

MT. SAN JACINTO COLLEGE

CATALOG

2010-2011



www.msjc.edu

MSJC 
MT. SAN JACINTO COLLEGE

Mt. San Jacinto College Catalog 2010-2011 www.msjc.edu



Effective Fall 2010-Summer 2011

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 MSJC!

A message from the President...



Roger W. Schultz
Superintendent/President

*W*elcome 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 currently offered in the San Geronio Pass are scheduled to move in the Fall of 2010 to a new facility that will also offer classes beginning Spring 2011.

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

Mt. San Jacinto College 2010-2011 Calendar

SUMMER 2010

		S	M	T	W	Th	F	S		
JUNE				1	2	3	4	5		
		6	7	8	9	10	11	12	1	
		13	14	15	16	17	18	19	2	
1		20	21	22	23	24	25	26	3	
2		27	28	29	30					
JULY						1	2	3	4	
		4	5	6	7	8	9	10	5	
		11	12	13	14	15	16	17	6	
		18	19	20	21	22	23	24	7	
6		25	26	27	28	29	30	31	8	

Fall semester commences 2010-11 AY

		17	18	18	16	17		
AUGUST		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
Week 1		15	16	17	18	19	20*	21*
2		22	23	24	25	26	27*	28*
3		29	30	31				

		1 <th>2 <th>3* <th>4* <th colspan="2"></th> </th></th></th>	2 <th>3* <th>4* <th colspan="2"></th> </th></th>	3* <th>4* <th colspan="2"></th> </th>	4* <th colspan="2"></th>		
SEPTEMBER		5	6	7	8	9	10*
		12	13	14	15	16	17*
		19	20	21	22	23	24*
		26	27	28	29	30	25*

		1* <th>2* <th colspan="2"></th> </th>	2* <th colspan="2"></th>		
OCTOBER		3	4	5	6
		10	11	12	13
		17	18	19	20
		24	25	26	27
		31			

		1 <th>2 <th>3 <th>4 <th>5* <th>6* </th></th></th></th></th>	2 <th>3 <th>4 <th>5* <th>6* </th></th></th></th>	3 <th>4 <th>5* <th>6* </th></th></th>	4 <th>5* <th>6* </th></th>	5* <th>6* </th>	6*
NOVEMBER		7	8	9	10	11	12*
		14	15	16	17	18	19*
		21	22	23	24	25	26
		28	29	30			27

		1 <th>2 <th>3* <th>4* <th colspan="2"></th> </th></th></th>	2 <th>3* <th>4* <th colspan="2"></th> </th></th>	3* <th>4* <th colspan="2"></th> </th>	4* <th colspan="2"></th>		
DECEMBER		5	6	7	8	9	10*
		12	13	14	15	16	17
		19	20	21	22	23	24
		26	27	28	29	30	31

86 days

		S	M	T	W	Th	F	S
JANUARY				16	18	18	17	16
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
Week 1		16	17	18	19	20	21*	22*
2		23	24	25	26	27	28*	29*
3		30	31					

		1 <th>2 <th>3 <th>4* <th>5* </th></th></th></th>	2 <th>3 <th>4* <th>5* </th></th></th>	3 <th>4* <th>5* </th></th>	4* <th>5* </th>	5*
FEBRUARY		6	7	8	9	10
		13	14	15	16	17
		20	21	22	23	24
		27	28			

		1 <th>2 <th>3 <th>4* <th>5* </th></th></th></th>	2 <th>3 <th>4* <th>5* </th></th></th>	3 <th>4* <th>5* </th></th>	4* <th>5* </th>	5*
MARCH		6	7	8	9	10
		13	14	15	16	17
		20	21	22	23	24
		27	28	29	30	31

		1* <th>2* <th colspan="2"></th> </th>	2* <th colspan="2"></th>		
APRIL		3	4	5	6
		10	11	12	13
		17	18	19	20
		24	25	26	27

		1 <th>2 <th>3 <th>4 <th>5 <th>6* <th>7* </th></th></th></th></th></th>	2 <th>3 <th>4 <th>5 <th>6* <th>7* </th></th></th></th></th>	3 <th>4 <th>5 <th>6* <th>7* </th></th></th></th>	4 <th>5 <th>6* <th>7* </th></th></th>	5 <th>6* <th>7* </th></th>	6* <th>7* </th>	7*
MAY		8	9	10	11	12	13*	14*
		15	16	17	18	19	20*	21*
		22	23	24	25	26	27	28
		29	30	31				

		1 <th>2 <th>3 <th>4 <th colspan="2"></th> </th></th></th>	2 <th>3 <th>4 <th colspan="2"></th> </th></th>	3 <th>4 <th colspan="2"></th> </th>	4 <th colspan="2"></th>		
JUNE		5	6	7	8	9	10
		12	13	14	15	16	17
		19	20	21	22	23	24
		26	27	28	29	30	

		1 <th>2 <th colspan="2"></th> </th>	2 <th colspan="2"></th>		
JULY		3	4	5	6
		10	11	12	13
		17	18	19	20
		24	25	26	27
		31			

85 days

SPRING SEMESTER 2011

SUMMER 2011

BOT Approval 11/12/09

Commencement
May 26, 2011

Spring Break—
April 18 – 22, 2011

Instruction Days		Final Exams	NOTE:
Fall Semester			There are no classes on holiday weekends unless otherwise noted with an asterisk.
Spring Semester		Holiday-College closed	
Summer Session: 6 weeks		No Classes-College closed	
8 weeks		Required Faculty Day (no classes)	
Reserved for FasTrac	*	Commencement—May 26, 2011	

General Information

WAYS THIS CATALOG CAN HELP YOU

1. While this catalog is designed to provide comprehensive information about the programs and services available at Mt. San Jacinto College, students are advised to consult a college counselor in developing their educational plans.
2. When developing your educational 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, services to students, veteran's information, student activities and grading policies.
5. Use the Table of Contents or the Index at the back of the catalog to find things quickly.

TELEPHONE NUMBERS

FREQUENTLY DIALED NUMBERS		
	SAN JACINTO CAMPUS	MENIFEE VALLEY CAMPUS
College Switchboard	(951) 487-6752	(951) 672-6752
Campus Police/Security	(951) 487-3187	(951) 639-5187
Associated Student Body (ASB)	(951) 487-3330	(951) 639-5330
Box Office	(951) 487-3790	(951) 639-5790
Child Development	(951) 487-3605	(951) 639-5605
Continuing Education & Workplace Training	(951) 487-3711	
Counseling	(951) 487-3255	(951) 639-5255
Disabled Students Programs & Services (DSPS)	(951) 487-3305	(951) 639-5305
Eagle Access Center	(951) 487-3311	(951) 639-5311
Enrollment Services	(951) 487-3215	(951) 639-5215
Financial Aid	(951) 487-3235	(951) 639-5235
Human Resources	(951) 487-3150	
Jobline	(951) 487-3165	
Library	(951) 487-3455	(951) 639-5455
Matriculation	(951) 639-5321	
Bookstore: One Stop Eagle Shop	(951) 487-3130	(951) 639-5130
Outreach (Campus Tours)	(951) 487-3318	(951) 639-5315
San Geronimo Pass Service Center	(951) 922-1327	
Temecula Education Complex	(951) 308-1059	
Theater	(951) 487-3790	(951) 639-5790
Tutoring	(951) 487-3480	(951) 639-5480

For an entire listing of numbers, visit <http://www.msjc.edu/telephone/>

DEPARTMENT TELEPHONE DIRECTORY

	San Jacinto Campus	Menifee Valley Campus
College Switchboard	(951) 487-6752, Ext. 0	(951) 672-6752, Ext. 0
Campus Police/Security	(951) 487-3187	(951) 639-5187
Academic Senate	(951) 487-3500	(951) 639-5500
Art Gallery	(951) 487-3586	
Associated Student Body (ASB)	(951) 487-3330	(951) 639-5330
Assessment Center	(951) 487-3310	(951) 639-5310
Athletic Department	(951) 487-3591	
Automotive Technology	(951) 487-3511	
Bookstore (One Stop Eagle Shop)	(951) 487-3130	(951) 639-5130
Box Office	(951) 487-3790	(951) 639-5790
Cafeteria	(951) 487-3140	(951) 639-5140
Career/Transfer Center	(951) 487-3285	(951) 639-5285
Child Development & Education Center	(951) 487-3605	(951) 639-5605
Continuing Education and Workplace Training	(951) 487-3711	
Counseling	(951) 487-3255	(951) 639-5255
Disabled Students Programs & Services (DSPS)	(951) 487-3305	(951) 639-5305
Eagle Access Center	(951) 487-3311	(951) 639-5311
Enrollment Services	(951) 487-3215	(951) 639-5215
E.O.P.S. / C.A.R.E.	(951) 487-3295	(951) 639-5295
Facilities	(951) 487-3105	(951) 639-5105
Financial Aid	(951) 487-3235	(951) 639-5235
Foundation	(951) 487-3171	
Human Resources	(951) 487-3150	
Information Technology & Instructional Technology Support	(951) 487-3411	
Instruction	(951) 487-3400	(951) 639-5400
Job Connect	(951) 487-3471	
Jobline	(951) 487-3165	
Learning Center	(951) 487-3480	(951) 639-5480
Learning Skills Program	(951) 487-3490	(951) 639-5491
Library	(951) 487-3455	(951) 639-5455
Math Center	(951) 487-3830	(951) 639-5482
Matriculation	(951) 639-5321	
Music	(951) 487-3665	(951) 639-5665
Nursing	(951) 639-5577	
Outreach (Campus Tours)	(951) 487-3318	(951) 639-5315
Phi Theta Kappa	(951) 487-3276	
Public Information & Marketing	(951) 487-3060	
President's Office	(951) 487-3001	
Print Shop	(951) 487-3120	(951) 639-5122
San Geronio Pass Service Center	(951) 922-1327	
Technology Support Line	(951) 487-3411	
Temecula Education Complex	(951) 308-1059	
Theater	(951) 487-3790	(951) 639-5790
Tutoring	(951) 487-3480	(951) 639-5480
Veteran's Services	(951) 487-3249	(951) 639-5249
Writing Center	(951) 487-3482	(951) 639-5785

For an entire listing of numbers, visit: <http://www.msjc.edu/telephone/>

CATALOG TABLE OF CONTENTS

General Information 2-15

President’s Message	2
2010-11 Academic Calendar	3
Ways This Catalog Can Help You	4
Telephone Numbers	4
Catalog Table of Contents.....	6
Guarantee of Nondiscrimination	11
Gironde De No Discriminación.....	11
Disclaimer	11
Location	12
History	12
Academic Freedom	12
Statement on Professional Ethics	13
Commitment to Quality	13
Accreditation and Affiliations	13
Catalog Authority Advisement.....	14
Mission Statement.....	14
The Importance of Education.....	14
Degree Granting Programs and Certificates	14
Continuing Education & Workplace Training	15
Mt. San Jacinto College Foundation	15

Admission Information..... 16-22

Admissions	16
Policy on Open Enrollment	16
Assessment Testing.....	16
Course Placement.....	16
Range of Scores	16
Type of Assessment	16
Matriculation	17
Admission Application	17
Assessment	17
Special Needs	17
Retesting	17
Multiple Measures.....	17
Student Responsibilities	17
District Responsibilities	17
Registration Enrollment Priorities.....	18
Priority Registration.....	18
Wait List Option	18
Assessment/Placement.....	18
Assessments From Other Colleges.....	18
Residency Requirements	18
Determination of Residency.....	18
Establishing Residence	19
Physical Presence.....	19
Intent	19
Reclassification.....	19
One-Year Waiting Period	20
Exceptions to Residency Rule	20
Examples of some exceptions are:.....	20
Change of Address	20
Admission of High School Students.....	20

Fall/Spring Terms.....	20
Summer Session	21
Process for All Students:.....	21
Special Students Below Grade 9	21
Fees	21
Admission of International Students	22
Evening Classes	22
Maximum Unit Load.....	22
Cross Enrollment	22
Qualification Requirements for Cross-Enrollment Programs	22
Schedule of Classes.....	22
Off-Campus Centers	22
FasTrac, Online, and Short-Term Offerings	22

Student Fees 23-25

Enrollment Fees	23
Resident Tuition.....	23
Enrollment Fee Waiver (BOGW)	23
Enrollment fees shall be waived for the following:	23
Other Fees*	23
Pay Fees	23
Non-Resident Tuition	23
California Non-Resident Tuition Exemption.....	24
Refund Policy.....	24
Residents	24
Military Withdrawal	24
Non-residents	24
Tuition will be refunded as follows:	24
Spring/Fall Sessions Refund.....	24
Summer Session Refund	25
ASB Sticker	25
Outstanding Obligations	25

Records..... 26-28

Books and Supplies	26
Textbook Refund Policy.....	26
Book Buy-Back Policy.....	26
Student Records and Privacy Act	26
Definitions	26
Family Educational Rights and Privacy Act (FERPA)	26
Annual Notification	27
Procedure to Inspect Records.....	27
Right to Refuse Access	27
Refusal to Provide Copies	27
Fees for Copies of Records	27
Directory Information.....	27
Types, Locations and Custodians of Education Records.....	27
Type	27
Location	27
Custodian.....	27
Disclosure of Education Records.....	27
Record of Request for Disclosure	28
Correction of Education Records.....	28

General Regulations.....29-63

The Solomon Amendment.....	29	Advanced Placement Examinations for California State University General Education-Breadth Certification	38
Knowing Your Responsibilities	29	Advanced Placement Examinations for the University of California System	38
Attendance Requirements	29	CSU NOTES: Individual CSU campuses may grant more credit for AP exams.	39
Attendance at First Class Meeting	29	Advanced Placement Examination Equivalents	40
Unit of Credit.....	29	International Baccalaureate Examination Program.....	42
Final Examinations	29	2+2 Articulation (High School Articulation)	43
Grading Policy	30	Nursing Credit	43
Academic Records Symbols and		Law Enforcement	43
Grade-Point Average (GPA)	30	Occupational Internship	43
Evaluative Grade	30	Military Credit.....	43
Symbols Definition	30	Foreign Country Units.....	43
Grade Point Average.....	30	Petitions Procedure	43
Non-Evaluative Symbols	30	Student Code of Conduct	44
Calculation of Grade-Point Average.....	30	Definition of Terms.....	45
GPA is determined by:	30	Student Discipline Procedures	45
Example	30	Removal by Instructors of Disruptive Student	46
Course.....	30	Removal by Staff of Disruptive Student	46
Grade	30	Summary Ten-Day Suspension	46
Grade Value.....	30	Initiating Student Discipline Procedures.....	47
Semester Hours	30	Disciplinary Actions.....	47
Total Grade Points	30	Disciplinary Appeal Process	48
Non-Evaluative Symbols Definitions	30	Appellate Appeal Procedure	48
Petition to Withdraw.....	31	Student Grievance.....	51
Grade Change Policy.....	31	Administrative Regulations.....	51
Pass/No Pass.....	31	Grievance Officer	51
Limitations of Basic Skills and ESL Credit	32	Items That Are Grievable.....	51
Documentation Notice	32	Items That Are Not Grievable	51
Standards for Probation	32	Appeal.....	52
Academic Probation	32	Superintendent/President	52
Progress Probation.....	32	Board of Trustees	52
Removal from Probation	32	Introduction and Scope.....	53
Standards for Dismissal.....	32	Unlawful Discrimination Policy	53
Academic Dismissal	32	Complaints of Discrimination and/or Harassment	54
Progress Dismissal.....	32	Reports of Discrimination.....	54
Dismissal Period.....	32	Statement Regarding Formal and Informal Complaint Procedures.....	54
Appeal Option	32	Informal Complaint Procedures.....	54
Exceptions.....	32	Formal Complaint Procedures	55
Academic Renewal Regulations	32	Handling Discrimination Complaints	55
Course Repetition	33	Sex Discrimination.....	55
Procedures for Repetition of Substandard Work.....	33	Sexual Harassment Policy	56
Equivalent Courses to Alleviate Substandard Grades.....	33	Purpose and Philosophy.....	56
Repeatable Courses	33	References	56
Procedures for Repetition – Significant Lapse of Time	34	Monitoring Responsibility	56
Time Conflicts	34	Policy.....	57
Auditing.....	34	Definitions	57
Program Changes.....	34	Unacceptable Conduct	57
Transcripts and Enrollment Verifications.....	34	Complaint Procedures.....	58
Academic Standing	35	Confidentiality.....	58
Minimum Load.....	35	Initial Investigation and (Informal) Resolution Procedures (See Attachment A available in the Human Resources Office.)	58
Schedule Limitations.....	35	Formal Investigation	59
Honors	35	Right to Representation and Other Legal Rights.....	59
Graduation Honors	35	United States Equal Employment Opportunity Commission (EEOC).....	60
President’s Honor List	35		
Policy for Earning College Credit	36		
CLEP Examination Mt. San Jacinto College Approved Equivalents.....	37		

Retaliation Prohibited.....	60
Discipline.....	60
False Complaints.....	60
Training.....	60
Records.....	61
Policy Dissemination and Review.....	61
Acquired Immune Deficiency Syndrome.....	61
Americans with Disabilities Act (A.D.A.).....	61
Freedom of Speech.....	62
Campus Speaking Area.....	62
Campus Posting/Distribution of Materials.....	62
Alcohol and Drug Free School.....	63
Children on Campus.....	63
Complaints.....	63
Crime Awareness.....	63
Smoking Policy.....	63
Revision of College Regulations.....	63

Student Services 64-69

Student Services & Activities.....	64
Associated Student Body (A.S.B.).....	64
Athletics.....	64
Career/Transfer Center.....	64
Career Services.....	64
Transfer Services.....	64
Child Development and Education Centers.....	65
Cooperative Agencies Resources for Education (CARE).....	65
Counseling.....	65
Cultural Events.....	65
Disabled Students Programs and Services (DSP&S).....	65
Extended Opportunity Programs & Services (EOP&S).....	66
Who is Eligible?.....	66
How can I apply for EOP&S?.....	66
Financial Aid.....	66
Application.....	67
Student Eligibility.....	67
MSJC Standards of Satisfactory Progress for Financial Aid Eligibility.....	67
Financial Aid Refund/Repayment Policy.....	67
Housing.....	67
Learning Center.....	67
Learning Skills Program (LSP).....	67
Library Services.....	68
Puente Program.....	68
Scholarships.....	68
Student Equity.....	68
Study Abroad.....	68
Veterans Educational Benefits.....	69
Veterans Academic Progress.....	69
Web Services my.msjc.edu.....	69

Degrees, Certificates and Curricula.....70-86

Majors.....	70
Certificate.....	70
AA Degree General Education OPTION A.....	70
AS Degree General Education OPTION A.....	70

