ENGL-098 (with a grade of C or better). --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4I CSU Area(s): D9, E1</td>
</tr>
<tr>
<td><strong>PYSC-101H</strong></td>
<td>Honors Introduction to Psychology</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td><strong>PYSC-102</strong></td>
<td>Personal Growth</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td><strong>PYSC-103</strong></td>
<td>Human Development</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td><strong>PYSC-103H</strong></td>
<td>Honors Human Development</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td><strong>PYSC-104</strong></td>
<td>Psychology of Gender</td>
<td>3</td>
<td>This course is designed to introduce students to traditional and contemporary psychological theory and research in relation to the impact that gender has on women's and men's thought processes, behaviors and emotions in different social contexts. The topics covered in this course address gender issues at both the individual and the social context level. Some of the topics covered in this course are gender role development and stereotypes, sex differences in cognitive ability, aggression, mental health and family roles. The aim of this course is to promote the intellectual and personal development of students by broadening their understanding of the fundamental aspects of gender identity. The course is designed to satisfy General Education requirements for the Associate Degree. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4D, 4I CSU Area(s): D4, D9, E1</td>
</tr>
<tr>
<td><strong>PYSC-104H</strong></td>
<td>Honors Psychology of Gender</td>
<td>3</td>
<td>This course is designed to introduce students to traditional and contemporary psychological theory and research in relation to the impact that gender has on women's and men's thought processes, behaviors and emotions in different social contexts. The topics covered in this course address gender issues at both the individual and the social context level. Some of the topics covered in this course are gender role development and stereotypes, sex differences in cognitive ability, aggression, mental health and family roles. The aim of this course is to promote the intellectual and personal development of students by broadening their understanding of the fundamental aspects of gender identity. The course is designed to satisfy General Education requirements for the Associate Degree. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4A, 4I CSU Area(s): D4, D9, E1</td>
</tr>
</tbody>
</table>
PYSC-105 3 units
Social Psychology LEC 48-54
Social psychology involves the analysis of relationships between the behavior of individuals and the structure, functions, and processes of society. Topics to be covered in this course include: attitude formation and change, beliefs, attribution, social persuasion, social facilitation, group influences, prejudice, aggression, attraction, altruism, and conflict. *Cross-listed as SOCI-105. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU--IGETC Area(s): 4I, 4J -- CSU Area(s): D0, D9

PYSC-106 3 units
Psychology of Personality LEC 48-54
This course is an introduction to the major theories of personality and the contribution of these theories to self understanding. The theories will be presented as they relate to the formation and development of personality, the learning of personality, human motivation and ideal models of human living. Prerequisite: PSYC-101 or PSYC-102 (with a grade of C or better). --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU--IGETC Area(s): 4I CSU Area(s): D9, E1

PYSC-107 3 units
Psychobiology LEC 48-54
This course covers the relation of nervous, muscular, and glandular functions and structure to adjustment of the human organism. Study is made of the sense organs, perception, physiological basis of emotion, clinical symptoms of abnormal behavior, psychosomatic disorders, sleep, learning, and drug effects. Prerequisite: PSYC-101 (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

PYSC-108 3 units
Abnormal Psychology LEC 48-54
This course is an introduction to the study of psychological disorders, including psychosis, anxiety disorders, mood disorders, and personality disorders. The class will focus on types of abnormal disorders, causes and treatments. This course is recommended for all interested students, including those involved in counseling, nursing, or other clinical fields. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU--IGETC Area(s): 4I CSU Area(s): D9

PYSC-110 3 units
Introduction to Counseling LEC 48-54
An introduction to counseling, this course provides the student with a solid overview of counseling theories, including psychoanalytic, behavioral, cognitive, and person-centered therapies. Each approach is examined from both the group and individual counseling perspective. Techniques and methods of counseling will be demonstrated and practiced through role-playing and small group discussions to provide a good foundation for counseling. *Cross-listed as ADS-110. Prerequisite: PSYC-101 (with a grade of C or better). --Transfers to CSU only

PYSC-115 3 units
Individual, Family and Group Counseling LEC 48-54
This course provides an in-depth study of theories and practices of individual, group, and family counseling, emphasizing learning and practical skills of counseling. Theories and models for family therapy, theories of stages of group development, techniques for family therapy, and the roles of the facilitator/counselor will be discussed. The student will learn how counselors help clients mobilize his/her problems and/ or modify attitudes and values that block the recovery process. *Cross-listed as ADS-115. Prerequisite: ADS-110 or PSYC-110 (with a grade of C or better). --Transfers to CSU only

PYSC-120 3 units
Personal and Professional Growth LEC 48-54
This course covers the importance of personal and professional growth for the counselor, certification requirements, professional associations, as well as programs to aid the recovering counselor and counselor burn-out. Basic skills necessary for the effective counselor will be covered such as reading and writing skills, oral communication skills, investigative skills and case writing skills with practical exercises given. Personal skills include assertiveness, problem solving and decision making. Personal assessment will include looking at personal values and attitudes on special issues and the motives and values for selecting counseling as a profession. Prerequisite: ADS-110 or PSYC-110 (with a grade of C or better). --Transfers to CSU only

PYSC-125 3 units
Psychology of Aging LEC 48-54
Describes and explains the evolution of adult behavior over the life span. This course includes the study of the nature and changes of aging, related to capacity skills, feelings, emotions, and social behavior. It covers the interrelations of psychological and social aspects of the aging process, with emphasis on the adaptation of the aging individual to society. 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

PYSC-299 1-3 units
Special Projects: Psychology IS 16-54
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Psychology classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

PA-101 3 units
Introduction to Public Administration LEC 48-54
An introduction to the purposes, methods, and characteristics of public management, including organization of public services, roles and relationships of public administrators, accountability and the achievement of public goals. Prerequisite: None. --Transfers to CSU only

PA-102 3 units
Public Personnel Administration LEC 48-54
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
### Course Descriptions

#### PA-103  
**Governmental Budgeting**  
LEC 48-54  
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  
This course covers administrative and management problems as they exist within public organizations and agencies. It identifies theories and approaches which explain internal dynamics and behavior in public organization. It includes policy making analysis, and implementation.  
Prerequisite: None. --Transfers to CSU only

#### PA-149  
**Occupational Internship: Public Administration**  
Oi 16-72  
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Lecture</th>
<th>Laboratory</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ-043</td>
<td>Reading Fundamentals Practicum</td>
<td>1 unit</td>
<td>LAB 48-54</td>
<td></td>
<td>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 pass/no-pass only. Prerequisite: None. Corequisite: READ-063. --Not transferable</td>
</tr>
<tr>
<td>READ-044</td>
<td>Intermediate Reading Practicum</td>
<td>1 unit</td>
<td>LAB 48-54</td>
<td></td>
<td>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 pass/no-pass only. Prerequisite: None. Corequisite: READ-064. --Not transferable</td>
</tr>
<tr>
<td>READ-063</td>
<td>Reading Fundamentals</td>
<td>3 units</td>
<td>LEC 48-54</td>
<td></td>
<td>(formerly ENGL-063) This class offers instruction in the fundamentals of reading. Students’ vocabulary and comprehension are assessed, and individual vocabulary programs are assigned. The sequence of skills covered in lecture includes main idea, patterns of organization, fact and opinion, inferences, visual aids for reading, and other developmental strategies to enhance reading success. Prerequisite: None. Corequisite: READ-043. --Not transferable</td>
</tr>
<tr>
<td>READ-064</td>
<td>Intermediate Reading</td>
<td>3 units</td>
<td>LEC 48-54</td>
<td></td>
<td>(formerly ENGL-064) 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</td>
</tr>
</tbody>
</table>