AA/AS Degree	
Transfer Emphasis General Education	
OPTIONS B or C.....	70
Graduation Requirements.....	71
Evaluation Requirements for Associate Degree.....	71
Graduation.....	71
Catalog Rights.....	71
Continuous Attendance.....	71
Award of Multiple Degrees.....	71
First Degree from MSJC.....	71
First Degree from Another College.....	71
Graduation Requirements.....	71
General Education.....	72
Explanation of General Education Options.....	72
Physical Education and Healthful Living.....	72
Multi-Cultural/Gender Studies.....	72
U.S. History and/or Political Science.....	73
Basic Skills Competency Requirements for Graduation	
Reading.....	73
Mathematics.....	73
Scholarship Requirements for Graduation.....	73
Residence Requirements for Graduation.....	73
Application for Graduation.....	73
Counseling.....	73
General Education Certification.....	73
Certificates of Achievement.....	73
Employment Concentration Certificates.....	73
Transfer Programs.....	74
Transfer and Articulation.....	74
California State University, San Bernardino.....	74
California State University, San Marcos.....	74
University of California, Los Angeles.....	74
University of California Transfer Admission Guarantee Program (2010-11).....	74
Alliant Bound Scholarship Program.....	74
Brandman University (formerly Chapman University College).....	74
Kaplan University.....	74
National University.....	75
University of Redlands - School of Business - Temecula.....	75
Transferable Curriculum.....	75
General Education-Breadth Agreements for Transfer.....	75
Non-Transferable Courses.....	75
Special Projects (299's).....	76
Occupational Internship (149's).....	76
Experimental Courses (099's).....	76
Transferable Courses.....	76
Lower Division Transfer Patterns (LDTP).....	76
California Articulation Number System (CAN).....	77
Understanding Program Planning.....	79
Using the Guides.....	79
Course Descriptions.....	79
Course Numbering System.....	79
Limitations on Enrollment.....	79
Challenge Procedure.....	80
Other Limitations on Enrollment.....	80
Recommended Course Preparation.....	80
Prerequisite.....	80
Corequisite.....	80
Recommended Preparation.....	80

Verifying Prerequisites and Corequisites	80	Liberal Arts	143
Challenging Prerequisites	80	Management/Supervision.....	146
Mt. San Jacinto Community College District		Mathematics	147
Associate Degree 2010-11 General Educational Plan		Multimedia	149
Option A	81	Music	151
Option B	83	Programs Overview.....	151
Option C.....	85	Music	153
Instructional Programs.....	87-182	Musical Theater Program	153
Administration of Justice	87	Nursing.....	155
Alcohol/Drug Studies	89	Registered Nursing.....	155
Allied Health	90	Vocational Nursing	158
American Sign Language	92	Occupational Internship	160
Anthropology.....	93	Philosophy	161
Art	94	Photography.....	162
Astronomy	96	Physical Education.....	164
Audio & Video Technology	97	Physics	166
Automotive/Transportation Technology	98	Political Science	167
Biological Sciences	100	Psychology	168
Business	101	Public Administration.....	169
Programs Overview.....	101	Reading.....	170
Business	102	Real Estate	171
Business Administration	102	Science	172
Business	105	Social/Behavioral Sciences	173
Office Administration.....	105	Sociology.....	174
Chemistry	108	Student Government Association	175
Child Development and Education.....	109	Theater Arts	176
Communication Studies	113	Turf & Landscape Management	178
Computer Information Systems	115	Viticulture, Enology and Winery Technology	180
CAPP*CSIS*NET*ORA.....	115	Water Technology	181
Dance	118	World Languages	182
Diagnostic Medical Sonography.....	120		
Earth Science	122	Course Descriptions.....	183-278
Economics	123	Administration of Justice	183
Engineering: Drafting Technology.....	124	Alcohol/Drug Studies	185
English.....	125	Allied Health	186
English As A Second Language (ESL) Sequence.....	127	American Sign Language	188
Environmental Studies.....	128	Anatomy & Physiology	188
Fire Technology	131	Anthropology.....	189
Geography and Geographic Information Systems ..	132	Art	191
Gerontology	134	Astronomy	195
Guidance	135	Audio & Video Technology	195
Health and Nutrition.....	136	Automotive/Transportation Technology	196
History.....	137	Biological Sciences	199
Honors Enrichment Program.....	138	Business	201
Humanities.....	139	Chemistry	208
Learning Skills Program.....	140	Child Development & Education	208
Legal Assistant	141		

Communication Studies	213	Philosophy	258
Computer Applications(See Business).....	214	Photography.....	259
Computer Information Systems	214	Physical Education	260
Dance	220	Physics	264
Diagnostic Medical Sonography.....	222	Political Science	264
Earth Science	224	Psychology	265
Economics	224	Public Administration.....	267
Engineering: Drafting Technology.....	224	Reading.....	267
English.....	226	Real Estate	268
English As a Second Language.....	231	Sociology.....	269
Environmental Studies.....	231	Student Government Association (ASB).....	271
Fire Technology	232	Teaching Assistant	271
Geography	233	Theater Arts	272
Geology	235	Turf & Landscape Management	274
Gerontology	236	Viticulture, Enology & Winery.....	275
Guidance	236	Water Technology	276
Health Science	239	World Languages	277
History.....	239		
Honors Enrichment Program.....	243	Continuing Education	282-284
Humanities	243	Basic Skills	282
Learning Skills.....	244	Older Adult Program	283
Legal Assistant	244	Chorale Groups and Bands	284
Library Science.....	245		
Management/Supervision.....	246	District Personnel	285-294
Mathematics	246	Board of Trustees	285
Multimedia	249	Administrative Staff.....	285
Music.....	251	Academic Titles at MSJC	286
Nursing.....	255	Classified Staff	294
Nutrition.....	257		
Occupational Internship	258		



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.

GIRONDE DE NO DISCRIMINACIÓN

El Distrito del Colegio de la Comunidad Mt. San Jacinto no discrimina en sus inscripciones, programas educativos, actividades o reglamento de empleos, basándose en raza edad, sexo, religion, color, origen nacional, veterano de la época de Vietnam, o incapacidad. El distrito está sujeto al Titulo IX de la Enmienda Educacional de 1972, Titulo VII Dictamen de los Derechos Civiles de 1964 y 1972, y el Dictamen de Rahabilitación de 1973, secciones 503 y 504. Información concierne a la aplicación de dichos reglamento deberá ser dirigida al Oficial de Acción Afirmitiva, Departamento de Recursos Humanos, ubicado en el edificio administrativo del Plantel San Jacinto.

De acuerdo con la Sección 504 del Dictamen de Rehabilitación, el distrito ha desarrollado un Programa para Estudiantes Incapitados. El distrito exorta la integración de estudiantes incapitados a clases regulares, y el colegio ofrece services de apoyo para hacer la educación accesible. Información concierne a este programa puede ser obtenida del Coordinador(a) de Programas y Servicios para Estudiantes Incapitados.

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

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

DISCLAIMER

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



ABOUT THE COLLEGE

Location

Mt. San Jacinto Community College District covers 1,700 square miles in central and southwestern Riverside County and has fostered 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 Geronio 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 112 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 11,000+ 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 construction of two new childcare centers in 2002 paved the way for a major expansion of the Child Development and Education Centers at MSJC. A new learning resource center on this campus opened during the Spring of 2006.

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 Geronio 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 Geronio 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 2010 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

Mt. San Jacinto College, a California Community College, offers accessible, innovative, comprehensive and quality educational programs and services to diverse, dynamic and growing communities both within and beyond traditional geographic boundaries. We support life-long learning and student success by utilizing proven educational methodologies as determined by collaborative institutional planning and assessment. To meet economic and workforce development needs, MSJC provides students with basic skills, general and career education that lead to transfer, associate degrees and certificates. Our commitment to student learning empowers students with the skills and knowledge needed to effect positive change and enhance the world in which we live.

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.





CONTINUING EDUCATION & WORKPLACE TRAINING

Mt. San Jacinto College's Continuing Education and Workplace Training office includes several different programs: Community service fee-based classes and seminars, Short Term Career Training Certificates, Contract Training for businesses and Non-Credit Basic Skills or Older Adult courses.

MSJC's community service fee-based 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 and are not funded by taxpayer dollars.

Short Term Career Training Certificates also receive no funding from taxpayer dollars. These programs are designed to rapidly prepare people for their first step in a career and are always developed or revised in response to current labor market trends.

Contract training for businesses and government agencies allows the opportunity to customize training solutions in response to specific business needs. This program also receives no taxpayer funds.

The final component of Continuing Education and Workplace Training is Non-Credit education; Basic Skills and Older Adult courses that have been approved for funding by the State of California.

Non-Credit education 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. GED preparation, Citizenship, English as a Second Language and classes 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.

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.

Assessment Testing		
Course Placement	Range of Scores	Type of Assessment
English 61 (Basic Grammar and Usage)	1 – 57	Accuplacer Reading and Accuplacer Sentence Skills
English 62 (Basic Writing Skills)	58 – 79	Accuplacer Reading and Accuplacer Sentence Skills
Reading 63 (Reading Fundamentals)	1 – 44	Accuplacer Reading
Reading 64 (Intermediate Reading)	45 – 78	Accuplacer Reading
Reading 98 (College Reading)	79-91	Accuplacer Reading
English 98 (English Fundamentals)	80 – 99	Accuplacer Reading and Accuplacer Sentence Skills
English 101 (Freshman Composition)	100 – 120	Accuplacer Reading and Accuplacer Sentence Skills
Math 50 (Mind Over Math)	1 – 44	Accuplacer Arithmetic
Math 51 (Foundations of Mathematics (Pre-Algebra) or Math 51LL (Foundations of Mathematics + Lab (Pre-Algebra)	45 – 75	Accuplacer Arithmetic
Math 90 (Elementary Algebra) or Math 90A (Elementary Algebra Part A)	76 – 120 or 44 – 62	Accuplacer Arithmetic or Accuplacer Algebra
Math 96 (Intermediate Algebra)	63 – 103	Accuplacer Algebra
Math 102 (Finite Mathematics); Math 105 (College Algebra); Math 140 (Introduction to Statistics); Math 155 (Math for Elementary Teachers)	104–120 or 62 – 76	Accuplacer Algebra or Accuplacer College Level Math (CLM)
Math 110 (Precalculus); Math 135 (Calculus for Social Science and Business)	77 – 103	Accuplacer College Level Math (CLM)
Math 211 (Analytic Geometry & Calculus I)	104 – 120	Accuplacer College Level Math (CLM)

NOTE: To ensure students the most accurate placement, placement scores are subject to change based upon continuing validation studies. Please consult the Assessment Centers for modifications.

MATRICULATION

Matriculation is a process that enhances student access to college by providing support and resources that sustain a student's efforts to reach his/her educational goals. Students are expected to participate in the processes of:

- Admissions
- Assessment
- Orientation
- Counseling/Advising
- Follow-up

All new students must participate in the assessment/ orientation/counseling/advising and follow-up components with exception of students who are determined to be exempt.

NOTE: Students who participate in matriculation (non-exempt students) receive priority when registering for classes.

Additional information is available on our website at www.msjc.edu/matriculation.

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 the Admission tab and then 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 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 mathematic 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 my.msjc.edu for your registration appointment. It is **highly recommended** that all new students meet with a counselor.

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 the matriculation process, educational options and college policies and procedures;
- 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 – Student Representatives under External/Internal Mandates
- Priority 5 – Continuing students with 90 units or less (descending order)
- Priority 6 – Continuing students with more than 90 units (ascending order).
- Priority 7 – Continuing students with higher degree (Bachelor's Master's and Doctorate)
- Priority 8 – Returning and matriculated students
- Priority 9 – Exempt non-matriculated students based on unit load and educational goal
- Priority 10 – Concurrent enrollment student

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](#)).

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.

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

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

Establishing Residence

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

Physical Presence

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

Intent

- a) Intent to make California the home for other than a temporary purpose may be manifested in many ways. No one factor is controlling.
- b) A student who is 19 years of age or over and who has maintained a home in California continuously for the last two years shall be presumed to have the intent to make California the home for other than a temporary purpose unless the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.
- c) A student who is under 19 years of age shall be presumed to have the intent to make California the home for other than a temporary purpose if both the student and his parent(s) have maintained a home in California continuously for the last two years unless the student has evidenced a contrary intent by having engaged in any of the activities listed in subsection (f) of this section.
- d) A student who does not meet the requirements of subsection (b) or subsection (c) of this section shall be required to provide evidence of intent to make California the home for other than a temporary purpose as specified in subsection (e) of this section.

- e) The following factors are considered in determining California residency (a minimum of 3 must be provided):
 1. Ownership of residential property or continuous occupancy of rented or leased property in California;
 2. Registering to vote and voting in California;
 3. Licensing from California for professional practice;
 4. Active membership in service or social clubs;
 5. Presence of spouse, children or other close relatives in the state;
 6. Showing California as home address on federal income tax form;
 7. Payment of California state income tax as a resident;
 8. Possessing California motor vehicle license plates;
 9. Possessing a California driver’s license;
 10. Maintaining a permanent military address or home of record in California while in the armed forces;
 11. Establishing and maintaining an active California bank account;
 12. Being the petitioner for a divorce in California.
- f) Conduct inconsistent with a claim of California residence includes but is not limited to:
 1. Maintaining voter registration and voting in another state;
 2. Being the petitioner for a divorce in another state;
 3. Attending an out-of-state institution as a resident of that state;
 4. Declaring non-residence for state income tax purposes.

Reclassification

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

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

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.

One-Year Waiting Period

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

Exceptions to Residency Rule

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

Examples of some exceptions are:

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

Change of Address

Following is a step by step process for changing your address on the Web:

- Go to <https://my.msjc.edu>
- Log in using your username and password
- Select "Student EagleAdvisor" across the top black tabs
- Under the heading "User Account", select "Verify/Update My Address"

Admission of High School Students

The California Education Code has provided a special program for high school students who are able to benefit from advanced scholastic or vocational studies. To that end, upon the written recommendation of the high school principal, students in grades eleven and twelve may enroll in 8 units of instruction or 2 courses that are not remedial courses. Some highly qualified ninth and tenth grade students may be admitted based upon demonstrated ability to handle advanced study. Official transcripts are required. For purposes of this program, remedial courses are defined as any course numbered under 070, such as English 062. In addition, students **MUST** meet all established course prerequisites in order to be admitted to college courses. Please note that completion of high school courses does not always meet college course prerequisites. Consult a college counselor for details on specific courses.

FALL/SPRING TERMS

- Students in grades 11-12 may enroll in any scholastic or vocational course(s)* numbered 070 or above for which they meet the course prerequisite(s), and where they can benefit.
- Students in the second semester of grade 9 or who are in grade 10 must have a letter of recommendation attesting to the student's ability to benefit from enrollment in the college course or program. The letter of recommendation must come from the student's high school teacher in the same discipline for which the student is requesting permission to enroll. If an appropriate, matching discipline is not available at the student's high school, the letter must then come from the student's high school guidance counselor.
- In general, students who are not currently enrolled in the second semester of grade 9 or above are not eligible to enroll in college courses.
- Concurrently enrolled students are limited by statute to 8 units or 2 courses.
- In addition to materials required for special part-time students, concurrently enrolled students desiring to enroll in 12 units must also present written authorization from the K-12 or high school district governing board.
- Because college courses are taught at a much faster pace and require significantly more independent learning, high school students will not be permitted to enroll in courses where they have failed the same course in high school.

*Scholastic or vocational courses are non-performance courses that may be counted toward an Associate degree or certificate, or for transfer to a four-year institution. History and theory courses such as music or art history, music fundamentals, American Red Cross Lifeguard Training, etc. are considered to be scholastic or vocational, and may be taken by high school students who meet the prerequisites.

These courses have both lecture and lab components to the curriculum. Specifically excluded during the academic year are courses involving activity in physical education and lab courses emphasizing physical skill building that is not needed to reinforce the theory of a lecture course.

SUMMER SESSION

- Student must have completed grade 9.
- Course must not be available through local high school during the summer.
- Student must meet all prerequisites.
- Up to 5% of any high school students enrolled in a particular grade (as determined by the high school) may be admitted.

Process for All Students:

- Submit an MSJC Application for Admission (first semester only).
- Submit a School/Parent Agreement Form (every semester).
- Submit official high school transcript (every semester).
- All students must take the assessment test and go through the orientation process (first semester only).

High School students in grades 9 through 12 wishing to participate in this program must submit a "School/Parent Agreement Form," available at high school counseling offices and at the college's Enrollment Services offices. The form **MUST** be signed by the high school principal and by the parent or legal guardian. The high school principal, by signing this form, assures the college that the high school student is able to benefit from advanced instruction.

The student is responsible for completing the college registration process, which includes completion of an application for admission, submitting official transcripts, taking the assessment placement test, attending an orientation session, and officially registering for classes. This process must be completed before the course begins. No late requests will be considered.

Special Students Below Grade 9

In extraordinary cases where a student demonstrates superior ability and capacity to succeed in college level work in a particular discipline, the college may consider admission of students who have not completed the first semester of 9th grade. Such consideration will be on a case-by-case basis, will be limited, and will include completion of the college assessment or other significant documentation of exceptional abilities. Students in this age group who are capable of college level work will usually have already begun high school. Under normal conditions, students still in grade 9 or

below will be considered to have not demonstrated college level abilities. MSJC reserves the right to deny admission to courses.

Parents should be aware that college work requires more than an ability to understand material. The college-learning environment requires a level of emotional and intellectual ability, which is significantly above that of an 8th grader. Even straight A's in 8th grade do not necessarily mean a student is ready for college work. Eighth grade students who request admission will be given individual attention to determine their ability to benefit from college instruction.

Parents are not permitted to attend classes with their children unless they are registered for the course or authorized to attend class to assist a student with an identified disability.

Parents should be aware that they do not have access to their children's records without a signed release from the child.

Fees

Pursuant to Education Code Section 76300 (f), all students enrolled at Mt. San Jacinto College while concurrently enrolled in grade 12 or lower are exempt from enrollment fees (effective Summer 1996). When appropriate, students are required to pay non-resident, ASB, student representation, parking and/or materials fees.

NOTE: While most high schools accept college courses as satisfying high school graduation requirements, it is the high schools' exclusive right to determine what will be accepted, and how it will be counted. Be certain to consult with the high school counselor before assuming how a college course will be counted. In addition, the college can generate official transcripts only after all instructor grades have been submitted. Therefore, semester grades may not be posted on transcripts in time for high school graduations. Where high school districts will accept it, the college will provide an advance letter indicating course completion to assist the student in going through commencement exercises at the high school.

Grades are not automatically sent to the high school. It is the student's responsibility to sign and submit a transcript request form in time for the college to provide a transcript to the high school. All of the regulations regarding transcript 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 continuing education for each semester. Class schedules are available on the Web at www.msjc.edu. Schedules are also available in the Enrollment Services Office on the San Jacinto and Menifee Valley campuses, the Temecula Education Complex, and the San Geronio Pass Service Center, as well as at public libraries and other locations throughout the district.

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 \$26

Enrollment Fee Waiver (BOGW)

The Board of Governor’s Waiver (BOGW) ensures that no student who is eligible and who wants to attend Mt. San Jacinto College is denied entrance because of the enrollment fee. To receive a BOGW, a student must be a California resident, must be either receiving Temporary Assistance to Needy Families (TANF) or Supplemental Social Security or General Assistance, or meet the past year’s income criterion. Complete information is available in the Financial Aid Office.

Enrollment fees shall be waived for the following:

1. Dependents of certain deceased or disabled veterans and California National Guard members upon certification of fee waiver eligibility by the California Department of Veterans Affairs or the National Guard Adjutant General;
2. The surviving spouse or the child, natural or adopted, of a deceased person who met all the requirements of Education Code section 68120 regarding active law enforcement service or active fire suppression and prevention;
3. A dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if he or she meets the financial need requirements for the Cal Grant A Program, pursuant to Education Code section 69432.7 and either the dependent was a resident of California on September 11, 2001, or the individual killed in the attacks was a resident of California on September 11, 2001. The waiver continues until January 1, 2013, for a surviving spouse, and for a surviving child, the exemption continues until the dependent child reaches the age of 30.

Other Fees*

Student Activity/ASB Discount Card (optional) \$7
 **Parking Fee fall/spring..... \$32
 **Parking Fee summer.....\$15
 (or \$2 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

*All fees are 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.

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 Geronio Pass Service Center during office hours.

Non-Resident Tuition

Each unit\$183
 California Enrollment Fee \$26
 Capital Outlay Fee per unit \$8
 Total Non-Resident Tuition per unit\$217

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.

A student who does not qualify for California residency is classified as a non-resident student and is required to pay a non-resident tuition fee. The fee for non-resident tuition is \$183 per unit. This fee is in addition to the \$26 per unit enrollment fee mandated by the State of California. Non-resident students must also pay an additional \$8 per unit capital outlay fee pursuant to Education Code Section 76141.

Students who qualify for California Non-Resident Tuition Exemption (AB 540) are not required to pay the non-resident tuition and capital outlay fees. See AB 540 eligibility below.

California Non-Resident Tuition Exemption

**For Eligible California High School Graduates
(The law passed by the Legislature in 2001 as
AB 540: Education Code Section 68130.5)**

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying non-resident tuition at the California Community Colleges, the California State University and the University of California (all public colleges and universities in California).

Requirements

1. The student must have attended a high school (public or private) in California for three (3) or more years;
2. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam);
3. An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
4. Students who are nonimmigrants (for example, those who hold F [student] visas, B [visitor] visas, etc.) are not eligible for this exemption.
5. The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.

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

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

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

Refund Policy

RESIDENTS

Your enrollment fee, **less a \$10 processing charge**, is returned automatically if you drop by a specific date depending on each course or full refund if the college cancels classes. For short-term classes (less than two weeks), you must drop before the first class meeting. For short-term classes (greater than two weeks) including summer session classes, you must drop prior to 10% of the length of the course. Please refer to your registration statement for specific dates including the refund date, drop without a “W” and drop with a “W” date.

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 bookstores.

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 from our bookstores 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 classes 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.

HEOA Law – Effective July 1, 2010

The bookstores are in compliance with the HEOA Law. For a list of textbooks and price information, please go to the MSJC website at www.msjc.edu. Under “Quick Links” on the lower right area of the webpage, just click on either SJC Bookstore or MVC Bookstore to access the information. The information is updated as it becomes available.

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:

Type	Location	Custodian
Admissions & Records	Enrollment Services	Director of Enrollment Services
Academic Records	Enrollment Services	Director of Enrollment Services
Cumulative Records	Enrollment Services	Director of Enrollment Services
Financial Aid Records	Financial Aid Office	Assistant Director of Financial Aid
Financial Records	Business Services	Dean of Business Services
Disciplinary Records	Student Services	Vice President of Student Services

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.

Records

- 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.



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. Instructors are authorized to drop students who do not appear for the first class meeting to make room for others who desire to take the class.

UNIT OF CREDIT

A unit of credit is approximately one hour of class plus two hours of study per week, or three hours of laboratory per week carried through the term. For each hour of lecture/discussion, two hours of preparation are assumed. To receive credit, the student must be officially enrolled in the course. Students not officially enrolled by the proper date will not receive credit for the course, even if they complete all course work.

FINAL EXAMINATIONS

No student may be excused from final examinations. Instructors will not ordinarily give final examinations at any time other than that regularly scheduled.

Special permission must be obtained from the instructor for an individual student to take final examinations at other than the regularly scheduled time.

GRADING POLICY

Academic Records Symbols and Grade-Point Average (GPA)

Evaluation symbols (grades) are issued in each course at the end of each semester and summer session. The unit of measure utilized at Mt. San Jacinto College is the semester unit.

Students must obtain their final grades by Web. Students may log in at <http://my.msjc.edu>. The college does not mail grades.

In the absence of mistake (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. Evaluative 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:

Evaluative Grade	Symbols Definition	Grade Point Average
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P*	Pass (not counted in GPA)	
NP**	No Pass (not counted in GPA)	

*P grades reflect at least satisfactory performance. Units are awarded.

**NP grades reflect less than satisfactory or failing performance. No units are awarded.

Non-Evaluative Symbols		
I	Incomplete	0
IP	In Progress	0
RD	Report Delayed	0
W	Withdrawal	0
MW	Military Withdrawal	0

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				
Course	Grade	Grade Value	Semester Hours	Total Grade Points
ENGL-101	B	3	4	12
PSYC-100	A	4	3	12
MATH-112	C	2	4	8
BIOL-110	D	1	4	4
PE-112	A	4	1	4
			16	40
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

I Incomplete: Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. In a written record, the instructor shall state the condition for removal of the "I." This record must be given to the student with a copy on file with the Enrollment

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

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

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

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

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

W Withdrawal: The “W” symbol shall be used to denote withdrawal from a class. The grade indicates that the course has been removed from the student’s program of study without credit and is not included in the grade point computation.

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. Additionally, no notation of “W” shall be made on the academic record of the student who withdraws during the summer session and/or short-term class(es) prior to 30% of the course.

The “W” shall not be used in calculating grade-point averages. However, units attempted for which “W” is recorded shall be considered 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. Once the form is completed, attach the required documentation to support the request, i.e. verification from medical provider, hospital records, employer, etc., and secure the signature of the instructor(s). The form should be submitted in its entirety to Enrollment Services for the Director to review. Extenuating circumstances may be severe illness, hospitalization, employment relocation, 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 for “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 pass/no pass 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, registration statements, 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:

1. Up to 18 units may be alleviated from a Mt. San Jacinto College transcript; however, units taken from another college(s) will not be alleviated.

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. Official transcripts are required for units completed at another institution.

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, §76224, pertaining to the finality of grades assigned by instructors, and (b) Chapter 2.5 of Division of Title 5 (commencing with section 59020), pertaining to the retention and destruction of records, and particularly section 59023 (c) relating to the permanency of certain student records.

Course Repetition

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

- The student is repeating the course to alleviate substandard work, which has been recorded on the student's record. The term "substandard" shall be defined as course work for which the grading symbol "D," "F," "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. When a course is repeated due to a

significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

Special circumstances will be considered for course repetition in courses that a grade of "C" or better was earned when the student must 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.

Procedures for Repetition of Substandard Work

Students may repeat courses designated as "non-repeatable" up to a total of two (2) times (third attempt) in which substandard grades (less than "C") were awarded. Students must submit a *Petition to Repeat* to Enrollment Services prior to enrolling in the course. Upon completion of a repeated course, subsequent to substandard coursework, the most recent evaluative grade earned will be computed in the cumulative grade-point average and the student's academic record so annotated.

Students may petition for a third repetition (fourth attempt) of the course if there are extenuating circumstances that justify an additional repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Students must receive prior permission for the fourth attempt from the Academic Standards Committee. If the district finds the circumstances are justified, the previous grades and credit will be disregarded when re-calculating the student's GPA after each repetition. When course repetition occurs, the permanent academic records shall be annotated in such a manner that all work remains legible, ensuring a complete and true academic picture.

Equivalent Courses to Alleviate Substandard Grades

Students may replace an unsatisfactory grade by repeating a course that has been revised in one of two ways: (a) the units of the revised course must be more than the units of the previous course; or (b) the units of the revised course must be one unit less than the units of the previous course. If the units of the revised course are two (2) or more units less than those of the previous course, then the student may not replace the unsatisfactory grade.

Repeatable Courses

Certain activity, performance, and skill courses have been designated as repeatable courses and are identified in the catalog's course descriptions.

A student may repeat a course where substandard academic work has not been recorded when repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer

General Regulations

employment. The student must certify or document that course repetition is necessary to complete legally mandated training.

A student who has been identified by the district as possessing a disability may repeat special learning skills classes, with permission from the instructor(s), any number of times under the following circumstances:

- When continuing success of the student in other general and/or special education classes is dependent on additional repetitions of a specific special class;
- When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes;
- When the student has a student educational contract that involves a goal other than completion of the special class in question and repetition of the course will further the achievement of the goal.

Procedures for Repetition – Significant Lapse of Time

Students may be permitted or required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained and:

- The District has defined “significant lapse of time” or has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course;
- The student has submitted a *Petition to Repeat* to Enrollment Services with documentation of a recency prerequisite.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

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 may 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 second week of instruction for full-term classes and the second day of instruction for short-term and summer classes.
- Auditing requests are made through the instructor and with the approval of the area Dean of Instruction during the second week of the term. No audit requests are accepted after 10% of the course.
- Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive credit.
- If a student registers for a class, he/she may not make the request to audit.
- The college may levy a fee on materials used by the student. This fee will be in addition to the auditing fee.
- The college will maintain no attendance or transcript record
- No refunds will be made for student withdrawals unless the college cancels the course.
- Rules and regulations pertaining to the credit student are applicable to the auditing student except tests and grade responsibility.

Program Changes

Any student wishing to add or drop classes after enrollment may login at <http://my.msjc.edu>. However, commencing the day of the first class meeting, instructor approval is required for all registration via late add codes. Add codes are provided by the instructor and must be used by the expiration date. After the late add code expiration date, a student is required to submit a *Petition to Enter Class Late* to Enrollment Services. This form MUST be signed by the instructor. Students may not drop a class beyond 75% of the course length. Please refer to your registration statement 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. Rush transcripts and/or enrollment verifications are available for an additional service fee. Rush requests are normally processed while you wait, or mailed within 24 hours of receipt of

written request. For information on fees, please refer to www.msjc.edu. Click on Admissions, FAQs and then “What Fees do I have to pay?”. 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 on a *Student Petition Form* submitted to the Enrollment Services Office.

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 the Board of Trustees at a regularly scheduled meeting. Graduates may be on this list independently of qualifying for “with distinction.”



POLICY FOR EARNING COLLEGE CREDIT

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

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

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

2. 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 §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				
Name of Test	Course Equivalent	Minimum Score	Units Awarded	AA/AS
College Algebra	Math 105	50	4	G
American Government	Political Science 101	50	3	B1 or B2
Biology	Biology 115 (no lab)	50	3	A
Calculus/Analytic Geometry	Math 211	50	5	G
Chemistry	General Physical Science	50	6	A
English Composition	English 101	50	4	D1 or D2
English Literature	English 230 & 231	50	6	C
French Language	French 101	50	5	C
Freshman College Composition	English 101	50	4	D1 or D2
Geology	Geology 101 (no lab)	50	3	A
History of the U.S. I: Early Colonization to 1877	History 111	50	3	B1 or B2
History of the U.S. II: 1865 to the Present	History 112	50	3	B1 or B2
Human Growth & Development	Psychology 103	50	3	B2
Principles of Macro Economics	Economics 201	50	3	B2
Principles of Marketing	Business Administration 205	50	3	
College Mathematics	Math 90	50	4	G
Microbiology	Biology 125 (no lab)	50	5	A
Principles of Micro Economics	Economics 202	50	3	B2
Introduction to Psychology (with essay component)	Psychology 101	50	3	B2
Introduction to Sociology	Sociology 101	50	3	B2
Spanish Language	Spanish 101, 102, 201, 202	50	18	C
Spanish Language	Spanish 101, 102	45-49	10	C
Statistics	Math 140	50	3	G

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.

General Regulations

- 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



Mt. San Jacinto College Advanced Placement Examination Equivalents									
Name of Test	Course Equivalent	Minimum Score	AA/AS GE Area	MSJC Units	CSU GE Area and units	CSU Elective Units	IGETC Area	IGETC Units	UC Elective Units
ART STUDIO (maximum UC credit of 5.3 semester units for all three exams)									
Drawing Portfolio	Art 108 – Beginning Drawing	3, 4 or 5	C	3	n/a	3	n/a	n/a	*5.3
2-D Design Portfolio	Art 120 – Design I	3, 4 or 5	C	3	n/a	3	n/a	n/a	*5.3
3-D Design Portfolio	Art 122 – 3D Design	3, 4 or 5	C	3	n/a	3	n/a	n/a	*5.3
ART HISTORY	ART 101 – Art History: Prehistoric Through Medieval Art								
	+ ART 102 – Art History: Renaissance to 20 th Century Art	3, 4 or 5	C	3	C1 or C2 (3 units max)	6	3A or 3B	3	*5.3
BIOLOGY (lab credit accepted for UC, no lab credit accepted for CSU)	BIOL 115 – Topics in Biology	3, 4 or 5	A	3	B2+B3 (4 units max)	6	5B+lab	4	*5.3
	+ CHEM 101 – General Chemistry I								
CHEMISTRY (lab credit included for both UC and CSU, UC has credit limitation)	+ CHEM 102 – General Chemistry II	3, 4 or 5	A	5	B1+ B3 (4 units max)	6	5A+lab	4	*5.3
COMPUTER SCIENCE (maximum UC credit of 2.67 semester units for both exams, AB supersedes A)									
Computer Science A	CSIS 113B – Java Programming – Level 1	3, 4 or 5	D2	3	n/a	3	n/a	n/a	*1.3
Computer Science AB	No comparable/elective	3, 4 or 5	n/a	3	n/a	6	n/a	n/a	*2.7
ECONOMICS									
Microeconomics	ECON 202 – Principles of Microeconomics	3, 4 or 5	B2	3	D2	3	4B	3	*2.7
Macroeconomics	ECON 201 – Principles of Macroeconomics	3, 4 or 5	B2	3	D2	3	4B	3	*2.7
ENGLISH (maximum UC credit of 5.3 semester units for both exams)									
Language and Composition	ENGL 101 – Freshman Composition	3, 4 or 5	D1	4	A2 (3 units max)	6	1A	3	*5.3
					A2 + C2 (6 units max)				
Literature and Composition	ENGL 101 – Freshman Composition	3, 4 or 5	D1	4	B1 + B3 or B2+B3	4	1A or 3B	3	*5.3
ENVIRONMENTAL SCIENCE									
GOVERNMENT AND POLITICS									
United States (CSU accepts credit for 1 course)	PS 101 – Introduction to American Government and Politics	3, 4 or 5	B1 or B2	3	D8 + US	3	4H	3	*2.7
	PS 102 – Comparative Politics and Government	3, 4 or 5	B2	3	D8	3	4H	3	*2.7
HISTORY									
United States History	HIST 111 – U. S. History to 1877			3	C2 or D6 + US1 (3 units max)	6	3B or 4F	3	*5.3
	+ HIST 112 – U. S. Since 1865	3, 4 or 5	B1 or B2	3					
European History	HIST 102 – Western Civilization II: 1500 to the Present Era	3, 4 or 5	B2 or C	3	C2 or D6	6	3B or 4F	3	*5.3
	HIST 103 – History of World Civilization: to 1500	3, 4 or 5	B2 or C	6	C2 or D6 (3 units)	6	3B or 4F	3	*5.3
World History									

General Regulations

D. International Baccalaureate Examination Program (IB) - Mt. San Jacinto College accepts the International Baccalaureate (IB) for pass along into the CSU and UC systems only. 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. 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, see below.

Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

International Baccalaureate (IB) Exam	Passing Minimum Score	Minimum Semester Credits Earned	CSU GE Breadth Certification Units	American Institutions or CSU GE Breadth Area	IGETC Area for Certification
IB Biology HL	5	6	3	B2	5B (without lab credit)
IB Chemistry HL	5	6	3	B1	5A (without lab credit)
IB Economics HL	5	6	3	D2	4B
IB Geography HL	5	6	3	D5	4E
IB History (any region) HL	5	6	3	C2 or D6	3B or 4F*
IB Language A1 (any language) HL	4 (CSU) 5 (UC)	6	3	C2	3B
IB Language A1 (any language except English) HL	5 (UC)				3B or 6A
IB Language A2 (any language) HL	4 (CSU) 5 (UC)	6	3	C2	3B
IB Language A2 (any language except English) HL	5 (UC)				3B or 6A
IB Language B (any language) HL ⁷	4 (CSU) 5 (UC)	6	0	n/a	6A
IB Mathematics HL	4 (CSU) 5 (UC)	6	3	B4	2A
IB Physics HL	5	6	3	B1	5A (without lab credit)
IB Psychology HL	5	3	3	D9	4I
IB Theatre HL	4 (CSU) 5 (UC)	6	3	C1	3A

*IB exam may be used in either area regardless of where the certifying CCC's discipline is located.

⁷The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

Actual IB Higher Level transfer credit awarded for admission is determined by the CSU and UC. The UC Policy for IB credit can be found in the publication "Quick Reference for Counselors."

The CSU also has a systemwide policy for awarding transfer credit for admission. The CSU policy for IB can be found at http://www.calstate.edu/app/general_education.shtml.

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

Board Policy 5500 – Student Code of Conduct

A. Jurisdiction of the College

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

B. Conduct – Rules and Regulations

Any student found to have committed the following misconduct is subject to the following disciplinary sanctions:

1. Actions of dishonesty, including but not limited to the following:
 - a) Cheating, plagiarism, or other forms of academic dishonesty;
 - b) Furnishing false information to any College official, faculty members, or office;
 - c) Forgery, alteration, or misuse of any College document, record or instrument of identification;
 - d) Tampering with the election of any College recognized student organization.
2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises;
3. Physical abuse, verbal abuse, threats, intimidation, stalking, harassment, coercion and/or other conduct which threatens or endangers the physical and/or mental health and safety of any person;
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College Community or other personal or public property;
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization;
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to one of these persons when requested to do so;
7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of College premises;
8. Violation of published College policies, rules, or regulations;
9. Violation of federal, state, or local law on College premises or at College sponsored or supervised activities;
10. Use, possession or distribution of narcotics or other controlled substances except as expressly permitted by law or appearing on campus or at a college event while under the influence of these illegal substances;
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and College regulations, or public intoxication on College premises;
12. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on College premises;
13. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions;
15. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by the College;
16. Theft or other abuse of computer time, including but not limited to:
 - a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 - b) Unauthorized transfer of a file;
 - c) Unauthorized use of another individual's identification and password;
 - d) Unauthorized use of phone and electronic devices such as radios, etc.
 - e) Use of computing facilities to interfere with the work of another student, faculty member or College Official;
 - f) Use of computing facilities to send obscene or abusive messages;
 - g) Use of computing facilities to interfere with normal operation of the College computing systems;
17. Abuse of the Judicial System, including but not limited to:
 - a) Failure to obey the summons of a Judicial Body or College Official;
 - b) Falsification, distortion, or misrepresentation of information before a Judicial Body;
 - c) Disruption or interference with the orderly conduct of a judicial proceeding;
 - d) Initiation of a judicial proceeding knowingly without cause;
 - e) Attempting to discourage an individual's proper participation in, or use of, the judicial system;
 - f) Attempting to influence the impartiality of a member of a Judicial Body prior to and/or during the course of the judicial proceeding;
 - g) Failure to comply with the sanction(s) imposed under the Student Code;
 - h) Influencing or attempting to influence another person to commit an abuse of the judicial system;

C. Violation of Law and College Discipline

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

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 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

General Regulations

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 classroom misconduct must be accompanied by the instructor's syllabus.
5. 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 (Student Code of Conduct Policy, Section B.6).