#### Real Estate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Lecture</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE-045</td>
<td>Introduction to Real Estate Economics</td>
<td>3 units</td>
<td>LEC 48-54</td>
<td>Basic material covered in RE-145 with less detailed and technical requirements. This course is for students wishing to prepare for Real Estate Economics wanting a better understanding of our real estate markets. Prerequisite: RE-140 or RE-141 (with a grade of C or better). --Not transferable</td>
</tr>
<tr>
<td>RE-140</td>
<td>Real Estate Principles</td>
<td>3 units</td>
<td>LEC 48-54</td>
<td>This course covers the basic laws and principles of California real estate. It provides the basic background and terminology necessary to understand contracts, agency, listings, real estate financing, deeds, liens, escrows and title insurance, land descriptions, real estate mathematics, real estate licensing and state regulations. A required course for the California Real Estate Salesperson license. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>RE-141</td>
<td>Real Estate Practice</td>
<td>3 units</td>
<td>LEC 48-54</td>
<td>This course provides an analysis of the real estate business as conducted in California, establishing the real estate office, listings, appraisal methods, prospecting, advertising, selling, closing (listing and sales), financing, escrow procedures, exchanges, taxes, and real estate (general taxation and income tax); business opportunities; property management and leases. A required course to maintain salesperson’s license or apply to take broker’s exam. Prerequisite: None. Recommended Preparation: RE-140 or Real Estate License. --Transfers to CSU only</td>
</tr>
<tr>
<td>RE-142</td>
<td>Legal Aspects of Real Estate</td>
<td>3 units</td>
<td>LEC 48-54</td>
<td>This course provides a broad survey of the legal system in the United States with special emphasis on California Real Estate Law. It provides insight into those areas which are most important in avoiding legal difficulties which can arise in connection with real estate transactions. Special emphasis is given to aspects of California Real Estate Law necessary to prepare students for the State Real Estate Licensing Exam. Prerequisite: RE-140 or RE-141 (with a grade of C or better). --Transfers to CSU only</td>
</tr>
<tr>
<td>RE-143</td>
<td>Real Estate Finance</td>
<td>3 units</td>
<td>LEC 48-54</td>
<td>This course provides an analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, and special purpose properties. Included are instruments of real estate finance, sources of financing, techniques of loan origination and servicing, plus the role of federal and state governments. This course is required to obtain the California Real Estate Broker License. Prerequisite: None. Recommended Preparation: RE-140 or Real Estate License. --Transfers to CSU only</td>
</tr>
</tbody>
</table>
## Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
<th>LEC</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RE-144</strong></td>
<td>3.5</td>
<td>Basic Appraisal Principles and Procedures</td>
<td>LEC 56-63</td>
<td>This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. Emphasis is on residential real estate and covers basic real estate appraisal principles and procedures. It meets the license requirements for all levels of appraisal licensure and is required for the trainee, residential, certified residential, and certified general licenses. This course qualifies with the California Department of Real Estate as a statutory/pre-license course for the salesperson and broker education requirements. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>RE-145</strong></td>
<td>3</td>
<td>Real Estate Economics</td>
<td>LEC 48-54</td>
<td>A practical study of the economic aspects of real estate and land use designed to provide a grasp of the dynamic factors which create real estate values and establish trends in real estate markets. Prerequisite: RE-140 or RE-141 (with a grade of C or better). --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>RE-146</strong></td>
<td>3</td>
<td>Real Estate Mortgage Broker</td>
<td>LEC 48-54</td>
<td>This course will provide students with a broad technical knowledge of the state and federal laws which govern the practice of mortgage loan brokering and lending in the state of California. Students will learn lending laws, regulations, disclosures, and the lending process. The course will partially satisfy California Real Estate Department licensing requirements, and it will qualify for forty-five hours of continuing education credit. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>RE-149</strong></td>
<td>1-4</td>
<td>Occupational Internship: Real Estate</td>
<td>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. Prerequisite: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>RE-150</strong></td>
<td>3</td>
<td>Escrow I</td>
<td>LEC 48-54</td>
<td>An applied study of use and operation of the escrow function in real estate transactions, including the study of preparation of escrow instructions and similar documents, computation of pro-ration of real property taxes, insurance premiums, interests and making closing statements, ordering and reviewing title insurance policies and preliminary title reports. Prerequisite: RE-140 (with a grade of C or better). --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>RE-151</strong></td>
<td>3</td>
<td>Escrow II</td>
<td>LEC 48-54</td>
<td>An applied study of use and operation of the escrow function in real and personal property transactions, including the study of preparation of escrow instructions, documents and closing statements. Students will become involved in escrows as to real property, sales of notes and trust deeds and exchanges and mobile homes. Prerequisite: RE-150 (with a grade of C or better). --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>RE-152</strong></td>
<td>3</td>
<td>Escrow III</td>
<td>LEC 48-54</td>
<td>An advanced course in escrow procedures dealing with complex escrows of subdivisions, condominiums, bulk transfers, etc. Prerequisite: RE-151 (with a grade of C or better). --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>RE-153</strong></td>
<td>3</td>
<td>Real Estate Exchanges and Taxation</td>
<td>LEC 48-54</td>
<td>This course is a study of the importance of taxation as a consideration in real estate investment and sales. An up-to-date coverage of recent legislation concerning federal income tax, which affects the aspects of real estate including: depreciation recapture, gains and losses, deferred payments, as well as other decision making factors. Special emphasis and detailed examples are given concerning the exchange methods of transferring real estate ownership and its relationship to taxation. Prerequisite: RE-140 (with a grade of C or better). --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>RE-154</strong></td>
<td>3</td>
<td>Property Management</td>
<td>LEC 48-54</td>
<td>This course is an analysis of the principles and practices of managing income properties, including types of property management, collections, leases, tenants and purchases. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>RE-155</strong></td>
<td>3.5</td>
<td>Residential Real Estate Appraisal</td>
<td>LEC-56-63</td>
<td>This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. Emphasizes residential market analysis and highest and best use; residential appraiser site valuation and cost approach; and residential sales comparison and income approach. Emphasizes single-family homes, 1-4 unit apartments, condos, mobile homes, and manufactured homes. Meets the license requirements for all levels of appraisal licensure. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td><strong>RE-156</strong></td>
<td>1</td>
<td>Residential Appraisal Report Writing</td>
<td>LEC 16-18</td>
<td>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</td>
</tr>
<tr>
<td><strong>RE-157</strong></td>
<td>1</td>
<td>Uniform Standards of Professional Appraisal Practice (USPAP)</td>
<td>LEC 16-18</td>
<td>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</td>
</tr>
<tr>
<td><strong>RE-158</strong></td>
<td>1</td>
<td>Appraisal Statistics, Modeling and Finance</td>
<td>LEC 16-18</td>
<td>This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation for the Certified Residential &amp; Certified General License. The California Office of Real Estate Appraisers (OREA) requires completion of this course for the Certified Residential and Certified General licensure. Prerequisites: None.--Transfers to CSU only</td>
</tr>
<tr>
<td><strong>RE-159</strong></td>
<td>1</td>
<td>Advanced Residential Applications and Case Studies</td>
<td>LEC 16-18</td>
<td>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</td>
</tr>
</tbody>
</table>
Course Descriptions

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

SOCL-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 pass/no-pass only. Prerequisite: None. --Not transferable

SOCL-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, 4J -- CSU Area(s): D0, D9

SOCL-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

SOCL-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

SOCL-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

SOCL-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

SOCL-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 --Transfers to both UC/CSU --IGETC Area(s): 4J CSU Area(s): D0

SOCL-108
Human Sexuality
LEC 48-54
To better understand human sexuality in relation to oneself and society in general. To achieve this, a multi-discipline approach will be taken with perspectives in medical/biology, psychology, sociology and anthropology, all giving students the opportunity to learn academic requirements as well as making decisions concerning their personal sexual lives. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU. CSU Area(s): D0, E1

SOCL-110
Media and Society
LEC 48-54
This course explores the evolution of contemporary television, film, and publishing industries, as well as the virtual communities of the Internet and the World Wide Web. The effects and consequences of the media in society will be explored. Emphasis will be on representations of various cultures and subcultures in the United States and abroad from World War II to the present. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4J CSU Area(s): D0

SOCL-112
Gender and Social Interaction
LEC 48-54
This course explores the micro-social and structural aspects of gender both in the U.S. and around the world. Micro-social aspects include the social construction of gender roles and interpersonal communications, interactions, and relationships. Structural aspects include analyses of the economic and political aspects of gender, the representation of gender in the media, differential access issues, and the effects on individuals’ life 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 PSYC-112. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4D CSU Area(s): D4, D7, E1--

SOCL-115
Contemporary Chicano in Society
LEC 48-54
This course explores the micro-social and structural aspects of contemporary Chicanos/as in the U.S., particularly in California from the 1930s to present. Micro-social aspects include an exploration of the identity formation, value systems, gender roles, and interactions within the Chicano/a community. Structural aspects include an analysis of differential access to politics, education, healthcare and the economy, the representation of Chicanos/as in the media, and the effects on Chicanos/as’ life chances. This course is intended for students interested in the social and behavioral sciences; multimedia.
### Course Descriptions

**SOCI-125**  
**Crime and Society**  
**3 units**  
**LECT 48-54**  
This course examines crime in America society with an emphasis on diversity, including an analysis of how race/ethnicity, sex/gender, social class, sexual orientation, etc. affect the interpretation of criminal laws, sentencing, and prevention. This course is intended to serve students interested in the social and behavioral sciences, law and criminal justice, police science, liberal arts, and the humanities. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4J CSU Area(s): D0, D3

**SOCI-129**  
**Processes of Power**  
**2 units**  
**LAB 96-108**  
Structures of power in community work, environment and in personal life will be examined. Strategies and methods of gaining power in one's life will be demonstrated, discussed and appropriate applications suggested. Exercises and investigative techniques will be tested and refined by students. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only. CSU Area(s): D7

**SOCI-130**  
**Sociology of Aging**  
**3 units**  
**LECT 48-54**  
Prepares to examine health, economic, and political factors related to the aged in their changing family and social roles. Includes: demo-graphics, aging and adaptation, health, resources, and social support system. *Cross-listed as GER-130.* Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4J CSU Area(s): D0