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 §76032). 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 (Education Code §76032) 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 §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,
- D. Other academic and legal requirements for admissions, retention, and conferral of degrees or certificates.

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: A student may be summarily suspended for good cause (Education Code §76033) prior to a conference or hearing. A written Notice of 10-Day Summary Suspension

(Education Code §76031), and the reasons for such Summary 10-Day Suspension will be mailed to the student. 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.

Long Term Suspension: 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 up to two (2) years. Conditions for re-admission to the College may apply.

- 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.

General Regulations

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 was 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.
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 or by mutual agreement of the Administrator and student

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 received 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 thirty-five (35) 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 Code of 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 Student Code of 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

General Regulations

civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining the evidence but shall not be sufficient 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.

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, their written findings and 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.
10. The student may include a written statement or response concerning the disciplinary action for inclusion in the student's record.
11. Any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within 10 days of the results of the disciplinary action

and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

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 Superintendent/President. The decision will be based upon the record.

The Superintendent/President shall report his/her decision to all relevant parties including the Board of Trustees within fifteen (15) working days of receiving the appeal request. The Superintendent/President's notification of his/her decision to the student will be by the United States mail, or other common carrier, which shall include a Certificate of Mailing. The Superintendent/President is deemed to have mailed such letter on the date so declared.

H. Appeal to the Board of Trustees

Either the student or the Administrator may appeal the decision of the Superintendent/President to the Board of Trustees by filing an appeal with the Superintendent/President. An appeal shall be made in writing and either mailed, postmarked evidencing the date of the mailing, or hand-delivered, received and receipted by the Superintendent/President **within ten (10) working days of the mailing of the decision by the Superintendent/President** and shall state specifically the grounds for appeal. Any 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' 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' 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.

Administrative Regulations

Grievance Officer

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

Items That Are Grievable

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

Items That Are Not Grievable

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

- o Incompetence – there is evidence that the instructor does not have the knowledge skills and/or abilities to conduct and fairly grade the course. Incompetence is usually pervasive, and not restricted to one student or one incident.
- Acts by another student (see Student Code of Conduct)
- Acts which, though deemed unfair, do not have a specific negative impact on the student. Included among non-grievable issues are situations which are deemed to be petty or to have no significant negative impact upon the student in question.
- Acts which affect another student. Only the student affected by an act may file a grievance. A student may not file on behalf of another student

Grievance Levels

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

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

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

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

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

Level IV – Formal request for hearing

- Individual designated by the college Superintendent/President reviews charges and determines if a case exists based upon the following:
 - o The alleged act must have taken place on campus or during a college-sponsored event or be connected to the student's college-relationship to the employee named. This also includes any time when the employee is acting in their official capacity as an employee of the district.
 - o Must include all evidence, including names of witnesses to be called and copies of pertinent documents
 - o Must include evidence that steps I and II have been completed or attempted but have been unsuccessful
 - o May not add new charges or defendants
 - o The alleged act must have had an inappropriate negative impact on the student
 - o The student must identify the desired remedy if the grievance is found in their favor.
- A panel is named including:
 - Chair – hearing officer as appointed by the Superintendent/President votes only in case of a tie vote
 - 2 faculty appointed by the Academic Senate
 - 2 students appointed by the Associated Student Body (A.S.B.)
- A hearing is called:
 - During the academic year

General Regulations

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.

Appeal

Superintendent/President

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

Board of Trustees

- Either party may appeal the decision of the Superintendent/President.
- Appeals must be filed within 5 working days of receipt of the decision. The appeal will be heard at the next available Board of Trustees meeting for which there is sufficient time to include the agenda item in the legal notice of the meeting.
- Appeals are addressed to the Board of Trustees c/o the Superintendent/President.
- Appeals must cite one or more specific flaws in the implementation of the process of review. Merely disagreeing with the outcome of the appeal is not sufficient grounds to file a final appeal.
- Appeals are conducted based solely on the written record. However, it shall be the right of the Board to call and question any individuals related to the issues at hand.
- Hearings are held in closed session and the decision is announced in open session.
- The Superintendent/President will respond within 5 working days of the Board's action on the appeal.
- Appeal to the Board is the final step in the student's "due process" procedures.
- Concerning requested remedy: Issues of remedy sometimes include requests for disciplinary action against one or more employees. It is not within the power of the grievance process to assign or implement any disciplinary action against college employees. Students are discouraged from listing disciplinary action as their sole remedy. Employee discipline is strictly governed by state and local laws and regulations as well as by employment contracts. Provided all other requirements are met, the results of a grievance may be included in an employee's evaluation only to the degree permissible by contract and by law.

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

Notice of Grievance Procedures for Complaints of Discrimination Under Sections 59300 et seq.

Introduction and Scope

This is intended as notice and clarification of the grievance procedures that apply to different forms of unlawful discrimination, including disability harassment concerning the implementation of the District's nondiscrimination policy and complaint procedures pursuant to California Code of Regulations, Title 5, sections 59300 et seq.

Unlawful Discrimination Policy

The policy of the Mt. San Jacinto Community College District is to provide an educational and employment environment including but not limited to access to its services, classes and programs in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, or physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics in any program or activity that is administered by, funded directly by, by or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in administrative procedure # 3410 or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or because he or she is perceived

to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics

Board Policy on Prohibition of Harassment

The Mt. San Jacinto Community College District's prohibition of harassment policy is covered by District Board Policy section 3430. Specifically, Board Policy 3430 states that all forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention. This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation. To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of

General Regulations

complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District and its employees. This policy and related written procedures shall be posted in relevant student publications and be displayed in an easily accessed location on the District's website. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Complaints of Discrimination and/or Harassment

Complaints of illegal discrimination and complaints of illegal harassment are both handled by the Mt. San Jacinto Responsible District Officer. Mt. San Jacinto has designated the Vice President of Human Resources as its Responsible District Officer. The address of the Responsible District Officer is as follows:

Vice President of Human Resources
1499 N. State St.
San Jacinto, CA 92583
(951) 487-3156

Both complaints of illegal discrimination and illegal harassment shall be subject to the same complaint procedures as outlined below.

Reports of Discrimination

The District requires that all reports of discrimination, including harassment on the basis of disability, be addressed by the District's complaint procedure pursuant to California Code of Regulations, Title 5, sections 59300 et seq. The District's procedures for complaints of discrimination may be found in the "Mt. San Jacinto Community College District Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Sections 59300 et seq."

Time for Filing a Complaint of Illegal Discrimination or Illegal Harassment.

In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period should be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

Statement Regarding Formal and Informal Complaint Procedures

The purpose of the informal resolution process is to allow an individual who believes she/he has been unlawfully discriminated against or sexually harassed to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process will be invoked when there is a simple misunderstanding or the complainant does not wish to file a formal complaint. Resolution of an informal complaint may require nothing more than a clarification of the misunderstanding or an apology from the respondent and an assurance that the offending behavior will cease.

Informal Complaint Procedures

Whenever any person brings charges of unlawful discrimination to the attention of the Responsible District Officer in the form of an unwritten complaint or a complaint that is not submitted on the form prescribed by the State Chancellor, that officer shall undertake efforts to informally resolve the charges and advise the complainant that he or she need not participate in informal resolution. Additionally, the Responsible District Officer shall notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so. The Responsible District Officer shall also advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction and that if the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within the jurisdiction of those agencies.

Efforts at informal resolution need not include any investigation unless the District's responsible officer determines that an investigation is warranted by the seriousness of the charges. Accordingly, because the District is responsible for maintaining a safe and discrimination free educational environment, serious allegations may need to be investigated even if the complaining party considers the matter resolved. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to Title 5, section 59334, and must be completed unless the matter is informally resolved and the complainant dismisses the complaint or the complainant files with the DFEH and the Chancellor elects not to require further investigation pursuant to Title 5, section 59328(f)(2). Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, section 59336.

Formal Complaint Procedures

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the District and also at the State Chancellor's website, as follows:

<http://www.cccco.edu/divisions/legal/Discrimination/discrimination.htm>

The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided. A written response summarizing the District's investigatory actions and investigative findings will be provided to the complainant.

Handling Discrimination Complaints

As stated above, in an informal process the district officer shall advise the complainant of his or her rights and responsibilities under both the formal and informal processes. If the complainant declares his or her preference for the informal process, the responsible district officer shall present the complainant with a document that describes the informal/formal process that contains the basics of complainant's allegations of unlawful discrimination. This document will clearly indicate that the complainant opted for the informal resolution process and should be signed and dated by the complainant. The informal resolution process will not be made a predicate to the process and investigation of a formal complaint. If a formal complaint is filed, an investigation must be completed within the time required unless it is voluntarily rescinded by a complainant as a result of a successful informal resolution.

Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a formal complaint is filed an investigation is required to be conducted pursuant to Title 5, section 59334, and must be completed unless the matter is informally resolved and the complainant dismisses the complaint or the complainant files with the DFEH and the Chancellor elects not to require further investigation pursuant to Title 5, section 59328(f)(2). Any efforts at informal resolution after the filing of a written

complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, section 59336.

If an informal complaint is filed and an understanding cannot be reached by the parties involved, the Responsible District Officer will render a written decision to the complainant regarding the District's actions and findings within 90-days of receiving the informal complaint. If the parties are able to come to an understanding and no investigation is necessary, no written decision regarding the complaint will be rendered to the complainant. However, if the informal complaint requires an investigation, regardless of any understanding reached by the parties, the District will provide a written decision summarizing the results of the investigation to the complainant regarding the District's actions and findings within 90-days of receiving the informal complaint. If a formal complaint is received by the Responsible District Officer, the District must investigate the complaint and a written decision summarizing the investigation results will be provided to the complainant within 90-days of receiving the informal complaint.

Sex Discrimination

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

The district's policies include provisions that:

- Admission to the campuses within the district and admission to classes shall not be made on the basis of sex. No preference shall be given on the basis of sex, by ranking applicants separately on such basis, and no test shall be administered which has a disproportionately adverse affect on persons on the basis of sex.
- No rule shall be applied concerning the actual or potential parental, family or marital status of a student or applicant, which treats persons differently on the basis of sex.
- Pregnancy, childbirth, termination of pregnancy and disabilities related thereto shall be treated in the same manner and under the same policies as any other temporary disability or condition.
- No person shall on the basis of sex be excluded from participation in or denied the benefits of any academic, extracurricular, research, occupational training program or activity.
- All toilets, locker room and shower facilities provided for students of one sex shall be comparable to facilities provided for students of the other sex.

General Regulations

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

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

Sexual Harassment Policy

(Applies to all Students and Staff)

Purpose and Philosophy

Sexual harassment is one of many forms of discrimination and abusive behavior. Other forms of discrimination, such as that based on race, color, sex, ancestry, national origin, disability (mental and physical), including HIV and AIDS, medical conditions such as cancer, age (40 and above), and marital status, are also prohibited.

Sexual harassment is abusive and illegal behavior that harms victims and negatively impacts the district's culture by creating an environment of fear, distrust and intolerance. Because the district is committed to provide a safe, healthy environment for all employees and students that promote respect, dignity, and equality, it is the purpose of this policy to create and preserve an educational environment free from unlawful sexual harassment and discrimination on the basis of sex.

References

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

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

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

Monitoring Responsibility

The Vice President of Human Resources and Title IX Coordinator, as designated by the 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 employee to employee, employee to student, student to employee, student to student, male to female, female to male, male to male, female to female, it shall be a violation of this policy for any student, employee, or third party (district visitors, vendors, etc.) to sexually harass any student, employee, or any other individual associated with the district (i.e. contractors, consultants, etc.).
- The district encourages all victims of sexual harassment and persons with knowledge of sexual harassment to report the harassment immediately. All persons who complain or file a complaint have the right to be free from retaliation of any kind.
- The district will promptly investigate all formal, informal, verbal, and written complaints of sexual harassment, and take prompt corrective action to end the harassment.

Definitions

“Sexual harassment” is defined as being unwelcome sexual advances, requests for sexual favors, other unwanted physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, district employees, or third parties, when:

- Submission to the conduct is made explicitly or implicitly a term of employment or condition of a student’s education (including any aspect of the student’s participation in district-sponsored activities, or any other aspect of the student’s education);
- Submission to, or rejection of the conduct is used as the basis for decisions affecting employment status decisions, or a student’s academic performance, or participation in district-sponsored activities or creates an intimidating, hostile, or offensive educational environment.

Unacceptable Conduct

Complaints received will be thoroughly investigated to determine whether the totality of the behavior and circumstances meet any of the elements of the definitions in 5.1 and should be treated as sexual harassment. Unacceptable conduct may or may not constitute sexual harassment. Normally, unacceptable behavior must be severe or pervasive to be considered sexual harassment.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes sexual harassment, employees who observe unacceptable behavior, as well as administrators conducting an investigation, should consider:

- Is the conduct sexual in nature?
- Is the conduct derogatory toward one gender?
- Is the conduct unwelcome?
- Would the behavior be offensive to a reasonable person of the same gender as the victim?
- The nature, severity, and scope of the incidents;
- The number of students or employees involved directly or indirectly;
- The relationship of the parties involved (i.e. employee/student, fellow students, etc.), and whether there is equal power between the parties;
- The past discipline history of the parties involved;
- The frequency and duration of the behavior;
- Whether there is a pattern of behavior;
- Whether the conduct is verbal or physical.

EXAMPLES: Campus-related conduct that the district considers unacceptable and often a part of sexual harassment includes, but is not limited to, the following:

- Rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the California State Penal Code;
- Unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities, or job assignments, homework, etc.;
- Any unwelcome communication that is sexually suggestive, sexually degrading, or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual’s clothing, appearance or activities or exploits; sexual rumors and “ratings lists;” howling, catcalls, and whistles; sexually graphic computer files; messages or games, etc.;
- Unwelcome and offensive name-calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;
- Unwelcome leers, stares, gestures, or slang remarks that are sexually suggestive, sexually degrading, or imply sexual motives or intentions;
- Unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;

General Regulations

- Any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes.

Complaint Procedures

- In compliance with applicable federal and state law, it is the policy of the district to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex.
- Victims of sexual harassment shall be afforded avenues for filing complaints that are free from bias, collusion, intimidation, or reprisal.
- Victims of sexual harassment should document the harassment as soon as it occurs. In order to assist investigators, victims should document the harassment with as much detail as possible, including: the nature of the harassment; dates, times, and places it has occurred; name or names of harasser or harassers; witnesses of the harassment; and the victim's response to the harassment.
- To the extent they feel safe and comfortable doing so, victims are first encouraged to confront the harasser, verbally or in a letter and/or with an advocate present, and tell the harasser to stop the conduct because it is unwelcome. Victims should document the incident or incidents of continuing harassment, and any conversations they have with the harasser, noting such information as time, date, place, what was said or done, and other relevant circumstances surrounding the incident(s) and the effect or impact of the behavior on the victim.
- If the victim's concerns are not resolved satisfactorily by communicating with the harasser, or if the victim feels he or she cannot discuss the concerns with the harasser, the victim should directly inform a district employee of the complaint and should clearly indicate what action he or she wants taken to resolve the complaint.
- Any district employee who receives a complaint of sexual harassment from a student or another employee shall inform them of their obligation to report the complaint to the district's administration, and then shall immediately notify the Vice President of Human Resources and/or the school Title IX Coordinator.
- District employees who fail to report complaints of sexual harassment to appropriate administrators or law enforcement authorities may face disciplinary action, up to and including reprimand, suspension, or termination.
- District administrators, or other district officials who fail to report student or employee complaints of sexual harassment may also face disciplinary action, including reprimand, probation, or termination.
- Victims who contact a district employee with a complaint are encouraged to submit the complaint in writing. (See Attachment B – Discrimination Compliant Form available in the Human Resources Office.) However, complaints may be filed verbally. Alternate methods of filing complaints (such as tape recorders, scribes, etc.) shall be made available to individuals with disabilities who need accommodation.

- The district encourages all persons involved to report complaints as soon as possible (i.e. within ninety (90) days after the incident), in order that complaints can be effectively investigated and resolved.
- Reports/Complaints to Law Enforcement Authorities
Consistent with district Policy, where a complaint contains evidence of violence or criminal activity, the employee and/or district Title IX Coordinator shall refer the complaint to the district Vice President of Human Resources and/or law enforcement authorities for investigation.
The district encourages any individual who has knowledge of sexual harassment of a violent or criminal nature to independently report the information to law enforcement authorities.
- California Community Compliance and Enforcement (Discrimination Complaints). The district will comply with Title 5 of the California Code of Regulations, Subchapter 5, Article 3 and 4, §59334 et. Al. (See Attachment A available in the Human Resources Office.)
- Complaints may be filed with the following individuals: (See Attachment C available in the Human Resources Office.)
 - Vice President of Human Resources (employees or students)
 - Any administrator or supervisor (employees or students)
 - Title IX Coordinator (students only)

Confidentiality

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

Initial Investigation and (Informal) Resolution Procedures

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

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

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

General Regulations

complaint procedure. Victims also have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights (OCR).

Students and Employees

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

Employees

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

United States Equal Employment Opportunity Commission (EEOC)

San Diego Area Office
401 "B" Street, Suite 1550
San Diego, CA 92101
Tel: (619) 557-7282

Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court.

Retaliation Prohibited

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

Discipline

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

- Verbal warnings/reprimands;

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

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

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

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

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

False Complaints

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

Training

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

- The Title IX Coordinator, and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive yearly training on this policy and related legal developments from the Vice President of Human Resources.
- The Vice President of Human Resources and department administrators shall be responsible for informing students and employees on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the victim.

Records

Separate confidential records of all sexual harassment complaints and investigations shall be maintained in the Vice President of Human Resources Office. Records of investigations shall be maintained in the office of the Vice President of Human Resources.

- Records of informal investigations and resolutions shall be retained for at least three (3) years.
- Records of investigations shall be retained for at least six (6) years.
- Records of complaints and investigations of blatant violations involving criminal touching, quid pro quo situations, or other criminal acts shall be retained permanently.

Policy Dissemination and Review

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

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

Acquired Immune Deficiency Syndrome

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

- An individual with Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or a positive Human-Immunodeficiency Virus (HIV) antibody test result will not be denied enrollment for instruction in any classroom activity as long as he or she is able to perform in accordance with established standards.