**SOCI-140**  
**Introduction to Applied Human Services**  
**3 units**  
**LECT 48-54**  
This course is an introduction to the sociological explanations of employment and workforce development from an applied human services perspective. Provides an overview of major theories on socio-cultural evolution of work, problems in the workplace, the changing world of work and how it impacts the individual. Includes topics related to the historical perspectives of career development theory, and the role of Para-professionals. Focus is on assisting special populations. Prerequisite: SOCI-095. --Transfers to CSU only

**SOCI-141**  
**Case Services and Advocacy in Human Services**  
**3 units**  
**LECT 48-54**  
This course provides an overview and foundation of case management and advocacy in applied Human Services professions. Essential case management and advocacy skills are studied, including screening, intake, resource identification, comprehensive needs assessment, and service coordination. The legal and ethical elements of case management are studied including, documentation, legal rights and responsibility and confidentiality. Advocacy is studied both on an individual client centered advocacy and on a system and community advocacy level. Prerequisite: SOCI-095. --Transfers to CSU only

**SOCI-150**  
**Introductory Field Work in Human Services**  
**3 units**  
**LECT 48-54**  
This course in the Human Services certificate program provides field experience at approved community based organizations, health centers, or social services agencies. Under supervision, students have an opportunity to practice sociological theories, techniques and job skills including, screening, intake, program orientations, supervised advisement, referrals and resource recommendations. Practical experience is gained in areas of interview, assessment, client communication, case management, documentation, confidentiality and scheduling. Emphasis is on professionalism, legal mandates, reporting, and confidentiality. Prerequisite: SOCI-095. --Transfers to CSU only

**SOCI-299**  
**1-3 units**  
**IS 16-54**  
Special Projects: Sociology  
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Sociology classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

**Spanish (see World Languages)**

**Student Government Association (ASB)**

**SGA-101**  
**Leadership Development**  
**3 units**  
**LECT 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**  
**LECT 48-54**  
Personal Leadership Development  
This course will explore advanced topics in leadership and the application to the personal lives, and careers in private or public organizations. Topics will include leadership theories, initiating change and conflict management. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

**SGA-105**  
**1.5 units**  
**LECT 16-18/LAB 24-27**  
Service Learning Leadership  
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 CDE-105.* May be taken 4 times for credit. Prerequisite: None. --Transfers to CSU only

**SGA-299**  
**1-3 units**  
**IS 16-54**  
Special Projects: Special Topics in Leadership  
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**  
**LECT 32-36**  
Tutor Training  
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 pass/no-pass only. Prerequisite: None. --Not transferable
### Course Descriptions

#### TA-081
**Introduction to Math Tutoring**  
LEC 16-18  
1 unit  
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 pass/no-pass only. Prerequisite: TA-080. --Not transferable

#### TA-082
**Introduction to Tutorial Writing**  
LEC 16-18  
1 unit  
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. --Not transferable

#### TA-101
**Introduction to Teaching Assistant**  
LEC 48-54  
3 units  
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. --Not transferable --Transfers to CSU only

#### TA-102
**Advanced Teaching Assistant Techniques**  
LEC 48-54  
3 units  
This course is designed for the student seriously considering education as a profession. Emphasis will be on developing 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. --Not transferable --Transfers to CSU only

#### TA-149
**Occupational Internship: Teaching Assistant**  
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 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

#### TA-299
**Special Projects: Teaching Assistant**  
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 Teaching Assistant classes; a contract must be completed with the instructor prior to enrollment. --Not transferable

### Theater Arts

#### THA-101
**Introduction to Theater**  
LEC 48-54  
3 units  
Through lectures, readings, videotape, live theatrical experiences, class discussions, and activities, this introductory course emphasizes the value and importance of theater as a fine art and metaphor for society and life. Emphasis is placed on the role of theater as a source and reflection of ideas, cultural values, and human understanding. Contributions of the playwright, director, actor, designer, technician, and audience are explored. This course is a requirement for the Theater Arts major and meets the general education graduation requirement for Arts and Humanities. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A CSU Area(s): C1

#### THA-101H
**Honors Introduction to Theater**  
LEC 48-54  
3 units  
Through lectures, readings, videotape, live theatrical experiences, class discussions, and activities, this introductory course emphasizes the value and importance of theater as a fine art and metaphor for society and life. Emphasis is placed on the role of theater as a source and reflection of ideas, cultural values, and human understanding. Contributions of the playwright, director, actor, designer, technician, and audience are explored. This course is a requirement for the Theater Arts major and meets the general education graduation requirement for Arts and Humanities. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A CSU Area(s): C1

#### THA-102
**Theater History**  
LEC 48-54  
3 units  
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

#### THA-105
**Voice and Diction**  
LEC 48-54  
3 units  
(formerly Voice for the Actor)  
This course covers voice and speech production for students of theater arts and communications and anyone who wishes to learn to use the voice effectively in a variety of performance situations. Special focus is placed on breath support, vocal relaxation, habitual use, optimum pitch, diction, phonetics and regional dialects. Students will work on developing skills in effective oral communication performance as well as character voice work. *Cross-listed as COMM-105. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

#### THA-108
**Improvisation for Dance and Theater**  
LEC 48-54  
3 units  
Through structured and unstructured movement and vocal improvisations drawing on the theories and practices of action theater, mask work, contact 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

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THA-109  
**Movement for Actors**  
LEC 48-54  
This introductory course in movement for actors focuses on the development of an articulate body with dynamic and expressive range. Drawing from the acting techniques and theories of Laban, Adler, Hagen, Spolin, and Stanislavski and the body therapies and disciplines of yoga, Bartenieff and Sweigard Fundamentals, and Alexander and Feldenkrais techniques, students will explore and identify their individual movement preferences and habits. This work will prepare the student for the organic characterization and authentic intention required in acting. This course is for the theatre major and general interest student and fulfills a requirement for the theatre major, the musical theatre certificate, and MSJC humanities requirement. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C1

THA-110  
**Fundamentals of Acting**  
LEC 48-54  
Through lecture, class discussion, improvisation and exercises, analysis of live and video taped performance, scene work and solo study, the student will learn about the separate parts of the craft of acting—thought, emotion, movement and voice—and begin to explore the tools necessary for creating a character. Warm-up techniques, theater etiquette, safety, and the acting profession are emphasized, along with the development of the artist's critical eye. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C1

THA-111  
**Intermediate Acting**  
LEC 48-54  
This course offers a continuing study of acting technique for the serious theatre student preparing for advanced work at the university or professional levels. Emphasis is placed on developing 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

THA-112  
**Acting for Film and Television**  
LEC 48-54  
This is a course in the fundamentals of acting in front of the camera for film and television. Students learn elements of concentration and character creation (in out-of-context shooting), to work with a studio production team, script/rehearsal procedures, and scene preparation for film. Various studies in television acting may include TV dramas, sitcoms, soap operas, news and commercials. Prerequisite: THA-110 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C1

THA-113  
**Oral Interpretation of Literature**  
LEC 48-54  
This course analyzes the art of communicating works of literary merit to an audience. The appropriate literary selection, the use of vocal skills and facial and body expression will be developed in order to present works of literature to a theatrical audience. Individual and group performances of poetry, prose, and drama are included. *Cross-listed as COMM-113. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU. CSU Area(s): C1

THA-114  
**Intermediate Movement for Actors**  
LEC 48-54  
The use of the articulate body in character creation, development and interaction is emphasized through movement and voice in scene work, mask work, and improvisation. Drawing on the theories and techniques of Grotowski, Decroux, Stanislavski, Chekhov, Meisner, Lecoq, Hagen, Spolin and Laban, students practice authentic intention and stage physicality in the development of organic characterization. Movement for period plays, stage combat, and musical theatre may be included. This course fulfills a theatre major, musical theatre

THA-117  
**Stagecraft**  
LEC 32-36/LAB 48-54  
This is a course in the fundamentals of scenic design and its construction. Students will be taught the safe operation of hand and power tools, as well as choosing the correct construction materials for completing a scenic design. Students will be given instruction in the separate parts and working elements of a typical theatre. Students may have the opportunity to construct, paint sets and set up lighting and sound equipment for MSJC Performing Arts productions. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-118  
**Theater Production**  
LEC 40-45/LAB 24-27  
This course presents practical application in the basic skills of organizing and producing plays and musicals. Through the study of stage managing, backstage operations, technical crews and equipment, budget and house managing, the student experiences how to run a theater effectively. Prerequisite: None. --AA/AS General Education: AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-120  
**Lighting**  
LEC 32-36/LAB 48-54  
Students will learn the basic concepts of stage lighting. Study includes the operation of lighting equipment and control systems, theory of lighting design, color media, rigging and planning, light plots, and technical rehearsal and performance procedures. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-121  
**Costume**  
LEC 32-36/LAB 48-54  
Students will learn the basic concepts of the design and construction of costumes for the stage. Topics will include research, costume organization - pattern and construction techniques, sewing equipment use and maintenance and the function of costume personnel in production work. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-122  
**Stage Makeup**  
LEC 16-18/LAB 96-108  
This is an introduction to the basic techniques and materials of stage makeup. Demonstration of techniques will culminate in hands-on assignments. Students will learn application, medium choices, color mixing, realistic and corrective functions, basic prosthetics and the history and aesthetics of makeup design for a specific play. 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**  
LEC 32-36/LAB 48-54  
This course introduces the students to the basic techniques and materials used in perspective watercolor renderings and scale models for scenic representation of designs for theatrical productions. Students will create water-color renderings and three dimensional models through interpretation of ground plans, elevations, and construction plots. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA-124</td>
<td>3 units</td>
<td>Scenic Painting</td>
<td>This course is an introduction to the basic techniques and materials used in the painting of scenery for the stage. Demonstration of techniques will culminate in hands-on assignments that make extensive use of these methods to achieve a scenic effect. Students will learn color mixing, base, lay-out, ink, lay-in, detail and the use of standard brushes and tools. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU</td>
</tr>
<tr>
<td>THA-125</td>
<td>3 units</td>
<td>Children’s Theater</td>
<td>This course provides the basic skills and techniques for developing theater activities for children in the classroom, community or recreational theaters. The role of the teacher and director will be explored through lecture, discussion, and activities that will include choosing material, basic acting techniques, organizing rehearsals, child psychology, and starting a children’s theater. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only</td>
</tr>
<tr>
<td>THA-127</td>
<td>3 units</td>
<td>Reader’s Theater</td>
<td>This course focuses on the theories and techniques of oral performance of literature and drama through solo, small group, and ensemble speaking. Students study script preparation/adaptation, staging, directing techniques, and vocal skills. This course culminates in public performance. *Cross-listed as COMM-129. May be taken 2 times for credit. Prerequisite: COMM/THA-105 or THA-110 or COMM/THA-113 (with a grade C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU</td>
</tr>
<tr>
<td>THA-132</td>
<td>3 units</td>
<td>Acting for the Classical Theater</td>
<td>This course is an introduction to the challenge of acting for the classical theater. Students will study the technique/skills required for performing such period styles as Greek Tragedy, Shakespeare, Commedia Dell’Arte and Restoration. Involves close reading and study of text for meaning. Students will prepare scenes and monologues to be performed for class discussion and analysis. May be taken 2 times for credit. 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</td>
</tr>
<tr>
<td>THA-135</td>
<td>3 units</td>
<td>Introduction to Film</td>
<td>This is an introductory course in film aesthetics and theory which focuses on the art, technology, and business of filmmaking. Elements of film production (mise-en-scene, cinematography, composition, lighting and sound) are explored for the purpose of film analysis. Analyses of filmic texts both narrative and non-narrative structures are approached to develop the students perception, appreciation and analytical skills in film studies. Hollywood models of marketing and distribution, as well as independent filmmaking approaches are studied. 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</td>
</tr>
<tr>
<td>THA-136</td>
<td>3 units</td>
<td>Cultural History of American Motion Pictures</td>
<td>In considering the history of American commercial motion picture culture from its origins to the present, students will study film language, the social composition of audiences, the economics of the film industry, major themes and genres that have appeared in American films and the relationship between politics and American motion pictures. *Cross-listed as HIST-136. 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</td>
</tr>
<tr>
<td>THA-137</td>
<td>3 units</td>
<td>Introduction to World Cinema</td>
<td>This course introduces international film studies by considering film language, international audiences and marketing, relationships between governments and businesses and film production, technological diffusion and innovation, and film content. *Cross-listed as HUM-137. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A. CSU Area(s): C1</td>
</tr>
<tr>
<td>THA-150</td>
<td>3 units</td>
<td>Survey of Drama</td>
<td>This course studies a variety of dramatic literature spanning Greek drama to contemporary plays; issues of genre, staging, and technique are discussed in connection with a representative sample of plays from across several literary cultures and historical periods. *Cross-listed as ENGL-200. Prerequisite: None. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C --Not transferable</td>
</tr>
<tr>
<td>THA-155</td>
<td>3 units</td>
<td>Musical Theater History</td>
<td>Musical Theater History is the study of the evolution of the American theatrical art form from its European beginnings in nineteenth-century theatrical genres as, opéra-comique, opérette, pantom, 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</td>
</tr>
<tr>
<td>THA-160</td>
<td>3 units</td>
<td>Dramatic Writing for Stage and Screen</td>
<td>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 (with a grade of C or better). *Cross-listed as ENGL-160. --AA/AS General Education: AA/AS C --Transfers to CSU only</td>
</tr>
<tr>
<td>THA-200</td>
<td>3 units</td>
<td>Actor’s Workshop</td>
<td>This advanced course is for students, with significant actor training and/or theatre experience, who wish to improve their acting and performance skills. The primary focus is on ensemble acting, textual analysis, with concentration on in-depth study of subject material, intensity of action, freedom of emotional context, and clarity of expression. Classroom exercises and scene studies will culminate in public workshop performance. 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</td>
</tr>
<tr>
<td>THA-201</td>
<td>3 units</td>
<td>Rehearsal and Performance</td>
<td>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</td>
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### Course Descriptions

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<tbody>
<tr>
<td>THA-209</td>
<td>Musical Production</td>
<td>1-4 units</td>
<td>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</td>
</tr>
<tr>
<td>HORT-103</td>
<td>Advanced Turfgrass Management</td>
<td>3 units</td>
<td>(formerly AGTM-103) This course is designed to give the student advanced study in the specialization of both golf courses and athletic fields management. Topics include advanced methods used in the maintenance of turf grass for golf courses and sports fields and large turf areas. It examine construction, building, 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</td>
</tr>
<tr>
<td>HORT-105</td>
<td>Golf Course/Landscape Irrigation</td>
<td>3 units</td>
<td>(formerly AGTM-105) This course is an introduction to fundamental irrigation principles and techniques used in the maintenance of turf grass for golf courses and sports fields and large turf areas. It examine construction, building, 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</td>
</tr>
<tr>
<td>HORT-107</td>
<td>Arboriculture</td>
<td>3 units</td>
<td>(formerly AGTM-107) This course includes care and management of ornamental trees, pruning techniques, fruit tree care, bracing, cabling, and pest control. Also included are safe practices in the use of equipment, including the use of ropes, chippers, boom trucks, chain saws, and identification and evaluation of common trees. This course prepares students for the tree worker and arborist certification exams. This course is an elective course in the Golf Course Management Program. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>HORT-109</td>
<td>Landscape Design</td>
<td>3 units</td>
<td>(formerly AGTM-109) This course introduces the history and fundamentals of landscape design. The student will learn site evaluation, design methods, elements of texture, form and color, selection of landscape material and the functional and aesthetic use of plants. Prerequisite: None. --Transfers to CSU only</td>
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**Turf & Landscape Management**

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<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>HORT-101</td>
<td>Horticulture Science</td>
<td>3 units</td>
<td>LEC 48-54 (formerly AGTM-101) This course introduces the horticulture industry, using videos, text, field trips, and guest lecture. Topics include fundamental skills used in the horticulture industry, cultivation of plant varieties, methods, knowledge, and techniques used in commercial and residential landscaping, golf course management, plant nursery, and maintenance for urban gardeners. This is a core course in the Golf Course/Turf Management Certification Program. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>HORT-102</td>
<td>Introduction to Turfgrass Management</td>
<td>3 units</td>
<td>LEC 48-54 (formerly AGTM-102) This course is designed for students pursuing the golf course management certificate as well as green industry professionals wishing to upgrade their skills. It is a core course in the Golf Course/Turf Management Program. This course presents basic methods and materials used in the maintenance of turf grass. Topics include major factors in turf grass management including turf grass establishment, weed identification and control, turf grass pests, fertilization, irrigation, mowing procedures and scheduling. Prerequisite: None. --Transfers to CSU only</td>
</tr>
</tbody>
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**AA/AS General Education:** AA/AS C --Transfers to both UC/CSU. CSU Area(s): C1

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### Course Descriptions

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<tr>
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<tbody>
<tr>
<td>HORT-110</td>
<td>3</td>
<td>Laws and Regulations an Integrated Pest Management Approach (formerly AGTM-110)</td>
</tr>
<tr>
<td>HORT-120</td>
<td>3</td>
<td>Sales and Marketing in Hospitality (formerly AGTM-120)</td>
</tr>
<tr>
<td>HORT-121</td>
<td>2</td>
<td>Sanitation and Safety in Resort Management (formerly AGTM-121)</td>
</tr>
<tr>
<td>HORT-122</td>
<td>3</td>
<td>Resort Food &amp; Beverage Operation (formerly AGTM-122)</td>
</tr>
<tr>
<td>HORT-123</td>
<td>2</td>
<td>Menu Planning in Resort Management (formerly AGTM-123)</td>
</tr>
<tr>
<td>HORT-149</td>
<td>0.50-4</td>
<td>Occupational Internship: Turf and Landscape Management (formerly AGTM-149)</td>
</tr>
<tr>
<td>HORT-299</td>
<td>0.50-3</td>
<td>Special Projects: Turf and Landscape Management (formerly AGTM-299)</td>
</tr>
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### Viticulture, Enology & Winery