- Persons with AIDS or ARC or who are perceived to have such conditions are considered disabled under state and federal law and may be served through state-funded Disabled Students Programs and Services.
- The administration will develop and implement plans to provide up-to-date AIDS education to students and employees with the purpose of: (1) to prevent further spread of the virus; and, (2) to dispel myths and unreasonable fears about the disease.

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

Mt. San Jacinto College is committed to compliance with both the spirit and the letter of the Americans with Disabilities Act, as well as the Rehabilitation Act of 1973, and other laws protecting the rights of persons with disabilities. The Board of Trustees has established compliance with the Americans with Disabilities Act as an institutional priority, where this will not pose an undue burden or fundamentally alter the programs of the institution. The Vice President of Human Resources or designee is the Americans with Disabilities Act coordinator for the district. Student and community members with concerns related to access to the college's facilities, programs and services should contact the Vice President of Human Resources. Employees or employment applicants with A.D.A. related concerns should also contact the Vice President of Human Resources.

Should an individual feel that there has been an inappropriate restriction of access to employment or educational opportunities for one or more qualified persons with one or more disabilities, and an adequate remedy has not been forthcoming from the appropriate college office, that individual may file a petition in accordance with the following procedures:

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

General Regulations

FREEDOM OF SPEECH

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

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

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

Campus Speaking Area

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

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

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

- There shall be no use of electronic or other sound amplification that interferes with the conduct of classroom, laboratory, library, or office activities on campus.
- There shall be no obscene or slanderous speech or distribution of obscene or libelous materials.
- No speech shall be permitted which advocates the overthrow of the government.
- No speech shall express or advocate racial, ethnic, religious, sex-based, other hate-based prejudice or other speech that incites students so as to create a clear and present danger of the imminent commission of unlawful acts or of the substantial disruption of the orderly operations of the college.

- The Free Speech area will not be used for any commercial activity, nor shall there be any solicitation of funds of any kind in the area, nor shall there be any implied solicitation of funds in the area.
- Speakers are responsible to ensure that all printed and other materials brought into the Free Speech area are removed at the conclusion of the activity, and that college funds shall not be required to return the Free Speech area to its original condition as the result of any individual or group exercising their rights of Free Speech in this area.

Campus Posting/Distribution of Materials

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

- The approval will include a stamp placed on the front of the material.
- The expiration date for the approval will be included on the stamp. Posted materials will be removed from bulletin boards after the expiration date.
- Materials being distributed may only be distributed in the Free Speech area unless these materials are being distributed as part of an otherwise approved activity.
- No printed material may contain the name Mt. San Jacinto College or in any way imply sponsorship or approval by Mt. San Jacinto College without advanced approval in writing. Use of the institution's name requires advance approval of the Board of Trustees.
- A single copy of each printed item will be kept on file in the office of the Vice President of Student Services. The file copy must include the name of the organization (if any) as well as the individual responsible for the item, along with appropriate address and telephone number.

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

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

- No printed materials will be distributed on automobiles or other vehicles in Mt. San Jacinto College parking lots.

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

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

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. (This policy is currently under review.)

Revision of College Regulations

Any regulation adopted by the Board of Trustees and the administration of Mt. San Jacinto College, subsequent to the printing of this catalog, shall have the same force as a printed regulation in the catalog and shall supersede any ruling on the same subject which may appear in the printed catalog or official bulletins of the college.

STUDENT SERVICES & ACTIVITIES

Associated Student Body (A.S.B.)

The Associated Student Body is an important part of the educational experience at Mt. San Jacinto College. This body, through the legislative, executive and judicial branches, establishes curricular activities with the sponsorship and advisement of the college administration and faculty.

The Associated Student Body is designed to provide opportunities for the development of the social and cultural interests of students, to develop leadership and responsibility, and to promote college spirit and student morale. All students are encouraged to join and take an active part in some phase of the Associated Student Body. Membership qualifies a student to vote in campus elections, to hold office in student organizations, to participate in intercollegiate activities and other student activities.

In accordance with §10701 of the Education Code of the State of California, the 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 Student 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 Education Centers

The Mt. San Jacinto Child Development and Education Centers, now available on both the San Jacinto and Menifee Valley campuses, provides an education and care program for children (ages 18 months to 5 years) of MSJC students, staff 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 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 1/2 day pre-school program is offered from 8:30-11:30 a.m. and again from 1:00-4 p.m. 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.

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.

Student Services

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

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

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

Students with diagnosed disabilities should contact the DSP&S department regarding information on reasonable accommodations related to policies affecting academic completion.

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

Extended Opportunity Programs & Services (EOP&S)

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

Who is Eligible?

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

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

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

How can I apply for EOP&S?

EOP&S and CARE applications are available in the EOPS/CARE office in room 1113 on the San Jacinto Campus or at the Counseling office in the 100 building at the Menifee Valley Campus. Students can submit EOP&S applications for the 2010-11 academic year until July 1, 2011, 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 office at the San Jacinto Campus will be open Monday through Thursday from 8:00 AM to 5:00 PM and on Friday from 8:00 AM to 12:00 noon. EOP&S staff is available on the Menifee Valley Campus one day per week.

Additional information on the EOP&S program will be posted on our website during the 2010-11 academic year at <http://www.msjc.edu/eops>. You may also contact the EOP&S/CARE staff by calling the San Jacinto office at (951) 487-3295.

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), and Federal Work Study; 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 Mt. San Jacinto College, 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 California Student Aid Commission. The FAFSA is available online 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 Mt. San Jacinto College under Federal Pell Grant, Federal Work Study (FWS), Academic Competitiveness Grant (ACG), or Federal Supplemental Educational Opportunity Grant (SEOG), 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 at www.msjc.edu 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 Mt. San Jacinto College, 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 Mt. San Jacinto College 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.

Federal Law also requires that students who received federal Title IV aid and drop classes will be required to pay back some of the aid received. Information regarding reduced enrollment as required by regulations is also available at the Financial Aid Offices at the San Jacinto and Menifee Valley campuses and on the Mt. San Jacinto College Financial Aid website at www.msjc.edu.

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

Student Services

develop an educational plan based on diagnostic assessment. Specialized classes and tutoring in mathematics, adaptive computer technology, reading, written and oral expression, and study skills teach compensatory strategies designed to help LD students maximize their success in college classes. Services include test facilitation and proctoring, assisted computer technologies, specialized tutoring, and educational advisement. A Learning Disability Specialist is available on both the San Jacinto and Menifee Valley campuses. Students with a prior history of learning disabilities, or students who are experiencing extreme difficulty in classes may request LD assessment by contacting the LD Specialist or the Disabled Students Programs and Services (DSP&S) office.

Library Services

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

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

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

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

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

Library hours and contact information are posted on each library webpage.

Menifee Valley Campus Library:
<http://www.msjc.edu/mvclibrary/>

San Jacinto Campus Library:
<http://www.msjc.edu/sjclibrary/>

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

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 time9–11½ units
 ½ time6–8½ units
 ¼ time3–5½ 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:

Veterans Services - Meniffee Valley Campus
 (951) 639-5249

Veterans 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, and 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 birth date (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.



Degrees, Certificates and Curricula

Majors	Certificate	AA Degree General Education OPTION A	AS Degree General Education OPTION A	AA/AS Degree Transfer Emphasis General Education OPTIONS B or C
Administration of Justice	X		X	
Alcohol/Drug Studies	X		X	
Allied Health Medical Assisting	X		X	
Art Visual Communications		X		X
Audio Technology Advanced Audio Technology	X X	X X		
Automotive/Transportation Technology	X		X	
Business: Business Administration: Small Business Operations Office Administration: Business, Clerical Business, Office Administration Tech Microsoft Applications Specialist	X X X X X		X X	
Child Development and Education	X		X	
Communication Studies				X
Computer Information Systems: General Track Internet Authoring Networking Programming	X X X X		X X X X	
Dance		X		
Diagnostic Medical Sonography	X		X	
Engineering: Drafting Technology	X		X	
English				X
Environmental Studies				X
Fire Technology	X		X	
Geographic Information Systems	X		X	
Geography				X
Gerontology	X		X	
Humanities		X		
Legal Assistant	X		X	
Liberal Arts: Arts & Humanities Business & Technology Mathematics & Science Social & Behavioral Science				X X X X
Management/Supervision	X		X	
Mathematics/General			X	
Multimedia	X		X	
Music Musical Theater	X X	X X		
Nursing: Registered Nursing Vocational Nursing	X		X	
Photography	X		X	
Physical Education		X		
Real Estate	X		X	
Science/General			X	
Social/Behavioral Science		X		
Theater Arts (Musical Theater - See Music) Technical Theater	X X	X	X	
Turf & Landscape Management	X		X	
Water Technology	X		X	

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 2010-11 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

GENERAL EDUCATION

For a complete list of degrees and their satisfaction requirements, see the individual MSJC General Education Pattern Options A-C at the end of this section. 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 122 or 123 or 125 or 126 or 127 or 128 or 129 or 212 (Area C1)

Dance 120 or 130 or 131 (unit limitation, 1 unit max) or 124 (Area E)

Health Science 121 or 123 (Area E)

History 151 (Area C1)

Nutrition 100 or 101 (Area E)

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

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

Multi-Cultural/Gender Studies

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

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

American Sign Language 110 (Area C2 or D7)

Anthropology 102 or 102H or 103A or 103B or 103C or 103D or 103E or 121 (Area D1 or D3)

Communication 108 or 108H (Area D7)

Dance 100 or 201 (Area C1 or E)

English 205 or 205H or 240 or 240H or 250 or 250H or 260 or 270 or 280 or 280H (Area C2)

Geography 108 (Area D5)

History 103 or 103H or 104 or 104H or 106 or 106H or 107 or 108 or 115 or 121 or 136 or 140 (D6, C2) or 141 or 142 or 150 or 150H or 151 or 160 (Area C2, D1, D3 or D6)

Music 107 (Area C1)

Political Science 102 or 102H or 103 (Area D3 or D8)

Psychology 104 or 104H or 112 (Area D4, D7, D9 or E)

Sociology 106 or 112 or 115 (Area D3, D4, D7, D10 or E)

Spanish 270 (Area C2)

Theater Arts 136 (Area C2)

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

American Sign Language 110 (Area 3B)

Anthropology 102 or 102H or 103A or 103B or 103C or 103D or 103E or 121 (Area 4)

Dance 100 (Area 3A)

English 205 or 205H or 240 or 240H or 250 or 250H or 260 or 270 or 280 (Area 3B)

Geography 108 (Area 4)

History 103 or 103H or 104 or 104H or 106 or 106H or 114 or 115 or 121 or 136 or 140 (D6, C2) or 141 or 142 or 150 or 150H or 151 or 160 (Area 3B or Area 4)

Music 107 (Area 3A)

Political Science 102 or 102H or 103 (Area 4)

Psychology 104 or 112 (Area 4)

Sociology 106 or 112 or 115 (Area 4)

Spanish 270 (Area 3B)

Theater Arts 136 (Area 3B or Area 4)

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 60 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 student's potential for acceptance into UCLA specific majors and scholarship opportunities. 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 (2010-11)

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 at <http://uctransfer.universityofcalifornia.edu> and review the TAG with your community college counselor and/or UC campus TAG adviser;

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.

Brandman University (formerly Chapman University College)

Early Advantage Transfer Agreement

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

Kaplan University

The purpose of this MOU agreement establishes procedures and guidelines for student to transfer to Kaplan University degree program following completion of an Associate Degree at Mt. San Jacinto College.

National University

The purpose of the agreement is to provide greater opportunities and scholarships to MSJC transfer students into National University programs to pursue their educational goals.

University of Redlands - School of Business - Temecula

Mt. San Jacinto College and University of Redlands - School of Business (Temecula) agree to partner in offering enhanced educational opportunities for MSJC students and staff to transfer to one of University of Redland's undergraduate programs. In consideration of the above partnership and commitment, University of Redlands will offer 10% discounted tuition for all coursework, taken within the School of Business, to MSJC students and staff.

Transferable Curriculum

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

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

General Education-Breadth Agreements for Transfer

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

IGETC is the pattern a California Community College student may follow to complete lower-division general education requirements for either the CSU or UC system prior to transfer. A grade of "C" or better is required in each area of IGETC and when certified, the transfer student will not need to take additional lower-division general education after transfer. The IGETC transfer pattern is not recommended for high-unit majors like Math & Science. Students transferring to the UC system are not required to take Area 1C and students transferring to CSU are not required to take Area 6. See the following pages for the acceptable MSJC courses on the 2010-2011 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 2010-2011 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. Many courses may transfer as electives only.

Students are advised to consult a counselor, the Transfer Center or other University representatives for more specific information.

Lower Division Transfer Patterns (LDTP)

The Lower-Division Transfer Pattern (LDTP) program provides students who begin their CSU degree program at a California Community College (CCC) with clear and efficient academic paths to the CSU bachelor's degree. LDTP presents a set of "road maps" for CCC students to follow that ensures appropriate academic preparation and decreases time to graduation from the CSU. The LDTP program is an additional option for CCC students preparing to earn the CSU bachelor's degree.

The Lower Division Transfer Pattern (LDTP) courses which have 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)

TCSU ID	CAN ID	MSJC course(s)
	AJ 2	AJ 111, Administration of Justice
ANTH 110	ANTH 2	ANTH 101, Physical Anthropology
ANTH 120	ANTH 4	ANTH 102, Cultural Anthropology
ANTH 150	ANTH 6	ANTH 115, Introduction to Archaeology
ART 110	ART 2	ART 101, Art History: Prehistoric Through Medieval Art
ART 120	ART 4	ART 102, Art History: Renaissance to 20th Century Art
ART 210		ART 108, Beginning Drawing
ART 230		ART 120, 2D Design
	ART 6	ART 151, Ceramic Arts
	ART 10	ART 115 + 116, Painting I + Painting II
	PHOT 18	PHOT 118, Beginning Photography
	ART SEQ A	ART 101 + 102, Art History: Prehistoric Through Medieval Art + Art History: Renaissance to 20th Century Art
BIOL 110		BIOL 100, Human Biology (formerly Introduction to Human Biology)
	BIOL 14	BIOL 125, Microbiology
	BIOL SEQ A	BIOL 150 + 151, General Biology I + General Biology II
	BIOL SEQ B	ANAT 101 + 102, Human Anatomy & Physiology I + , Human Anatomy & Physiology II
	BUS 2	ACCT 124, Financial Accounting- Principles of Accounting I
	BUS 4	ACCT 125, Managerial Accounting- Principles of Accounting II
	BUS 8	BADM 201, Legal Environment of Business
	BUS SEQ A	ACCT 124 + 125, , Financial Accounting- Principles of Accounting I + , Managerial Accounting- Principles of Accounting II
	CHEM 2	CHEM 101, General Chemistry I
	CHEM 4	CHEM 102, General Chemistry II
	CHEM 6	CHEM 100, Introduction to Chemistry
	CHEM SEQ A	CHEM 101 + 102, General Chemistry I + , General Chemistry II
	CSCI 2	CSIS 101, Introduction to Computers and Data Processing
	CSCI 18	CSIS 113A, C++ Programming- Level I
	DRAM 6	THA 105, Voice and Diction (formerly Voice for the Actor)
	DRAM 8	THA 110, Fundamentals of Acting
	DRAM 12	THA 117, Stagecraft
	DRAM 18	THA 101, Introduction to Theatre
	DRAM 22	THA 111, Intermediate Acting
	ECON 2	ECON 201, Principles of Macroeconomics
	ECON 4	ECON 202, Principles of Macroeconomics
	ENGL 2	ENGL 101, Freshman Composition
	ENGL 4	ENGL 103, Critical Thinking and Writing
	ENGL 6	ENGL 130, Introduction to Creative Writing
	ENGL 8	ENGL 230, English Literature: Anglo Saxon to 1775
	ENGL 10	ENGL 231, English Literature : 1775 to Present (formerly English Literature: 1775-1950)
	ENGL 14	ENGL 207, American Literature: Pre: Colonial to 1865
	ENGL 16	ENGL 208, American Literature: 1865 - Present
	ENGL SEQ A	ENGL 101+103, Freshman Composition + Critical Thinking and Writing
	ENGL SEQ B	ENGL 230+231, English Literature: Anglo Saxon to 1775 + English Literature : 1775 to Present (formerly English Literature: 1775-1950)
NUTR 110	FCS 2	NUTR 101, Nutrition and Foods
	FCS 14	CDE 110, Child Development
	FREN 2	FREN 101, Elementary French I
	FREN 4	FREN 102, Elementary French II
	FREN 8	FREN 201, Intermediate French I
	FREN 10	FREN 202, Intermediate French II

continued

Degrees, Certificates and Curricula

CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)

TCSU ID	CAN ID	MSJC course(s)
	FREN SEQ A	FREN 101+102, Elementary French I + Elementary French II
	FREN SEQ B	FREN 201+202, Intermediate French I + Intermediate French II
GEOG 110	GEOG 2	GEOG 101, Physical geography
GEOG 130		GEOG 101+104, Physical Geography +Physical geography lab
GEOG 120	GEOG 4	GEOG 102, Cultural Geography
	GEOL 2	GEOL 100, Physical Geology
	GEOL 4	GEOL 105, Historical Geology
	GOVT 2	PS 101, Introduction to American Government and Politics
	HIST 2	HIST 101, Western Civilization I: to 1500
	HIST 4	HIST 102, Western Civilization II: from 1500 to Present Era
	HIST 8	HIST 111, Honors U.S. History to 1877
	HIST 10	HIST 112, U.S. History Since 1865
	HIST 14	HIST 103, History of Worlds Civilization to 1500
	HIST 16	HIST 104, History of Worlds Civilization: Since 1500
	HIST SEQ A	HIST 101+102, , Western Civilization I: to 1500 + , Western Civilization II: from 1500 to Present Era
	HIST SEQ B	HIST 111+112, Honors U.S. History to 1877 + U.S. History Since 1865
	HIST SEQ C	HIST 103+104, History of Worlds Civilization to 1500 + History of Worlds Civilization: Since 1500
	MATH 10	MATH 105, College Algebra
	MATH 12	MATH 102, Finite Mathematics
	MATH 16	MATH 110, Pre-Calculus
MATH 210	MATH 18	MATH 211, Analytical Geometry and Calculus I
	MATH 20	MATH 212, Analytical Geometry and Calculus II
MATH 230	MATH 22	MATH 213, Analytical Geometry and Calculus III
	MATH 34	MATH 135, Calculus for Social Science and Business
	MATH SEQ B	MATH 211+212, Analytical Geometry and Calculus I + Analytical Geometry and Calculus II
	MATH SEQ C	MATH 211+212+213, Analytical Geometry and Calculus I + Analytical Geometry and Calculus II + Analytical Geometry and Calculus III
MATH 250		MATH 218, Linear Algebra
	PHIL 2	PHIL 101, Introduction to Philosophy I
	PHIL 4	PHIL 105, Introduction to Ethics
	PHIL 6	PHIL 103, Logic
	PHYS 2	PHY 101, Basics Physics: Energy and Motion
	PHYS 4	PHY 102, Basic Electricity and Modern Physics
	PHYS 8	PHY 201, Mechanics and Wave Motion
	PHYS 12	PHY 202, Electricity and Magnetism
	PHYS SEQ A	PHY 101+102, Basics Physics: Energy and Motion + Basic Electricity and Modern Physics
PSY 110	PSY 2	PSYC 101, Introduction to Psychology
SOC 110	SOC 2	SOCI 101, Principles of Sociology
	SOC 4	SOCI 102, Contemporary Social Problems
	SPAN 2	SPAN 101, Elementary Spanish I
	SPAN 4	SPAN 102, Elementary Spanish II
	SPAN 8	SPAN 201, Intermediate Spanish I
	SPAN 10	SPAN 202, Intermediate Spanish II
	SPAN SEQ A	SPAN 101+102, Elementary Spanish I + Elementary Spanish II
	SPAN SEQ B	SPAN 201+202, Intermediate Spanish I + Intermediate Spanish II
	SPCH 4	COMM 100, Public Speaking
	SPCH 8	COMM 103, Interpersonal Communication
	STAT 2	MATH 140, Honors Introduction to Statistics

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.

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.

Recommended Course Preparation

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

Prerequisite

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

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

Corequisite

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

Recommended Preparation

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

Verifying Prerequisites and Corequisites

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

Challenging Prerequisites

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

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

In every challenge process, the student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner and the prerequisite waived for the student in question if the challenge is upheld. In the case of challenges, students are hereby advised that, subsequent to the completion of a challenge process, they may file a formal complaint of unlawful discrimination pursuant to Subchapter 5 of Chapter 10 of the California Administrative Code.

MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
A.A./A.S. DEGREE - GENERAL EDUCATION REQUIREMENTS
2010 – 2011 Educational Plan *OPTION A*

(Please Print)	Student Name	Social Security Number/ID Number	Date
MAJOR:			
AREAS	COURSE OPTIONS		UNITS COMPLETED
	<p><i>* 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.</i></p>		UNITS IN PROGRESS
			UNITS NEEDED
A	<p>NATURAL & PHYSICAL SCIENCES A minimum of 3 units required. <u>Anatomy & Physiology</u> 100+, 101*, 102*; <u>Anthropology</u> 101, 111*, 201; <u>Astronomy</u> 101*, 111+; <u>Biology</u> 100, 115*, 116*, 117, 125*, 130*, 131, 132, 133, 134, 135, 139, 140*, 143, 144*, 146, 148*, 150*, 151*; <u>Chemistry</u> 100*, 101*, 102*, 107*, 112*, 113*; <u>Earth Science</u> 101; <u>Environmental Science</u> 100, 101, 102*, 110*, 190*; <u>Geography</u> 101, 104*, 105, 106; <u>Geology</u> 100*, 103, 105*, 107, 109, 110*, 111+, 112; <u>Nursing</u> 100+; <u>Nutrition</u> 101; <u>Physical Education</u> 110; <u>Physics</u> 100, 101*, 102*, 201*, 202*; <u>Sustainable Energy Management</u> 101</p>		
B	<p>SOCIAL & BEHAVIORAL SCIENCES A minimum of 6 units required, 3 units from B1 and 3 units from B2.</p>		
B1	<p><u>History</u> 110, 111, 112, 124; <u>Political Science</u> 101</p>		
B2	<p><u>Administration of Justice</u> 102, 111; <u>Anthropology</u> 102, 103A, 103B, 103C, 103D, 103E, 104, 115, 116, 121+, 125, 215; <u>Child Development & Education</u> 110, 125, 134, 140, 141, 147; <u>Communication</u> 108, 110; <u>Dance</u> 100+; <u>Economics</u> 201, 202, 203; <u>Education</u> 135, 136, 138, 142, 160; <u>Geography</u> 102, 107, 108, 111; <u>Gerontology</u> 103+, 110, 125+, 130+; <u>Guidance</u> 100, 116, 120; <u>Health Science</u> 121, 123; <u>History</u> 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 119, 120, 121+, 124, 125, 126, 127, 136+, 140, 141, 142, 150, 151+, 155, 160, 161, 162; <u>Legal</u> 100, 103+; <u>Multimedia</u> 160; <u>Nutrition</u> 100; <u>Political Science</u> 101, 102, 103, 104, 120; <u>Psychology</u> 101, 102, 103, 104, 105+, 106, 107, 108, 112+, 125+; <u>Sociology</u> 101, 102, 103, 105+, 106, 108, 110, 112+, 115, 125, 130+; <u>Student Government Association</u> 101, 102; <u>Sustainable Energy Management</u> 100; <u>Theatre Arts</u> 136+</p>		
C	<p>HUMANITIES A minimum of 3 units required. <u>American Sign Language</u> 100, 101, 103, 104, 105, 110, 150; <u>Anthropology</u> 145+; <u>Art</u> 100, 101, 102, 103, 104, 105, 108, 109, 112, 115, 116, 118, 119, 120, 121, 122, 123, 124+, 125, 128+, 130A, 130B+, 141, 151, 160, 170, 171, 223; <u>Audio Technology</u> 140+, 141+, 142+, 143+, 145+, 146+; <u>Child Development & Education</u> 109+, 114+, 131+; <u>Chinese</u> 101, 102, 201, 202; <u>Communication</u> 105+, 113+, 117, 120, 129+; <u>Dance</u> 100+, 108+, 114+, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 133, 140, 201, 204, 209+, 212, 214; <u>Education</u> 132+; <u>English</u> 106, 130, 131+, 132+, 145+, 160+, 200+, 203, 205, 207, 208, 210, 220, 225, 230, 231, 235, 240, 250, 260, 270+, 280, 285, 286; <u>French</u> 101, 102, 175, 201, 202; <u>History</u> 101, 102, 103, 104, 106, 107, 108, 109, 113+, 114+, 115, 125, 126, 127, 136+, 140, 151+, 154+, 158+, 160, 161, 162; <u>Humanities</u> 101, 102, 137+; <u>Italian</u> 101, 102, 201, 202; <u>Multimedia</u> 126+, 140+, 224+; <u>Music</u> 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, 214, 253; <u>Philosophy</u> 101, 103, 104, 105, 108, 109, 110, 111, 112; <u>Photography</u> 118+, 224+; <u>Portuguese</u> 101, 102, 201, 202; <u>Spanish</u> 101, 101A, 101B 102, 103, 104, 180, 181, 201, 202, 210, 211, 230, 231, 240, 251, 252, 270+; <u>Theater Arts</u> 101, 102+, 105+, 108+, 109, 110, 111, 112, 113+, 117, 118, 120, 121, 122, 123, 124, 127+, 132, 135, 136+, 137+, 150+, 155, 160+, 200, 201, 205, 209+</p>		
D	<p>LANGUAGE & RATIONALITY A minimum of 6 units is required, 3 units from D1 and 3 units from D2.</p>		
D1	<p>ENGLISH COMPOSITION <u>English</u> 101</p>		
D2	<p>COMMUNICATION & ANALYTICAL THINKING <u>Business Administration</u> 104+; <u>Communication</u> 100, 103, 104, 106, 119, 201; <u>Computer Science Information Systems</u> 101, 111A, 111B, 112A, 113A, 113B, 113C, 114A, 114C, 115B, 116A, 116B, 116E, 116F, 116G, 118A, 122A, 123A, 123B, 124A, 124C, 126E, 154, 191, 201; <u>English</u> 103, 104+; <u>Philosophy</u> 103, 112</p>		
E	<p>PHYSICAL EDUCATION & HEALTHFUL LIVING A minimum of 3 units required. No double counting of Area E courses allowed. <u>Dance</u> 100+, 120, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 204, 212, 214; <u>Health Science</u> 121, 123; <u>History</u> 151+; <u>Nutrition</u> 100, 101; <u>Physical Education</u> 090, 100, 102, 103, 104, 106, 107, 108, 109, 110, 111, 112, 113, 114A, 114B, 114C, 115, 116, 119, 120, 121, 122, 123, 124A, 124B, 124C, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 150, 160, 161, 162</p>		
F	<p>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. <u>American Sign Language</u> 110; <u>Anthropology</u> 102, 103A, 103B, 103C, 103D, 103E, 121+, 125; <u>Art</u> 104; <u>Communication</u> 108; <u>Dance</u> 100+, 201; <u>English</u> 205, 240, 250, 260, 270+, 280, 285, 286; <u>Geography</u> 108; <u>History</u> 103, 104, 106, 107, 108, 114+, 115, 121+, 126, 127, 136+, 140, 141, 142, 150, 151+, 158+, 160; <u>Music</u> 106, 107+, 108+, 109; <u>Political Science</u> 102, 103; <u>Psychology</u> 104, 112+; <u>Sociology</u> 106, 112+, 115; <u>Spanish</u> 270+; <u>Theater Arts</u> 136+</p>		
G	<p>MATH COMPETENCY - A minimum of 3 units. May be demonstrated by passing <u>Math 096 or Math 096A+096B</u> or any higher-level math course with minimum grade of "C".</p>		
H	<p>READING COMPETENCY Collegiate-level reading competency may be demonstrated by passing any two non-laboratory, non-activity, and transfer level courses in the Humanities or Social/Behavioral Sciences with a minimum grade of "C".</p>		

OVER . . .

**MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
ASSOCIATE DEGREE
2010 – 2011 Educational Plan OPTION A**

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 & E.
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.

	MAJOR COURSEWORK	ELECTIVE COURSEWORK	NON-DEGREE COURSEWORK
COMPLETED			
IN-PROGRESS			
NEED			

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

01/2010

Mt. San Jacinto Community College District
General Education Requirements for California State Universities and Colleges
Transfer Pattern & Educational Plan 2010–2011 OPTION B (see catalog or reverse for details)

	(Please Print) Student Name	Social Security Number/ID Number	Date
Anticipated Major(s):		Anticipated Transfer Institution(s):	
AREAS	COURSE OPTIONS	UNITS COMPLETED	UNITS IN PROGRESS
<i>* Below indicates a lab class. + Below indicates a cross-listed class. Example: DAN 100 is cross-listed as HIST 151, same course different prefix and number, please refer to MSJC catalog</i>			
A	ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING – 9 units to include one course from each group: A1, A2, A3		
A1	Communication 100, 100H, 103, 104, 106, 201		
A2	English 101 or 101H		
A3	Communication 104; English 103 or 103H; Philosophy 103, 103H, 112, 112H		
B	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.		
B1	Physical Science (one course): Astronomy 101*, 111+; Chemistry 100*, 101*, 102*, 107*, 112*, 113*; Earth Science 101; Environmental Science 100, 101, 101H; Geography 101, 106; Geology 100*, 103, 105*, 107, 110*, 111+, 112; Physics 100, 101*, 102*, 201*, 202*, 202H*, 203*		
B2	Life Science (one course): Anatomy 100, 101*, 101H*, 102*, 102H*; Anthropology 101, 101H; Biology 100*, 115*, 115H*, 116*, 117, 125*, 125H*, 130*, 134, 135, 135H, 140*, 142*, 144*, 146, 150*, 150H*, 151*, 151H*		
B3	Laboratory Activity – All B1 and B2 courses with an "*" are lab courses which fulfill the B3 component Anthropology 111* (concurrent or previous enrollment in ANTH 101 or 101H required); Environmental Science 102*, 102H*; Geography 104*		
B4	Mathematics/ Quantitative Reasoning (one course) Biology 201; Math 102, 105, 105H, 110, 115, 135, 140, 140H, 211, 212, 212H, 213, 213H, 215, 218, 290		
C	ARTS AND HUMANITIES - 9 units with at least one course from the Arts and one course from the Humanities.		
C1	Arts (Arts, Cinema, Dance, Music, Theater): Art 100, 101, 101H, 102, 102H, 103, 103H, 108, 109, 115, 116, 120, 121, 160, 170; Audio Technology 140+, 141+; Child Development & Education 109+; Communication 113+; Dance 100+, 121, 122, 123, 125, 126, 127, 128, 129, 133, 140, 212, 299; History 113+, 114+, 151+, 158+; Music 100, 100H, 101, 102, 103, 104, 106, 107+, 108+, 109, 111, 112, 113+, 114, 118, 121, 140+, 141+, 151, 253; Humanities 137+; Theater Arts 101, 101H, 109, 110, 111, 112, 113+, 117, 132, 135, 137+, 155, 210		
C2	Humanities (Literature, Philosophy, Language Other Than English): American Sign Language 100, 101, 103, 104, 105, 110; Anthropology 145+, 145H; Child Development & Education 131+, 131H; Chinese 101, 102, 201, 202; Education 132+, 132H+; English 106, 106H, 130, 130H, 131+, 131H+, 132+, 132H+, 145+, 145H+, 200, 203, 203H, 205, 205H, 207, 207H, 208, 208H, 210, 220, 220H, 225, 230, 231, 231H, 240, 240H, 250, 250H, 260, 260H, 270+, 280, 280H, 285, 285H, 286, 286H; French 101, 102, 175, 201, 202; History 101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 126, 127, 136+, 140, 154+; Humanities 101, 101H, 102, 102H; Italian 101, 101H, 102, 102H, 201, 201H, 202, 202H; Philosophy 101, 101H, 104, 105, 105H, 108, 109, 110, 111, 111H; Portuguese 101, 101H, 102, 102H, 201, 201H, 202, 202H; Spanish 101, 101B, 101H, 102, 102H, 103, 104, 201, 201H, 202, 202H, 230, 230H, 231, 231H, 240, 251, 252, 270+; Theater Arts 102+, 136+		
D	SOCIAL SCIENCES - 9 units to include one course from at least 2 categories.		
D1	Anthropology and Archeology: Anthropology 102, 102H, 103A, 103B, 103C, 103D, 103E, 104, 104H, 115, 116, 121+, 125; History 121+		
D2	Economics: Economics 201, 202		
D3	Ethnic Studies: Anthropology 121+; History 121+, 150H, 160; Political Science 103; Sociology 115		
D4	Gender Studies: History 115; Psychology 104, 104H, 112+; Sociology 112+		
D5	Geography: Geography 102, 107, 108, 111		
D6	History: History 101, 102, 103, 103H, 104, 104H, 105, 105H, 106, 106H, 107, 108, 109, 109H, 110, 111, 111H, 112, 112H, 115, 119, 120, 124, 125, 126, 127, 140, 141, 142, 150, 150H, 155, 160		
D7	Interdisciplinary Social or Behavioral Science: American Sign Language 110; Child Development & Education 110, 110H, 125, 125H; Communication 108, 108H; Education 136; Psychology 112+; Sociology 112+, 129		
D8	Political Science, Government and Legal Institutions: Administration of Justice 102, 111; Legal Assistant 100; Political Science 101, 101H, 102, 102H, 103, 104, 104H, 120, 120H		
D9	Psychology: Child Development & Education 110H; Psychology 101, 101H, 102, 103, 103H, 104, 104H, 105+, 106, 107, 108, 125+; Gerontology 125+; Sociology 105+		
D10	Sociology and Criminology: Sociology 101, 101H, 102, 103, 105+, 106, 108, 110, 115, 125, 130+; Gerontology 130+; Psychology 105+		
E	LIFELONG LEARNING AND SELF-DEVELOPMENT - 3 units required Dance 108+ (unit limitation, 1 unit max), 120 (unit limitation, 1 unit max), 124, 130 (unit limitation, 1 unit max), 131 (unit limitation, 1 unit max), 201; Environmental Science 100, 101; Gerontology 110, 125+; Guidance 116; Health Science 121, 123; Nutrition 100, 101; Psychology 101, 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 6 units in Area D of the General Education Breadth Requirements. Please confirm with you California State University catalog or institution prior to CSU-GE certification and transfer.			
3 units required: History 110, 111, 112			
3 units required: Political Science 101			
TOTAL UNITS			

OVER . . .

Mt. San Jacinto Community College District
General Education Requirements for California State Universities and Colleges
A.A./A.S. GENERAL EDUCATION OPTION B
Transfer Pattern & Educational Plan 2010 –2011

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.

AP SCORES: AP scores of 3, 4, or 5 can be used to satisfy any CSU-GE Breadth subject area where acceptable. Area A3, 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.

IB SCORES: A score of 5, 6 or 7 on Higher Level exams is required to grant credit for CSU-GE Breadth certification. An acceptable IB score for CSU-GE equates to either 3 semester or 4 quarter units for certification purposes. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both. Please see an MSJC Counselor for approved courses.

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.

	MAJOR COURSEWORK	ELECTIVE COURSEWORK	NON-DEGREE COURSEWORK
COMPLETED			
IN-PROGRESS			
NEED			
GENERAL EDUCATION UNITS:		ELECTIVE UNITS:	
NOTES:		TOTAL UNITS:	

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

04/2010

MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM
Transfer Pattern & Educational Plan 2010 – 2011 OPTION C (see catalog or reverse for details)

Student Name _____ **Social Security Number and/or ID Number** _____ **Date** _____

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	COMPLETED	IN PROGRESS	NEEDED
AREA 1	ENGLISH COMMUNICATION CSU - 3 courses required one from each group A, B, C. UC - 2 courses required, 1 from group A, 1 from Group B			
	GROUP A: ENGLISH COMPOSITION (1 course, 3 semester units) English 101, 101H Course from other college or AP			
	GROUP B: CRITICAL THINKING - ENGLISH COMPOSITION - (1 course, 3 semester units) English 103, 103H; Philosophy 112, 112H Course from other college			
	GROUP C: ORAL COMMUNICATION (CSU requirement only) (1 course, 3 semester units) Communication 100, 100H, 104, 201 Course(s) from other college(s) or AP			
AREA 2	MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, 3 semester units) Mathematics 102, 105, 105H, 110, 115, 135, 140, 140H, 211, 212, 212H, 213, 213H, 215, 218 Course from other college or AP			
AREA 3	ARTS AND HUMANITIES (At least 3 courses, 1 from the ARTS and 1 from the HUMANITIES: 9 semester units) ART: 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, 137+, 155 Course(s) from other college(s) or AP			
	HUMANITIES American Sign Language 101, 103, 104, 110; Anthropology 145+, 145H+; Chinese 102, 201, 202; Dance 100+; English 106, 106H, 145+, 145H+, 200+, 203, 203H, 205, 205H, 207, 207H, 208, 208H, 210, 220, 220H, 225, 230, 231, 231H, 240, 240H, 250, 250H, 260, 260H, 270+, 280, 280H, 285, 285H, 286, 286H; French 102, 201, 202; History 101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 111H, 112H, 126, 127, 136+, 140, 151+, 154+; Humanities 101, 101H, 102, 102H; Italian 102, 102H, 201, 201H, 202; Music 102; Philosophy 101, 101H, 104, 105, 105H, 108, 109, 110, 111, 111H; Portuguese 102, 102H, 201, 201H, 202, 202H; Spanish 102, 102H, 104, 201, 201H, 202, 202H, 230H, 231H, 240, 251, 252, 270+; Theater Arts 102+, 135, 136+, 150+ Course(s) from other college(s) or AP			
AREA 4	SOCIAL BEHAVIORAL SCIENCES (At least 3 courses from at least two disciplines or an interdisciplinary sequence: 9 semester units) Anthropology 102, 102H, 103A, 103B, 103C, 103D, 103E, 104, 104H, 115, 116, 121+, 125; Child Development & Education 110, 110H; Economics 201, 202; Geography 102, 107, 108, 111; Gerontology 125+, 130+; History 101, 102, 103, 103H, 104, 104H, 105, 105H, 106, 106H, 107, 108, 109, 109H, 110, 111, 111H, 112, 112H, 115, 119, 120, 121+, 124, 125, 126, 127, 136+, 140, 141, 142, 150, 150H, 155, 160; Political Science 101, 101H, 102, 102H, 103, 104; Psychology 101, 101H, 102, 103, 103H, 104, 104H, 105, 106, 107, 108, 112+, 125+; Sociology 101, 101H, 102, 105, 106, 110, 112+, 115, 125, 130+; Theater Arts 136+ Course(s) from other college(s) or AP			
AREA 5	PHYSICAL AND BIOLOGICAL SCIENCES - At least 2 courses (1 Physical Science, 1 Biological Science) 1 must include a laboratory (* = Lab) 2 courses (7 semester units) PHYSICAL SCIENCE: Astronomy 101*, 111+; Chemistry 100*, 101*, 102*, 107*, 112*, 113*; Environmental Science 100, 101, 101H, 102*, 102H*; Geography 101, 104*, 106; Geology 100*, 103, 105*, 110*, 111+, 112; Physics 100, 101*, 102*, 201*, 202*, 202H*, 203* BIOLOGICAL SCIENCE: Anatomy & Physiology 100+, 101*, 101H*, 102*, 102H*; Anthropology 101, 101H, 111* (concurrent or previous enrollment in ANTH 101 or 101H required); Biology 100*, 115*, 115H*, 116*, 117, 125*, 125H*, 130*, 134, 135, 135H, 140*, 142*, 144*, 146, 150*, 150H*, 151*, 151H*; Nursing 100+ Course(s) from other college(s) or AP			
AREA 6 LOTE	LANGUAGE OTHER THAN ENGLISH - (UC requirement only) (# indicates courses with proficiency equivalent to 2 years' high school study in the same language. High school coursework equivalent to 2 years with a grade of "C" or better in the last semester of the 2 nd 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 100#; Chinese 101#; French 101#; Italian 101#, 101H#; Portuguese 101#, 101H#; Spanish 101#, 101B#, 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.