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<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VEW-100</td>
<td>3</td>
<td>Introduction to Viticulture</td>
</tr>
<tr>
<td>VEW-102</td>
<td>3</td>
<td>Introduction to Enology</td>
</tr>
</tbody>
</table>

### Water Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>WATR-100</td>
<td>1</td>
<td>Introduction to Water/Wastewater Operations</td>
</tr>
<tr>
<td>WATR-102</td>
<td>2</td>
<td>Basic Waterworks Mathematics</td>
</tr>
<tr>
<td>WATR-103</td>
<td>3</td>
<td>Water Treatment Plant Operations I &amp; II</td>
</tr>
</tbody>
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**Mt. San Jacinto College 2009-2010 Catalog**
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATR-105</td>
<td>3</td>
<td>Water Treatment Plant Operations III, IV &amp; V</td>
<td>LEC 48-54&lt;br&gt;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. Prerequisite: None. Recommended Preparation: WATR-102 and WATR-103. --Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-107</td>
<td>3</td>
<td>Water Distribution I &amp; II</td>
<td>LEC 48-54&lt;br&gt;This comprehensive course teaches the students the course principles of operation and maintenance of a water distribution system. The course will cover sources of water, principles of design, installation, operation and maintenance of pipes, valves, meters and other related hydraulic units. Operation and maintenance safety considerations emphasized. This course is designed to prepare the student to take State of California Water Distribution Operator exam. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-109</td>
<td>3</td>
<td>Water Distribution III, IV &amp; V</td>
<td>LEC 48-54&lt;br&gt;This is an advanced course designed for the water professional. Prepares and qualifies (with repetition) the student for the State of California Water Distribution Operators Certificate, Grades D-3, D-4 and D-5, and/or the American Water Works Association, Grade III, IV or V. May be taken 3 times for credit. Prerequisite: None. Recommended Preparation: WATR-107. --Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-120</td>
<td>3</td>
<td>Wastewater Treatment Plant Operations I &amp; II</td>
<td>LEC 48-54&lt;br&gt;This course is an introduction to wastewater treatment, including preliminary, primary, and secondary treatment processes. This course is specifically designed for individuals seeking employment or those who are already employed in the wastewater field. This course prepares students for the CSWRB Wastewater Treatment Plant Operator examinations. Prerequisite: None. Recommended Preparation: WATR-102. --Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-122</td>
<td>3</td>
<td>Wastewater Plant Operations III, IV &amp; V</td>
<td>LEC 40-45/LAB 24-27&lt;br&gt;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. Prerequisite: 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>LEC 40-45/LAB 24-27&lt;br&gt;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. Prerequisite: None. Recommended Preparation: WATR-102. --Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-130</td>
<td>3</td>
<td>Environmental Laws and Regulations</td>
<td>LEC 48-54&lt;br&gt;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. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-140</td>
<td>3</td>
<td>Wells, Pumps and Motors</td>
<td>LEC 48-54&lt;br&gt;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. Prerequisite: None. --Transfers to CSU only</td>
</tr>
<tr>
<td>WATR-149</td>
<td>1-4</td>
<td>Occupational Internship: Water Technologies</td>
<td>OI 16-72&lt;br&gt;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</td>
</tr>
<tr>
<td>WATR-299</td>
<td>1-3</td>
<td>Special Projects: Water Technology</td>
<td>IS 16-54&lt;br&gt;Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Water Technology classes; a contract must be completed with the instructor prior to enrollment. --Not transferable</td>
</tr>
</tbody>
</table>

### World Languages

#### CHIN-101 | 5 | Elementary Chinese I | LEC 80-90<br>This beginning course concentrates on developing basic skills in listening, pronunciation, oral practice, and basic grammar of Mandarin Chinese at the beginning level. This course includes discussions of Chinese culture and daily life. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only. CSU Area(s): C2 |

#### CHIN-102 | 5 | Elementary Chinese II | LEC 80-90<br>This course is a continuation of skills learned in Chinese 101. Students will become more proficient in the use of Mandarin Chinese through reading, listening and speaking. Chinese 102 concentrates on more advance grammar and further knowledge of Chinese culture and daily life. Prerequisite: CHIN-101 (with a grade of C or better) or two years of high school Chinese. --AA/AS General Education: AA/AS C --Transfers to CSU only. CSU Area(s): C2 |
Course Descriptions

CHIN-201  4 units  
Intermediate Chinese I  LEC 64-72  
This course is a continuation of skills learned in Chinese 102. Students will become more proficient in the use of Mandarin Chinese through reading, writing, listening and speaking. Chinese 201 concentrates on more advanced grammar, dialectal variations and further knowledge of Chinese culture and daily life. Prerequisite: CHIN-102 (with a grade of C or better) or one or two years of high school Chinese. --AA/AS General Education: AA/AS C --Transfers to CSU only. CSU Area(s): C2

FREN-201  4 units  
Intermediate French I  LEC 64-72  
A continuation of FREN-102, this course introduces more advanced grammar and vocabulary, with more emphasis on oral and written communication in response to level-appropriate readings in francophone culture and civilization. Formal compositional strategies are introduced. Prerequisite: FREN-102 (with a grade of C or better) or three years high school French. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A CSU Area(s): C2

CHIN-202  4 units  
Intermediate Chinese II  LEC 64-72  
This course is a continuation of skills learned in Chinese 201. Students will become more proficient in the use of Mandarin Chinese through reading, writing, listening and speaking. Chinese 202 concentrates on advanced grammar, dialectal variations, reading comprehension and further knowledge of Chinese culture and daily life. Prerequisite: CHIN-201 (with a grade of C or better) or AP exam with a passing score. --AA/AS General Education: AA/AS C --Transfers to CSU only. CSU Area(s): C2

FREN-202  4 units  
Intermediate French II  LEC 64-72  
A continuation of FREN-201, this course emphasizes advanced grammar and vocabulary, with major emphasis on effective oral communication at a high-intermediate level. Formal composition in response to more advanced readings in francophone culture and civilization is stressed. Prerequisite: FREN-201 (with a grade of C or better) or four years of high school French. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A CSU Area(s): C2

FREN-051  2 units  
Conversational French I  LEC 32-36  
This is an introductory course for non-native speakers of French in which the student learns to converse orally on a variety of everyday topics. Offered as pass/no-pass only. Prerequisite: None. --Not transferable

FREN-052  2 units  
Elementary French Conversation II  LEC 32-36  
This course presents a continuation of skills learned in French 051. Offered as pass/no-pass only. Prerequisite: FREN-051 (with a grade of C or better) or one year of high school French. --Not transferable

FREN-101  5 units  
Elementary French I  LEC 80-90  
This course introduces students to French language and culture. Students will learn basic grammar and vocabulary while studying pronunciation rules through oral and written practice. Students will also study basic aspects of French culture and civilization. Prerequisite: None. Recommended Preparation: College level reading skills shown by assessment test results or completion of ENGL-064 with a grade of C or higher. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 6A CSU Area(s): C2

FREN-102  5 units  
Elementary French II  LEC 80-90  
A continuation of FREN-101, this course introduces students to more grammar and vocabulary, with an emphasis on oral and written communication. Students will also study francophone culture and civilization in more depth. Prerequisite: FREN-101 (with a grade of C or better) or two years of high school French. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A CSU Area(s): C2

FREN-175  2 units  
Special Studies in Francophone Culture: LEC 8-9/LAB 72-81  
France  
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-299  1-3 units  
Special Projects: French  IS 16-54  
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous French classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

ITAL-101  5 units  
Elementary Italian I  LEC 80-90  
This beginning course concentrates on pronunciation, oral practice, basic grammar of the Italian language and study of the Italian culture and civilization. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Italian at the beginning level. Prerequisite: CHIN-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

ITAL-101H  5 units  
Honors Elementary Italian I  LEC 80-90  
This beginning course concentrates on pronunciation, oral practice, basic grammar of the Italian language and study of the Italian culture and civilization. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Italian at the beginning level. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Transfers to CSU only CSU Area(s): C2

ITAL-102  5 units  
Elementary Italian II  LEC 80-90  
This course is a continuation of skills learned in Italian 101. Students will become more proficient in the use of the Italian language through reading, writing, listening and speaking. Prerequisite: ITAL-101 (with a grade of C or better) or four years of high school Italian. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A CSU Area(s): C2

ITAL-102H  5 units  
Honors Elementary Italian II  LEC 80-90  
This course is a continuation of skills learned in Italian 101. Students will become more proficient in the use of the Italian language through reading, writing, listening and speaking. Prerequisite: ITAL-101 (with a grade of C or better) or four years of high school Italian. --AA/AS General Education: AA/AS C --Transfers to CSU only CSU Area(s): C2
Course Descriptions

PORT-101H
Honors Elementary Portuguese I
LEC 80-90
This beginning course concentrates on the basic skills of listening, reading, speaking and writing. It will emphasize the vocabulary and basic grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Not transferable

PORT-102H
Honors Elementary Portuguese II
LEC 80-90
This course presents a continuation of the skills in PORT-101. Students will become more proficient in the use of Portuguese language through listening, reading, speaking and writing. It will emphasize the vocabulary and grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: PORT-101 (with a grade of C or better) or two years of high school Portuguese. Recommended Preparation: The student take a PORT-101 course no longer than one year before starting this course. The same applies to two years of high school Portuguese. --AA/AS General Education: AA/AS C --Transfers to CSU only CSU Area(s): C2

PORT-201H
Honors Intermediate Portuguese I
LEC 64-72
This course presents a continuation of the skills in PORT-102. Students will become more proficient in the use of advanced Portuguese language through listening, reading, speaking and writing. It will emphasize the reading and writing, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: PORT-102 (with a grade of C or better) or three years of high school Portuguese. --AA/AS General Education: AA/AS C --Transfers to CSU only CSU Area(s): C2

PORT-201
Intermediate Portuguese I
LEC 64-72
This course presents a continuation of the skills in PORT-102. Students will become more proficient in the use of advanced Portuguese language through listening, reading, speaking and writing. It will emphasize the reading and writing, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: PORT-102 (with a grade of C or better) or three years of high school Portuguese. --AA/AS General Education: AA/AS C --Not transferable

PORT-202H
Honors Intermediate Portuguese II
LEC 64-72
This course presents a continuation of the skills in PORT-201. Students will become more proficient in the use of advanced Portuguese language through listening, reading, speaking and writing. It will emphasize the reading and writing, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: Acceptance in the Honors Enrichment Program and PORT-101 (with a grade of C or better) or two years of high school Portuguese. --AA/AS General Education: AA/AS C --Transfers to CSU only CSU Area(s): C2

PORT-202
Intermediate Portuguese II
LEC 64-72
This course presents a continuation of the skills in PORT-201. Students will become more proficient in the use of advanced Portuguese language through listening, reading, speaking and writing. It will emphasize the reading and writing, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: Acceptance in the Honors Enrichment Program and PORT-102 (with a grade of C or better) or three years of high school Portuguese. --AA/AS General Education: AA/AS C --Not transferable

PORT-101
Elementary Portuguese I
LEC 80-90
This beginning course concentrates on the basic skills of listening, reading, speaking and writing. It will emphasize the vocabulary and basic grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only CSU Area(s): C2

PORT-102
Elementary Conversational Japanese II
LEC 32-36
This course presents a continuation of the skills in PORT-101. Students will become more proficient in the use of Portuguese language through listening, reading, speaking and writing. It will emphasize the vocabulary and basic grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: PORT-101 (with a grade of C or better) or two years of high school Portuguese. Recommended Preparation: The student takes a PORT-101 course no longer than one year before starting this course. The same applies to two years of high school Portuguese. --AA/AS General Education: AA/AS C --Transfers to CSU only CSU Area(s): C2

PORT-201
Elementary Conversational Japanese I
LEC 32-36
This course presents a continuation of the skills in PORT-101. Students will become more proficient in the use of Portuguese language through listening, reading, speaking and writing. It will emphasize the vocabulary and basic grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: PORT-101 (with a grade of C or better) or two years of high school Portuguese. Recommended Preparation: The student takes a PORT-101 course no longer than one year before starting this course. The same applies to two years of high school Portuguese. --AA/AS General Education: AA/AS C --Transfers to CSU only CSU Area(s): C2

PORT-202
Elementary Conversational Japanese II
LEC 32-36
This course presents a continuation of the skills in PORT-102. Students will become more proficient in the use of advanced Portuguese language through listening, reading, speaking and writing. It will emphasize the reading and writing, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: PORT-102 (with a grade of C or better) or three years of high school Portuguese. --AA/AS General Education: AA/AS C --Transfers to CSU only CSU Area(s): C2

PORT-201H
Honors Intermediate Portuguese I
LEC 64-72
This course presents a continuation of the skills in PORT-201. Students will become more proficient in the use of advanced Portuguese language through listening, reading, speaking and writing. It will emphasize the reading and writing, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: Acceptance in the Honors Enrichment Program and PORT-102 (with a grade of C or better) or three years of high school Portuguese. --AA/AS General Education: AA/AS C --Transfers to CSU only CSU Area(s): C2

PORT-202
Intermediate Portuguese II
LEC 64-72
This course presents a continuation of the skills in PORT-201. Students will become more proficient in the use of advanced Portuguese language through listening, reading, speaking and writing. It will emphasize the reading and writing, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: PORT-202 (with a grade of C or better) or three years of high school Portuguese. --AA/AS General Education: AA/AS C --Not transferable

PORT-102
Elementary Conversational Japanese I
LEC 32-36
This course presents a continuation of the skills in PORT-101. Students will become more proficient in the use of Portuguese language through listening, reading, speaking and writing. It will emphasize the vocabulary and basic grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: PORT-101 (with a grade of C or better) or two years of high school Portuguese. Recommended Preparation: The student takes a PORT-101 course no longer than one year before starting this course. The same applies to two years of high school Portuguese. --AA/AS General Education: AA/AS C --Transfers to CSU only CSU Area(s): C2

PORT-101H
Honors Elementary Portuguese II
LEC 80-90
This beginning course concentrates on the basic skills of listening, reading, speaking and writing. It will emphasize the vocabulary and basic grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Not transferable
<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>PORT-202H</td>
<td>4</td>
<td>Honors Intermediate Portuguese II</td>
<td>This course presents a continuation of the skills in PORT-101. Students will become more proficient in the use of Portuguese language through listening, reading, speaking and writing. It will emphasize the vocabulary and grammar of the Portuguese language, and discussion of the Luso-Brazilian culture and civilization. Prerequisite: Acceptance in the Honors Enrichment Program and PORT-101 (with a grade of C or better) or two years of high school Portuguese. Recommended Preparation: The student takes a PORT-101 course no longer than one year before starting this course. The same applies to two years of high school Portuguese. --AA/AS General Education: AA/AS C --Not transferable</td>
</tr>
</tbody>
</table>
| SPAN-051    | 2     | Elementary Spanish Conversation I | 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 pass/no-p
pass only. Prerequisite: None. --Not transferable |
| SPAN-052    | 2     | Elementary Spanish Conversation II | This course presents a continuation of skills learned in Spanish 051. This course is not intended for native speakers. Offered as pass/no-p
pass only. Prerequisite: SPAN-051 (with a grade of C or better) or one year of high school Spanish. --Not transferable |
| SPAN-055    | 2     | Spanish for Health Services Personnel | An introductory course designed to provide basic grammar and vocabulary skills along with specific health-related vocabulary and terminology. Prerequisite: None. --Not transferable |
| SPAN-061    | 3     | Spanish for Supervisors | With a large Spanish-speaking population in our area, the Spanish language is often used in the work place. Spanish for Supervisors is designed to help the beginner achieve an understanding of conversational Spanish, as used in business and industry. Prerequisite: None. --Not transferable |
| SPAN-070    | 2     | Basic Spanish for Professionals | A course covering basic Spanish grammar and sentence structure; intended as a foundation for learning Spanish used in medical, safety, and supervisory situations. Prerequisite: None. --Not transferable |
| SPAN-071    | 2     | Spanish for Medical Professionals | This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for medical professionals. Prerequisite: SPAN-070 (with a grade of C or better). --Not transferable |
| SPAN-072    | 2     | Spanish for Public Safety Personnel | This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for public safety personnel. Prerequisite: SPAN-070 (with a grade of C or better). --Not transferable |
| SPAN-073    | 2     | Spanish for Managers and Supervisors | This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for managers and supervisors. Prerequisite: SPAN-070 (with a grade of C or better). --Not transferable |
| SPAN-073    | 2     | Spanish for Managers and Supervisors | This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for managers and supervisors. Prerequisite: SPAN-070 (with a grade of C or better). --Not transferable |
| SPAN-081    | 3     | Spanish for Public Safety Personnel | This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for public safety personnel. Prerequisite: SPAN-070 (with a grade of C or better). --Not transferable |
| SPAN-082    | 2     | Spanish for Medical Professionals | This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for medical professionals. Prerequisite: SPAN-070 (with a grade of C or better). --Not transferable |
| SPAN-083    | 2     | Spanish for Supervisors | With a large Spanish-speaking population in our area, the Spanish language is often used in the work place. Spanish for Supervisors is designed to help the beginner achieve an understanding of conversational Spanish, as used in business and industry. Prerequisite: None. --Not transferable |
| SPAN-084    | 3     | Spanish for Health Services Personnel | An introductory course designed to provide basic grammar and vocabulary skills along with specific health-related vocabulary and terminology. Prerequisite: None. --Not transferable |
| SPAN-085    | 2     | Basic Spanish for Professionals | A course covering basic Spanish grammar and sentence structure; intended as a foundation for learning Spanish used in medical, safety, and supervisory situations. Prerequisite: None. --Not transferable |
| SPAN-101    | 5     | Elementary Spanish I | This beginning course emphasizes pronunciation, oral practice, basic grammar of the Spanish language and study of the 21 Spanish speaking countries, culture and civilization. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 6A CSU Area(s): C2 |
| SPAN-101A   | 2     | Introduction to Spanish 101 | This beginning course is designed for students that have no previous studies of Spanish. This course is equivalent to the first half of SPAN 101. The course emphasizes on pronunciation, oral practice, basic grammar of the Spanish language and study of Hispanic culture and civilization. Prerequisite: None. Other enrollment criteria: Must enroll in SPAN-101B after successfully completing SPAN-101A. --AA/AS General Education: AA/AS C --Transfers to CSU only |
| SPAN-101B   | 3     | Introduction to Spanish 101 (Continuation) | This beginning course is the continuation of Spanish 101A. It is designed for students that have no previous studies of Spanish. This course is equivalent to the second half of SPAN-101. The course emphasizes on pronunciation, oral practice, basic grammar of the Spanish language and study of Hispanic culture and civilization. Prerequisite: SPAN-101A (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only |
| SPAN-101H   | 5     | Honors Elementary Spanish I | This beginning course emphasizes pronunciation, oral practice, basic grammar of the Spanish language and study of the 21 Spanish speaking countries, culture and civilization. Prerequisite: Acceptance into the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Not transferable |
| SPAN-102    | 5     | Elementary Spanish II | This course is a continuation of skills learned in Spanish 101. Students will become more proficient in the use of the Spanish language through reading, writing, listening and speaking. Student will gain more knowledge of the culture and civilization of the 21 Spanish speaking countries. Proper uses of object pronouns and past tenses will be emphasized. Prerequisite: SPAN-101 (with a grade of C or better) or two years of high school Spanish. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A CSU Area(s): C2 |
| SPAN-102H   | 5     | Honors Elementary Spanish II | This course is a continuation of skills learned in Spanish 101. Students will become more proficient in the use of the Spanish language through reading, writing, listening and speaking. Student will gain more knowledge of the culture and civilization of the 21 Spanish speaking countries. Proper uses of object pronouns and past tenses will be emphasized. Prerequisite: Acceptance into the Honors Enrichment Program and SPAN-101 (with a grade of C or better) or two years of high school Spanish. --AA/AS General Education: AA/AS C --Not transferable |
| SPAN-103    | 5     | Elementary Spanish for Spanish Speakers | This beginning course corresponding to Spanish 101 is designed for students already able to understand and speak the language as used in everyday situations. Emphasis is on listening, speaking, reading, writing and special problems with structures and vocabulary. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 6A CSU Area(s): C2 |