OVER . . .

**MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM
Transfer Pattern & Educational Plan 2010 – 2011
A.A./A.S. GENERAL EDUCATION OPTION C**

Please note all references to "CSU or UC requirements only" while following the IGETC.

UC ELIGIBILITY: Students **NOT** eligible for the UC at the time of High School graduation must complete 60 transferable semester units with a minimum G.P.A. of 2.4:

- Students must also complete two transferable college courses in English Composition (English 101 or 101H + English 103 or 103H or Philosophy 112 or 112H).
- One transferable college course (3 semester units) in mathematical concepts and quantitative reasoning.
- Four transferable college courses (3 semester units each) chosen from a least two of the following subject areas: Arts and humanities, social and behavioral sciences, or the physical and biological sciences. All math and English composition courses must be completed in the spring term preceding planned enrollment in the fall (i.e. no summer course work accepted).

Completion of all the requirements in the Intersegmental 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.

WHEN THE IGETC PATTERN SHOULD NOT BE USED: 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). 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 College. If courses are denied for certification, students may petition in the Enrollment Services Office to use courses taken at UC, CSU, private or out-of-state schools for IGETC certification. Petitions will be evaluated to determine if these courses are approved.

COURSES TAKEN AT FOREIGN INSTITUTIONS: Foreign coursework may be applied to IGETC if the foreign institution has United States regional accreditation. All other foreign coursework cannot be applied to IGETC. Exception: Language Other Than English (*LOTE*).

CERTIFICATION: Certification is done by the last Community College attended. Certification of lower division Intersegmental 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.

IB SCORES: A score of 5, 6 or 7 on Higher Level exams is required to grant credit for IGETC certification. An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes. Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both. Please see an MSJC Counselor for approved courses.

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

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

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

This general education option provides 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, 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.

	MAJOR COURSEWORK	ELECTIVE COURSEWORK	NON-DEGREE COURSEWORK
COMPLETED			
IN-PROGRESS			
NEED			

04/2010

Administration of Justice

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

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

Certificate(s)
Certificate in Administration of Justice^{4426 CT.AJ}

Richard LeGarra (951) 487-3505
rlegarra@msjc.edu

Employment Concentration Certificate(s)

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

Computer Forensics^{9999 ECC.AJ.CF}

1-800-452-3335

Corrections^{9999 ECC.AJ.CORR}

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.

CAREER OPPORTUNITIES

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

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.

Instructional Programs

Certificate in Administration of Justice (24 units)

Required Courses (15 units)

AJ-101	Criminal Law	3 units
AJ-102	Introduction to Law Enforcement	3 units
AJ-106	Juvenile Procedures	3 units
AJ-111	Criminal Procedures	3 units
AJ-118	Police Community Relations	3 units

Elective Courses (9 units)

AJ-071	Penal Code 832 Instruction	3 units
AJ-103	Criminal Evidence	3 units
AJ-104	Patrol Procedures	3 units
AJ-105	Public Safety Report Writing	3 units
AJ-108	Criminal Investigation	3 units
AJ-109	Interview and Interrogation Techniques	1.5 units
AJ-110	Crime Scene Sketching and Note Taking	1.5 units
AJ-112	Introduction to Criminology	3 units
AJ-114	Laws of Arrest, Search and Seizure	3 units
AJ-115	Introduction to Probation and Parole	3 units
AJ-125	Vice and Narcotics Control	3 units
AJ-128	Traffic Control, Enforcement and Investigation	3 units
AJ-140	Principles of Biology in Forensics	4 units
AJ-141	Principles of Chemistry in Forensics	4 units
AJ-142	Principles of Toxicology in Forensics	4 units
AJ-149	Occupational Internship: Administration of Justice	1-4 units
AJ-299	Special Projects: Administration of Justice	1-3 units
CORR-101	Introduction to Correctional Science	3 units

EMPLOYMENT CONCENTRATIONS

Computer Forensics (16 units)

AJ-103	Criminal Evidence	3 units
AJ-105	Public Safety Report Writing	3 units
AJ-108	Criminal Investigation	3 units
CSIS-181	Computer Hardware - Level 1	4 units
CSIS-182	Computer Forensics	3 units

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 (12 units)

CORR-101	Introduction to Correctional Science	3 units
CORR-102	Control and Supervision in Corrections	3 units
CORR-103	Correctional Interviewing and Counseling	3 units
AJ-105	Public Safety Report Writing	3 units

Elective Courses (3 units)

AJ-101	Criminal Law	3 units
CORR-104	Legal Aspects of Corrections	3 units

Alcohol/Drug Studies

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

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

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

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

Employment Concentration Certificate(s)
Dual Diagnosis ^{9999 ECC.ADS.DD}

1-800-452-3335
Nursing & Allied Health Department (951) 639-5577
www.msjc.edu/alliedhealth

PROGRAM DESCRIPTION

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 and 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 and Professional Growth for Alcohol and Drug Counselors	3 units
ADS-149	Occupational Internship: Alcohol and Drug Studies	1-4 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: Alcohol and Drug Studies	1-4 units
PSYC-101	Introduction to Psychology	3 units
PSYC-108	Abnormal Psychology	3 units

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}

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) 639-5577

www.msjc.edu/alliedhealth

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.

Telemetry Technician - The Telemetry Technician course is designed to teach students the concepts of cardiac rhythm recognition and analysis, as well as fundamental understanding of the 12 lead ECG. The course will prepare students to work as Telemetry Technicians in a monitored unit. Students preparing for the RN, LVN, CNA and EMT programs will also benefit from this course, as the knowledge of cardiac rhythm interpretation will enhance their clinical skills.

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) * 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 and 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 and Foods (A)	3 units

(Suggested 3rd Semester)

PE-115	First Aid and CPR (E)	3 units
AH-122	Medical Ethics	3 units
AH-149	Occupational Internship: Medical Assisting Clinical	1-4 units
PS-101	Introduction to American Government and Politics (B1)	3 units

(Suggested 4th Semester)

The following course are suggested as co-courses for the Medical Assisting Program. Any course may be chosen from the MSJC A.A./A.S. General Education pattern.

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

6 units of your choice to complete requirements

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

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

CERTIFICATES

Certificate in Medical Assisting (24 units)

Required Courses (24 units)

(Suggested 1st Semester)

AH-072	Medical Assistant: Administrative Procedures	3 units
AH-095	Medical Terminology	3 units
OTEC-144	Keyboarding and Document Formatting	3 units
NURS-100	Introduction to Anatomy and Physiology	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
AH-149	Occupational Internship: Medical Assisting Clinical	1-4 units

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

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) (12.5 units)

AH-120	Emergency Medical Technician I	5 units
AH-121	Emergency Medical Technician I Basic (Refresher)	2.5 units
AH-125	EMT-1 Basic Challenge Exam	5 units

Emergency Medical Technician (EMT) Advanced (8 units)

AH-120B	Advanced Emergency Medical Technician	5 units
AH-127	Infant to Adult Basic and Advanced Life Support	3 units

American Sign Language

Degree(s)
None

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

Certificate(s)
None

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

Employment Concentration Certificate(s)
None

Leslie C. Greer - Videophone (951) 916-4271
Fax (951) 672-0454
lgreer@msjc.edu
Voice (951) 639-5399

PROGRAM DESCRIPTION

These courses introduce the fundamentals of American Sign Language as used within 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

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)

1-800-624-5561
Pamela Ford (951) 487-3725
pford@msjc.edu

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

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

PROGRAM DESCRIPTION

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

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

DISTINCTIVE FEATURES

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

CAREER OPPORTUNITIES

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

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.ARTVISCOM.OPTB or AA.ARTVISCOM.OPTC}

(with Transfer Emphasis using General Education Requirements Option B or C)

Certificate(s)

None

Employment Concentration Certificate(s)

Graphic Design ^{99999 ECC.ART.GD}

San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Eileen Doktorski (951) 487-3580

edoktorski@msjc.edu

Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

John Seed (951) 639-5580

jseed@msjc.edu

Jason Bader (951) 639-5581

jbader@msjc.edu

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 imagination. 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 History

ART-104, 105

Two Dimensional Art

ART-109, 112, 115, 116, 118, 119, 121, 123, 124, 125, 130A, 130B, 141, 223, 249, 299A Special Projects: Drawing, 299B Special Projects: Painting, 299G Special Projects: Visual Concepts, 299J Special Projects: Graphic Design

Three Dimensional Art

ART-151, 160, 170, 171, 299D Special Projects: Sculpture, 299E Special Projects: Foundry.

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

Art Electives (6 units)

ART-101	Art History: Prehistoric through Medieval Art	3 units
ART-105	History of Graphic Design	3 units
ART-109	Intermediate Drawing	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	1-3 units
ART-249	Portfolio and Professional Development	3 units
(ART-299P or ART 249 - can not use both towards this concentration)		



Astronomy

Degree(s)
None

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

Certificate(s)
None

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

Employment Concentration Certificate(s)
None

Paul Ney (951) 639-5721
pney@msjc.edu

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^{8682 AA.MUS.AT}
(with General Education Requirements Option A)
 A.A. in Advanced Audio Technology^{16774 AA.MUS.ADV.AT}
(with General Education Requirements Option A)

San Jacinto Campus
 (951) 487-MSJC (6752)

1-800-624-5561

Phill Morrione (951) 487-3665

pmorrione@msjc.edu

Certificate(s)

Certificate in Audio Technology^{8682 CT.MUS.AT}
 Certificate in Advanced Audio Technology^{16774 CT.MUS.ADV.AT}

Employment Concentration Certificate(s)

None

PROGRAM DESCRIPTION

Audio 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-141/AUD-141	Intermediate Studio Recording (repeat)	3 units
MUS-142/AUD-142	Advanced Studio Recording I (repeat)	3 units
MUS-143/AUD-143	Advanced Studio Recording II (repeat)	3 units
MUS-145/AUD-145	MIDI & 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 & Computer Recording	3 units
MUS-146/AUD-146	Recording Music and Live Sound	3 units

Elective Courses (9 units from the following)

MUS-100/HIST-113	Introduction and Appreciation of Music	3 units
MUS-101	Music Fundamentals	3 units
MUS-107/HIST-114	Introduction and Appreciation of American Music	3 units
MUS-147/AUD-147/BADM-147	The Music & Audio Business	3 units
MUS-148/AUD-148	Radio Production	3 units
AUD-152/MUL-123	Video Production I	3 units
AUD-153/MUL-223	Video Production II	3 units

Automotive/Transportation Technology

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

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

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

Roddy Rampersad (951) 487-3511
rrampersad@msjc.edu

Employment Concentration Certificate(s)
General Technician^{99999 ECC.AUME.GENTECH}
Engine Performance Technician^{99999 ECC.AUME.ENG.PERF}
Bus/Heavy Duty Vehicle Technician^{99999 ECC.AUME.HES}
Automotive Service Advisor/Automotive Service Shop Management^{99999 ECC.AUME.ASA}
Alternative Fuels, Bus Transit and Heavy Duty Transportation^{99999 ECC.AUME.ALT.FUELS}
Automotive Emission Technician^{99999 ECC.AUME.AET}
Honda Fast Track^{99999 ECC.AUME.HFT}

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 – PACT

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	Automotive Suspension, Steering and Alignment Systems	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	Heating/Air Conditioning Systems	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	Heating/Air Conditioning Systems	4 units
AUME-124	Engine Theory and Repair	5 units
AUME-175	Automatic Transmissions & Transaxles	4 units
AUME-185	Manual Transmissions & Transaxles	4 units

Engine Performance Technician (16.5 units)

AUME-111	Emission Controls Part II, A6/A8/L1	4.5 units
AUME-118	Heating/Air Conditioning Systems	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 California) Update Training Course	1 unit

Honda Fast Track (6 units)

AUME-101	Maintenance Light Repair I	2 units
AUME-109	Basic Maintenance Light Repair II	4 units

Biological Sciences

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)

1-800-624-5561

Michael Plotkin (951) 487-3730
mplotkin@msjc.edu

Sterling Roulette (951) 487-3720
sroulette@msjc.edu

Sujatha Pamula (951) 487-3732
spamula@msjc.edu

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

1-800-452-3335

Shelley Aguilar (951) 639-5732
saguilar@msjc.edu

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

Roy Mason (951) 639-5730
rmason@msjc.edu

Nick Reeves (951) 639-5735
nreeves@msjc.edu

Jeff Slepski (951) 639-5720
jslepski@msjc.edu

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)

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

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

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 Applications Concentration ^{9999 ECC.BUS.AA}
 Accounting and Tax Preparation Concentration ^{99999 ECC.BUS.ACCT.TAX}
 Entrepreneurship ^{99999 ECC.BUS.ENTEP}
 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}
 Sustainable Energy Management for Business Concentration ^{99999 ECC.BUS.SEMB}

Office Administration

Office Communications Concentration ^{99999 ECC.BUS.OC}
 Office Technologies Concentration ^{99999 ECC.BUS.OT}
 Records Management Concentration ^{99999 ECC.BUS.RM}
 Virtual Office Professional Concentration ^{99999 ECC.BUS.VOPC}

BUSINESS ADMINISTRATION

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

OFFICE ADMINISTRATION

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

Business

BUSINESS ADMINISTRATION

Degree(s)

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

Certificate(s)

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

Employment Concentration Certificate(s)

Accounting Applications Concentration ^{9999 ECC.BUS.AA}
Accounting and Tax Preparation Concentration ^{9999 ECC.BUS.ACCT.TAX}
Entrepreneurship Concentration ^{9999 ECC.BUS.ENTREP}
Management Communications Concentration ^{9999 ECC.BUS.MC}
Project Management Concentration ^{9999 ECC.BUS.PM}
Professional Development Concentration ^{9999 ECC.BUS.PD}
Resort Operations Concentration ^{9999 ECC.BUS.RESOPS}
Sustainable Energy Management for Business Concentration ^{9999 ECC.BUS.SEMB}

San Jacinto Campus
(951) 487-MSJC (6752)

1-800-624-5561

Larry Barraza (951) 487-3525

lbarraza@msjc.edu

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

Gloria Sanchez (951) 639-5520

gsanchez@msjc.edu

PROGRAM DESCRIPTION

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

DISTINCTIVE FEATURES

There are two areas of focus:

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

CAREER OPPORTUNITIES

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

TRANSFER PREPARATION

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

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 Effective 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
FIN-200	Financial Management	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
BADM-210	Principles of Advertising	3 units
ECON-202	Principles of Microeconomics	3 units
ENGR-108/MGT-108	Organizational Behavior	3 units
MGT-132	Labor Management Relations	3 units
MGT-133	Productivity Management	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
BADM-210	Principles of Advertising	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units
ECON-202	Principles of Microeconomics	3 units
ENGR-108/MGT-108	Organizational Behavior	3 units
MGT-103	Introduction to Management	3 units
MGT-132	Labor Management Relations	3 units
MGT-138	Personnel Management	3 units

EMPLOYMENT CONCENTRATIONS

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

Accounting Applications Concentration (9 units)

ACCT-076	Bookkeeping Part 1 - Accounting Theory	3 units
or		
ACCT-124	Financial Accounting - Principles of Accounting I	3 units
ACCT-077	Bookkeeping Part 2 - QuickBooks Pro	3 units
ACCT-126	Beginning Computer Accounting	3 units

Accounting and Tax Preparation Concentration (16 units)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
ACCT-125	Managerial Accounting – Principles of Accounting II	3 units
ACCT-127	Federal and California Income Tax Accounting	4 units
CAPP-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 preceding three one-unit classes are equivalent to CAPP-125C)		
ECON-202	Principles of Microeconomics	3 units

Entrepreneurship Concentration (16 units)

Required Courses (12 units)

BADM-103	Introduction to Business	3 units
BADM-150	Small Business Entrepreneurship	3 units
BADM-215	Business and Marketing Planning	3 units
MGT-205	Principles of Marketing Management	3 units

Elective Courses (4 units)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
BADM-098A	Developing Effective Time Management Techniques	.5 unit
BADM-098B	Reducing Stress and Improving Performance	.5 unit
BADM-098C	Developing Leadership in Organization	.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-157	Principles of Salesmanship	3 units
BADM-201	Legal Environment of Business	3 units
CAPP-120	Using Microsoft Office - Level 1	3 units
ECON-201	Principles of Macroeconomics	3 units
FIN-200	Financial Management	3 units
MGT-138	Personnel Management	3 units

Management Communications Concentration (9 units)

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

Professional Development Concentration (9 units)

Required (3 units):

BADM-104/ENGL-104	Business Communications	3 units
-------------------	-------------------------	---------

Required (3 units)

BADM-098A	Developing Effective 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

Required (3 units)

CAPP-120	Using Microsoft Office – Level 1	3 units
CAPP-121	Using Microsoft Word – Level 1	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-124	Using Microsoft PowerPoint	3 units
CAPP-125C	Excel For Business and Accounting	3 units
or		
CAPP-125C1	Excel 1-Basics for Business and Accounting	1 unit
and		
CAPP-125C2	Excel 2-For Business Users	1 unit
and		
CAPP-125C3	Excel 3-For Accounting Users	1 unit
(the preceding three one-unit classes are equivalent to CAPP-125C)		
CAPP-126E	Using InDesign Cs2 - Level 1	3 units
CAPP-126G	Using Adobe InDesign	3 units
CAPP-135	Using Microsoft Project	3 units

Project Management Concentration (9 units)

MGT-103	Introduction to Management	3 units
MGT-133	Productivity Management	3 units
CAPP-135	Using Microsoft Project	3 units

Resort Operations Concentration (10 units)

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

Sustainable Energy Management for Business Concentration (15 units)

BADM-103	Introduction to Business	3 units
BADM-201	Legal Environment of Business	3 units
SEMA-100	Our Sustainable Future	3 units
SEMA-101	Fundamentals of Energy Assessment in Business	3 units
SEMA-110	Managing Sustainable Business Practices	3 units

Business

OFFICE ADMINISTRATION

Degree(s)

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

Certificate(s)

Certificate in Business, Clerical ^{4392 CT.BUS.CLER/Tech 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)

Office Communications Concentration ^{99999 ECC.BUS.OC}

Office Technologies Concentration ^{99999 ECC.BUS.OT}

Records Management Concentration ^{99999 ECC.BUS.RM}

Virtual Office Professional Concentration ^{99999 ECC.BUS.VOPC}

San Jacinto Campus
(951) 487-MSJC (6752)

1-800-624-5561

Larry Barraza (951) 487-3525

lbarraza@msjc.edu

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

Gloria Sanchez (951) 639-5520

gsanchez@msjc.edu

PROGRAM DESCRIPTION

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

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.