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SPAN-104 5 units
Elementary Spanish for Spanish Speakers II LEC 80-90
A continuation of Spanish 103, this course is designed for Spanish speakers. It introduces more advanced grammar and vocabulary, and it provides the opportunity for further development of reading comprehension and oral communication, with more emphasis in writing proficiency and diction. Compositional strategies are presented throughout the course, as well as level-appropriate readings in Spanish culture and civilization. Prerequisite: SPAN-103 (with a grade of C or better) or two years of high school Spanish. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A CSU Area(s): C2

SPAN-140 3 units
Spanish for Public Service Personnel LEC 48-54
An introductory course designed to provide basic grammar and vocabulary skills along with specific public service-oriented vocabulary. Prerequisite: None. --Transfers to CSU only

SPAN-180 3 units
Special Studies in Spanish: Mexico LEC 48-54
This course is designed to improve Spanish language competence and cultural awareness through individualized study, lectures and class excursions. It provides an opportunity for students to use the Spanish language in the most natural settings possible. To be offered in Mexico primarily during semester breaks and vacation periods. Prerequisite: SPAN-101 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only

SPAN-181 3 units
Special Studies in Spanish: Spain LEC 48-54
This course is designed to improve Spanish language competence and cultural awareness through individualized study, lectures, and class excursions. It provides an opportunity for students to use the Spanish language in the most natural settings possible. To be offered in Spain primarily during semester breaks and vacation periods. (Appropriate fees to cover Spanish residence will be assessed.) Prerequisite: SPAN-101 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only

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-202 4 units
Intermediate Spanish II LEC 64-72
This course is a continuation of skills learned in Spanish 201. This course emphasizes the usage of advanced grammar and vocabulary with major emphasis on reading and writing. Prerequisite: SPAN-201 (with a grade of C or better) or four years of high school Spanish. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A CSU Area(s): C2

SPAN-202H 4 units
Honors Intermediate Spanish II LEC 64-72
This course is a continuation of skills learned in Spanish 201. This course emphasizes the usage of advanced grammar and vocabulary with major emphasis on reading and writing. Prerequisite: Acceptance into the Honors Enrichment Program; SPAN-201 (with a grade of C or better) or four years of high school Spanish. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A CSU Area(s): C2

SPAN-210 3 units
Spanish Grammar I LEC 48-54
This course is designed for students wishing to further develop their knowledge of Spanish grammar through a linguistic perspective. It focuses on the rules of Spanish grammar and explains syntax and its components, especially those that are traditionally difficult for students of Spanish. This course is strongly recommended for students pursuing a major or minor in Spanish. Prerequisite: SPAN-202 (with a grade of C or better) or Native Speaker currently enrolled in SPAN-202. --AA/AS General Education: AA/AS C --Not transferable

SPAN-211 3 units
Spanish Grammar II LEC 48-54
This course is a continuation of Spanish 210 and is designed for students wishing to further develop their knowledge of Spanish grammar through a linguistic perspective. It focuses on the rules of Spanish grammar and explains syntax and its components, especially those that are traditionally difficult for students of Spanish. This course is strongly recommended for students pursuing a major or minor in Spanish. Prerequisite: SPAN-210 (with a grade of C or better). --AA/AS General Education: AA/AS C --Not transferable

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 CSU Area(s): C2

SPAN-230H 3 units
Honors Spanish Composition I LEC 48-54
This course is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. Prerequisite: Acceptance into the Honors Enrichment Program; SPAN-104 or SPAN-201 (with a grade of C or better). --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 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 CSU Area(s): C2

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Course Descriptions

**SPAN-231H 3 units**
Honors Spanish Composition II
LEC 48-54
This course is the continuation of SPAN-230, it is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. Prerequisite: Acceptance into the Honors Enrichment Program; SPAN-230 (with a grade of C or better).
--AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B CSU Area(s): C2

**SPAN-240 3 units**
Spanish through Film
LEC 48-54
This course is designed to expand the study of written and spoken Spanish through discussion and written analysis of selected Spanish films. Prerequisite: SPAN-201 (with a grade of C or better).--AA/AS General Education: AA/AS C --Not transferable

**SPAN-251 3 units**
Intermediate Spanish Conversation I
LEC 48-54
This course is designed for those students who have taken Spanish 102 and want to further develop their communicative skills for everyday contact with Spanish speaking people. The course emphasizes pronunciation, oral practice, and reviews the fundamentals of grammar and vocabulary. The study of Hispanic culture and civilization will be covered throughout all readings and assignments. Prerequisite: SPAN-102 (with a grade of C or better).--AA/AS General Education: AA/AS C --Not transferable

**SPAN-252 3 units**
Intermediate Spanish Conversation II
LEC 48-54
This course is a continuation of Spanish 251 and is designed for those students who have taken Spanish 201 and want to further develop their communicative skills for everyday contact with Spanish speaking people. The course emphasizes on pronunciation, oral practice, and the study of Hispanic culture and civilization. The course will also review the fundamentals of grammar and introduce new vocabulary. Prerequisite: SPAN-201 (with a grade of C or better).--AA/AS General Education: AA/AS C --Not transferable

**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

Humanities Building Courtyard, San Jacinto Campus (Building 1200)
CONTINUING EDUCATION

Basic Skills

ESL-001X English as a Second Language
The English as a Second Language program offers the non-English speaking and the limited English speaking adult an opportunity to learn listening, speaking, reading and writing skills. Emphasis is placed on helping students develop communicative competence essential for adult living in an English language setting.

ESL-005X Beginning Low
The course is designed for the learner who has the ability to write letters and numbers but otherwise has minimum exposure to English. Emphasis is on developing the student’s ability to listen to and understand messages. Language structures and functions are integrated with these topics: Survival skills, identification and address, comprehension of directions for survival and learning. There is little emphasis on grammatical accuracy at this level.

ESL-006X ESL Beginning High
This course is designed for the student with some English fluency. Emphasis is on developing the student’s ability to listen and understand messages while encouraging increased language production. The emphasis of instruction is on increasing fluency and overall communication instructor-assisted self-correction by the student.

ESL-007X ESL Intermediate Low
The course is designed for the learner who has tested well enough to have a basic knowledge of survival English. Emphasis is on developing fluency, both orally and in writing. Language functions and structures are incorporated with an integrated skills approach. Possible content topics are: culture, history, vocations, general interest, contemporary problems, current events, and basic education.

ESL-012X ESL Multi-Level/Low/ Multi Discipline I
This ESL course is an individual or small-group based program that offers students ESL literacy, ESL Beginning Low, ESL Beginning High course content, as needed by the class. Course content and objectives conform to the individual course outlines, as deemed appropriate by the course instructor. This communication-based/competency-based program is a learner-centered approach that targets instruction to identified student needs, goals and interests. Students develop their listening, speaking, reading, and writing skills as they achieve life-skill and personal development competencies.

CTZN-001X Citizenship
This course is designed to prepare the foreign born applicant for United States citizenship.

GED-001X General Educational Development (GED)
This course will prepare students to take the GED test, a battery of five comprehensive examinations. Students will be given a practice test to determine which subject areas they need to develop.

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 Customer Service Skills for Business (Previously FASH 001)
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.

Older Adult Program

ART-002X Ceramics
An introduction to working with clay, emphasizing basic hand building, surface treatments, and finished glaze. The use of the potter’s wheel will also be introduced, with concentration on centering and basic thrown shapes.

ECON-012X Machine Quilting
The student will prepare and construct a basic item by piecing different fabrics and designing the pieces into a pleasant design. Student will finish the entire piece during the length of the class.

ENGL-001X Creative Writing for the Older Adult
This is a beginning to intermediate creative writing class. The course will present the student with the opportunity to express ideas in prose and poetry form. Participants contribute their own knowledge, experience, understanding and support for one another in critique sessions.

GERN-005X Physical Fitness for the Older Adult
This course provides individual conditioning activities to fit the personal health and fitness needs of older adults. Focus is on body awareness, improved posture, and the role of both physical activity and diet in maintaining proper physical well-being.

MUS-001X Community Concert Band
A performing organization for advanced instrument students interested in playing big band jazz. By audition on a space available basis. The student will improve sight reading skills, increase knowledge of selected musical styles, improve concepts of phrasing. Concerts will be held. NOTE: Students will have the opportunity to participate with one of several performance groups.
**Continuing Education**

**MUS-002X  Golden Eagle Orchestra**
This course is designed for all men and women who like to sing in harmony and enjoy the fellowship of each other’s company. The students will sing in four-part harmony with soprano, alto, tenor and bass voices. No previous choral or voice training is required but is helpful if you can read music and understand four-voice work. Basic voice and instruction is given. NOTE: Students will have the opportunity to participate with one of several performance groups.

**MUS-003X  Hemet Harmonizers**
Rehearsal and performance of choral literature for advanced students interested in singing a variety of choral styles. By audition on a space availability basis. NOTE: Students will have the opportunity to participate with one of several performance groups.

**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)

As of 04/01/09

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 .... TBA
Executive Assistant ................ Jennifer Marrs
Dean, Business Services .......... Catalina Cruz
Associate Dean of Business Services .. Ron Paquette
Dean, Information Services ......... Susan Guarino
Director, Planning &
Capital Construction ............... Jeanne O’Dell
Director, Procurement &
General Services .................. Teri Sisco

Vice President, Instruction .......... Dennis Anderson
Instructional Support Coordinator .... Kristi DiMemmo
Class Scheduling & Information
Specialist .......................... Angela Seavey
Curriculum Specialist ............... Kathleen Munoz
Dean of Instruction, Arts, Humanities & Social Sciences,
Menifee Valley Campus ........... Richard Rowley
Dean of Instruction, Math & Sciences,
Menifee Valley Campus ............ Temma Dadah
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
& Technology ...................... Patricia James
Dean of Instruction, External
Programs .......................... Laurie McLaughlin
Associate Dean of Instruction, Academic Programs,
San Jacinto Campus ................ TBA
Associate Dean of Nursing Education
& Allied Health .................... TBA
Director of the Child Development Center ... TBA

Vice President, Student Services .... William Vincent
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 ............... Cheri Naish
Interim Director of EOPS
& CARE .......................... Ketmani Kouanchao
Interim Director of Upward Bound
Project ......................... Marisa Mendoza

As of 04/01/09

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District Personnel

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.

2009 -2010 Full-Time Faculty and Administrators

AGUILAR, SHELLEY
Associate Professor, Biology
A.A., San Bernardino Valley College
B.A., University of California, Riverside
M.S., California State University, San Bernardino
Ph.D., University of LaVerne

ALONZO, STEVE
Associate Professor, Physical Education
B.A., Azusa Pacific University
M.A., Brigham Young University

AMEZCUA, ROSALVA
Counselor
B.A., University of California, Riverside
M.S., University of Wisconsin, Madison

ANDERSON, DENNIS
Vice President of Instruction
A.A., Mt. San Jacinto Community College
B.A., University of California, Riverside
M.A., University of Southern California
Ed.D., Pepperdine University

ANGELES, MIRANDA
Assistant Professor, Counselor
B.A., California State University, San Marcos
M.A., University of San Diego

ANGHEL, ELISABETA
Assistant Professor, Library Science
M.S., Balcescu Institute, Bucharest, Romania
M.S., University of Illinois at Urbana-Champaign

ATKINSON, YVONNE
Associate Professor, English
B.A., California State University, San Bernardino
M.A., California State University, San Bernardino
Ph.D., University of California, Riverside

AVILA, BOBBY
Associate Professor, Mathematics
B.S., California Polytechnic State University, Pomona
M.S., California Polytechnic State University, Pomona

BADER, JASON
Associate Professor, Studio Art/Graphic Design
B.A., California State University, Long Beach
M.F.A., University of California, Los Angeles

BARKLEY, LAWRENCE
Associate Professor, English
B.A., University of New Mexico
M.A., San Diego State University
M.A., California State University, San Bernardino

BARRAZA, BERTHA
Associate Professor, Counseling and EOPS
A.A., Riverside Community College
B.A., University of California, Riverside
M.S.W., University of Southern California

BARRAZA, LARRY
Business/Management Instructor
B.S., California Polytechnic University, Pomona
M.B.A., California State University, San Bernardino

BECKHAM, MICHAEL
Associate Professor, Math
B.S., University of California, Riverside
M.S., University of California, Riverside

BENNETT, WILLIAM
Associate Professor, Networking
MCSE, MCT, CIW Certification

BERGIN, WILLIAM P.
Associate Professor, Computer Information Systems
B.S., San Diego State University
B.A., San Diego State University
M.A., San Diego State University
M.S., San Diego State University

BILLINGSLEY, KELLY
Assistant Professor, Health and Nutrition
B.S., California Polytechnic State University, San Luis Obispo
M.S., California State University, Northridge

BLAKE, TED
Learning Center Coordinator
B.A., Principia College
M.A., University of Kansas

BOOKIN, DAVID
Associate Professor, Chemistry/Mathematics
B.S., University of California, Berkeley
Ph.D., University of California, Davis

BORIN, ERIC
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B.A., San Diego State University
M.S., San Diego State University

BOWMAN, RONALD S.
Associate Professor, Business/Accounting
B.S., Brigham Young University
M.B.A., Brigham Young University

BROOKS, RAELENE
Nursing Lab Resource Coordinator
A.A., Southwestern College
A.S., Maric College
B.S., University of Phoenix
M.S., University of Phoenix
**District Personnel**

**BROSTRAND, CATHY C.**
Associate Professor, English  
B.A., University of Delaware  
M.A., California State University, San Bernardino

**BURLESON, JENNIFER**
Counselor  
B.S., Ohio State University  
M.S., California State University, Fullerton

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M.A., Loma Linda University

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B.S., Rider College  
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**CRUZ, CATALINA**
Dean of Business Services  
B.S., College of Holy Spirit, Manila, Philippines  
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Student Success Coordinator  
B.A., University of California, San Diego  
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B.S., Portland State University  
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M.S., Baghdad University  
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M.S., Portland State University

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ISH, MARY HELEN
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M.A., California State University, San Jose

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Kiser, Christopher
Klampert, Dale
Kovalchuk, Vyacheslav
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Valcarcel, Katheryn
Vandeven, Kristen
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Vilchis, Evangelina
Villaume, Julieanne
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Weiss, Stephanie
Williams, Patricia
Yarbrough, Cedric

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Pitt, Tracy
Reese, Vali
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Sabaria, Geraldine
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Somers, Tatiana
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Witt, Dawn

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*Guglielmana, Ron
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Long, Brett
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Smith, Eddie
Tercero, Christian
Walker-Leach, Patrice
Wellington, Jordan
*Wellington-Maxon, Kathie

As of 04/01/09
## Symbols

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<thead>
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<td>A.A. in Art</td>
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<td>A.A. in Audio Technology</td>
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