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)

DEGREE

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

Instructional Programs

A.S. in Office Administration (18 units)

Required Courses (6 units)

OTEC-178	Office Procedures and Systems	3 units
CAPP-121	Using Microsoft Word – Level I	3 units

Elective Courses (12 units)

ACCT-076	Bookkeeping Part 1 - Accounting Theory	3 units
or		
ACCT-124	Financial Accounting - Principles of Accounting I	3 units
ACCT-077	Bookkeeping Part 2 - QuickBooks Pro	3 units
ACCT-080	Deducting the Cost of Business Assets	1 unit
ACCT-081	General Concepts Concerning Corporate Taxation	1 unit
ACCT-082	General Concepts Concerning Partnership Taxation	1 unit
ACCT-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 Effective Time Management Techniques	.5 unit
BADM-098B	Reducing Stress and Improving Performance	.5 unit
BADM-098C	Developing Leadership in Organizations	.5 unit
BADM-098D	Dynamics of Successful Teamwork	.5 unit
BADM-098E	Raising Performance Levels Through Motivation	.5 unit
BADM-098F	Developing Customer Relations and Rapport	.5 unit
BADM-098G	Business Ethics	.5 unit
BADM-149	Occupational Internship: Business	1-4 units
BADM-150	Small Business Entrepreneurship	3 units
BADM-201	Legal Environment of Business	3 units
CAPP-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 preceding three one-unit classes are equivalent to CAPP-125C)		
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-124	Using Microsoft PowerPoint	3 units
CAPP-132	Using Acrobat – Level 1	1 unit
CAPP-140	Using Microsoft Office – Level 2	3 units
CAPP-141	Using Microsoft Word – Level 2	3 units
CAPP-152	Using Acrobat– Level 2	1 unit
CSIS-103	Introduction to the Internet	3 units
MGT-103	Introduction to Management	3 units

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)

BADM-104/ENGL-104		
	Business Communications	3 units
CAPP-121	Using Microsoft Word – 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 preceding three one-unit classes are equivalent to CAPP-125C)		
CAPP-131	Using Microsoft Outlook	1 unit
MATH-051	Foundations of Mathematics (Pre-Algebra) (or higher)	3 units
OTEC-131	Filing Techniques	1 unit
OTEC-178	Office Procedures and Systems	3 units

Elective Courses (9 units)

BADM-098A	Developing Time Management Techniques	.5 unit
BADM-098B	Reducing Stress and Improving Performance	.5 unit
BADM-098C	Developing Leadership in Organizations	.5 unit
BADM-098D	Dynamics of Successful Teamwork	.5 unit
BADM-098E	Raising Performance Levels Through Motivation	.5 unit
BADM-098F	Developing Customer Relations and Rapport	.5 unit
BADM-098G	Business Ethics	.5 unit
CAPP-120	Using Microsoft Office – Level 1	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-124	Using Microsoft PowerPoint	3 units
CAPP-132	Using Acrobat – Level 1	1 unit
CAPP-141	Using Microsoft Word – Level 2	3 units
CAPP-152	Using Acrobat– Level 2	1 unit
CSIS-103	Introduction to the Internet	3 units
MATH-090	Elementary Algebra	4 units
OTEC-095/ENGL-095		
	Business English	3 units
OTEC-144	Keyboarding and Document Formatting	3 units
OTEC-146	Keyboarding Speed and Accuracy	2 units
OTEC-150	Records and Information Management	2 units
OTEC-160	Creating and Managing the Virtual Office	3 units
OTEC-163	Operating and Marketing the Virtual Office	3 units
OTEC-178	Office Procedures and Systems	3 units
OTEC-180	Research Analysis and Presentation	3 units

Certificate in Business, Office Administration Technician (28 units)

Required Courses (19 units)

BADM-103	Introduction to Business	3 units
BADM-104/ENGL-104	Business Communications	3 units
CAPP-121	Using Microsoft Word – 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 preceding three one-unit classes are equivalent to CAPP-125C)		
CAPP-124	Using Microsoft PowerPoint	3 units
CAPP-131	Using Microsoft Outlook	1 unit
MATH-051	Foundations of Mathematics (Pre-Algebra) (or higher)	3 units
OTEC-178	Office Procedures and Systems	3 units

Elective Courses (9 units)

ACCT-080	Deducting the Cost of Business Assets	1 unit
ACCT-081	General Concepts Concerning Corporate Taxation	1 unit
ACCT-082	General Concepts Concerning Partnership Taxation	1 unit
ACCT-126	Beginning Computer Accounting	3 units
ACCT-127	Federal and California Income Tax Accounting	4 units
BADM-098A	Developing Time Management Techniques	.5 unit
BADM-098B	Reducing Stress and Improving Performance	.5 unit
BADM-098C	Developing Leadership in Organizations	.5 unit
BADM-098D	Dynamics of Successful Teamwork	.5 unit
BADM-098E	Raising Performance Levels Through Motivation	.5 unit
BADM-098F	Developing Customer Relations and Rapport	.5 unit
BADM-098G	Business Ethics	.5 unit
CAPP-120	Using Microsoft Office – Level 1	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-132	Using Acrobat – Level 1	1 unit
CAPP-152	Using Acrobat– Level 2	1 unit
CSIS-103	Introduction to the Internet	3 units
MATH-090	Elementary Algebra	4 units
OTEC-095	Business English	3 units
OTEC-131	Filing Techniques	1 unit
OTEC-144	Keyboarding and Document Formatting	3 units
OTEC-146	Keyboarding Speed and Accuracy	2 units
OTEC-150	Records and Information Management	2 units
OTEC-160	Creating and Managing the Virtual Office	3 units
OTEC-163	Operating and Marketing the Virtual Office	3 units
OTEC-180	Research Analysis and Presentation	3 units

Certificate in Microsoft Applications Specialist (18 units)

Required Courses (18 units)

CAPP-121	Using Microsoft Word – Level 1	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-124	Using Microsoft PowerPoint	3 units
CAPP-141	Using Microsoft Word – Level 2	3 units
OTEC-144	Keyboarding and Document Formatting	3 units

EMPLOYMENT CONCENTRATIONS

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

Office Communications Concentration (9 units)

BADM-104/ENGL-104	Business Communications	3 units
CAPP-121	Using Microsoft Word – Level 1	3 units
OTEC-095/ENGL-095	Business English	3 units

Office Technologies Concentration (9 units)

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

Records Management Concentration (10 units)

BADM-104/ENGL-104	Business Communications	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
OTEC-150	Records and Information Management	2 units
OTEC-153	Electronic Records Management	2 units

Virtual Office Professional Concentration (14 units)

OTEC-160	Creating and Managing the Virtual Office	3 units
OTEC-163	Operating and Marketing the Virtual Office	3 units
BADM-104/ENGL-104	Business Communications	3 units
BADM-098A	Developing Effective Time Management Techniques	.5 units
BADM-098B	Reducing Stress and Improving Performance	.5 units
BADM-098F	Developing Customer Relations and Rapport	.5 units
BADM-098G	Business Ethics	.5 units
CAPP-120	Using Microsoft Office – Level 1	3 units

Chemistry

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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

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

PROGRAM DESCRIPTION

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

DISTINCTIVE FEATURES

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

CAREER OPPORTUNITIES

Analytical Chemist * Microbiologist * Inorganic Chemist * Soil Scientist * Air Quality Control * Petroleum Chemist * Food Chemist * Water Quality * Oceanographer * Biochemist * Medicinal Chemist * Computer Applications * Sugar Chemist Specialist * Physical Chemist * Pharmacologist * Forensic Scientist * Agricultural Chemist

* Pharmaceutical Chemist * Energy Resource Specialist * Technical Sales Representative * Control Organometallic Chemist * Technical Information Specialist * Teacher (High School and College) * Professional Schools (medicine, dentistry, pharmacy, law, business)

TRANSFER PREPARATION

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

DEGREE

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

Child Development and Education

Degree(s)

A.S. in Child Development and Education ^{4427 AS.CDE}
(with General Education Requirements Option A)

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-452-3335

Certificate(s)

Certificate in Child Development and Education ^{4427 CT.CDE}

Michelle Harper (951) 487-3607
mharper@msjc.edu
Lorraine Slattery-Farrell (951) 487-3615
lfarrell@msjc.edu
Kathy Turner (951) 487-3613
kturner@msjc.edu

Employment Concentration Certificate(s)

Administration ^{99999 ECC.CDE.ADMIN}

Art ^{99999 ECC.CDE.ART}

Assistant Teacher ^{99999 ECC.CDE.ASSISTT}

Associate Teacher ^{99999 ECC.CDE.ASSOCT}

Communication ^{99999 ECC.CDE.C}

Deaf Culture ^{99999 ECC.CDE.DC}

Early Childhood Special Education ^{99999 ECC.CDE.ECSE}

Elementary Education ^{99999 ECC.CDE.EE}

First Aid ^{99999 ECC.CDE.FA}

Health & Safety ^{99999 ECC.CDE.H&S}

Healthy Living ^{99999 ECC.CDE.HL}

Infant/Toddler ^{99999 ECC.CDE.IT}

K-12 Special Education ^{99999 ECC.CDE.K12}

Language and Literacy ^{99999 ECC.CDE.LAL}

Music and Movement ^{99999 ECC.CDE.M&M}

Nutrition ^{99999 ECC.CDE.N}

School-Age Child Care ^{99999 ECC.CDE.SACC}

School-Age Permit ^{99999 ECC.CDE.SAP}

Science ^{99999 ECC.CDE.S}

Substance Abuse Awareness ^{99999 ECC.CDE.SAA}

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Linda Middleton (951) 639-5608
lmiddleton@msjc.edu
Wendy Orcajo (951) 639-5616
worcajo@msjc.edu
Kathy Turner (951) 639-5606
kturner@msjc.edu

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.

Instructional Programs

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 * Distributor of Educational Toys * Playground/Environment Designer

TRANSFER PREPARATION

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

DEGREE

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

CERTIFICATES

Certificate in Child Development and Education (43 units)

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

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

Required Courses (27 units)

CDE-101*	Principles of Early Childhood Education	3 units
CDE-102	Language and Literacy Experiences for Young Children	3 units
CDE-103*	Appropriate Curricula for Young Children	3 units
CDE-110*	Child Development	3 units
CDE-111	Child Health, Safety and Nutrition	3 units
CDE-125*	Child, Family, and Community	3 units
CDE-140	Children and Youth with Exceptional Needs	3 units
CDE-147**	Early Childhood Education Practicum I	3 units
CDE-148**	Early Childhood Education Practicum II	3 units

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

CDE-109/MUS-113	Children's Music	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
CDE-113	Art for the Young Child	2 units
CDE-114/DAN-114/MUS-110	Music/Movement Experiences for Teachers of Young Children	3 units
CDE-115	Science and Math in Early Childhood	3 units
CDE-119	Infant and Toddler Growth and Development	3 units
CDE-120	Infant and Toddler Education and Care Administration and Supervision of Early Childhood Programs I	3 units
CDE-128	Administration and Supervision of Early Childhood Programs II	3 units
CDE-129	Family Child Care Home	3 units
CDE-129A	Home Child Care Operation	1 unit
CDE-129B	Guidance in Home Child Care	1 unit
CDE-129C	Curriculum for Home Child Care	1 unit
CDE-131/ENGL-131	Children's Literature	3 units
ED-132/ENGL-132	Adolescent Literature	3 units
CDE-134	Adult Supervision	2 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
CDE-141	Exceptional Child – Adapting Early Childhood Curricula	3 units
ED-142	The Exceptional Child – Adapting Curricula in Elementary and Secondary Settings	3 units
ED-160	Technology in the Classroom	3 units
CDE-299	Special Projects: Child Development and Education	1-3 units

CHILD DEVELOPMENT PERMIT

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

EMPLOYMENT CONCENTRATIONS

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

Administration (6 units)

CDE-126	Administration and Supervision of Early Childhood Education Programs I	3 units
CDE-128	Administration and Supervision of Early Childhood Education 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	Deaf Culture and Community	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 and CPR	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

CDE Career Opportunities

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

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

With 6 CDE units:
CDE-101 & 110

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

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

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

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

Administrator (in privately-funded ECE programs)

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

Teacher (in publicly-funded ECE programs)

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

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

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

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

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

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

Paraeducator (working in an elementary school setting)

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

Head Start Teacher (in a Head Start Program)

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

Substitute Teacher (in public elementary setting)

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

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

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

Public School Elementary Teacher

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

San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Michael Fleming (951) 487-3625

mflaming@msjc.edu

Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

David Moss (951) 639-5626

emoss@msjc.edu

Suzanne Uhl (951) 639-5625

subl@msjc.edu<http://multimedia.msjc.edu/comm/>

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.

An Associate of Arts (AA) degree in Communication Studies is available by completing the following:

1) General Education CSU-GE Breadth or IGETC

Units necessary to meet CSU-GE Breadth or IGETC Certification requirements only. **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 Total 3-9 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



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)

San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

William Bergin (951) 487-3530

bbergin@msjc.edu

Don Jenkins (951) 487-3531

djenkins@msjc.edu

Certificate(s)

Certificate in General Track ^{4395 CT.CIS.GEN.98}

Certificate in Internet Authoring ^{11474 CT.CIS.IA.98}

Certificate in Networking ^{11475 CT.CIS.NET.98}

Certificate in Programming ^{11476 CT.CIS.PROG.98}

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

Employment Concentration Certificate(s)

Computer Hardware Specialist ^{99999 ECC.CIS.A+}

Computer Forensics ^{99999 ECC.AJ.CF}

Data Analysis and Modeling ^{99999 ECC.CIS.DAAM}

Microsoft Office Applications Developer ^{99999 ECC.CIS.MOAD}

Networking Technologies Apprentice ^{99999 ECC.CIS.N+}

OpenOffice Specialist ^{99999 ECC.CIS.OOS}

inet+ ^{99999 ECC.CIS.I+}

Internet Authoring ^{99999 ECC.CIS.IA}

Certified Internet Webmaster (CIW) ^{99999 ECC.CIS.CIW}

LAN/WAN Administration CCNA ^{99999 ECC.CIS.LANWAN.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.C++P}

Database Administration ^{99999 ECC.CIS.DBA}

Database Operator ^{99999 ECC.CIS.ODO}

Database Programmer ^{99999 ECC.CIS.DPRGR}

Database Programming ^{99999 ECC.CIS.DPROGNG}

JAVA Programming ^{99999 ECC.CIS.JP}

Oracle Developer ^{99999 ECC.CIS.OD}

Python Programming ^{99999 ECC.CIS.PP}

Service Desk Hardware Support ^{99999 ECC.CIS.SDHS}

Service Desk Software Support ^{99999 ECC.CIS.SDSS}

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.

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 * System Manager * Help Desk Technician * Computing Applications Specialist * Computing Support Specialist * Applications 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 in CIS may be earned by completing one Employment Concentration plus the CIS Core requirements (for a combined minimum of 18 units) as well as all MSJC General Education Option A requirements.

Required Courses (9 units)

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

Elective Courses (9 units)

Complete any Employment Concentration Certificate. Depending upon the Employment Concentration selected, the student may be required to complete elective course work to fulfill the minimum 18-unit requirement of the Certificate.

CERTIFICATE/EMPLOYMENT CONCENTRATIONS

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

CIS Core Requirements (9 units)

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

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

GENERAL TRACK

Computer Forensics (16 units)

AJ-103	Criminal Evidence	3 units
AJ-105	Public Safety Report Writing	3 units
AJ-108	Criminal Investigation	3 units
CSIS-181	Computer Hardware – Level 1	4 units
CSIS-182	Computer Forensics	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

Service Desk Hardware Support (15 units)

CSIS-154	Using and Configuring Windows Operating Systems	3 units
CSIS-171	Service Desk Concepts	3 units
CSIS-171L	Service Desk Lab	1 unit
CSIS-181	Computer Hardware – Level 1	4 units
CSIS-191	Network Hardware – Level 1	4 units

Service Desk Software Support (16 units)

Required Courses (4 units)

CSIS-171	Service Desk Concepts	3 units
CSIS-171L	Service Desk Lab	1 unit

Elective Courses (12 units)

CAPP-120	Using Microsoft Office – Level 1	3 units
CAPP-120M	Using OpenOffice – Level 1	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-124	Using Microsoft PowerPoint	3 units
CAPP-126G	Using Adobe InDesign	3 units
CAPP-135	Using Microsoft Project	3 units
CAPP-140	Using Microsoft Office – Level 2	3 units
CAPP-140M	Using OpenOffice - Level 2	3 units
CAPP-141	Using Microsoft Word – Level 2	3 units
CAPP-143	Using Microsoft Access – Level 2	3 units
CAPP-160	Using Microsoft Office – Level 3	3 units
CSIS-150	Using Microsoft Windows	3 units

INTERNET AUTHORIZING

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	Web Development – 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
CSIS-115A	Web Development – Level 1	3 units
CSIS-125A	Web Development – Level 2	3 units

Select One:

CSIS-114A	SQL Programming – Level 1	3 units
CSIS-115B	XML Design – Level 1	3 units

Select One:

CSIS-116B	Developing ASP.NET Web Applications	3 units
CSIS-116D	PHP Web Development	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	Networks and Data Communications	3 units
NET-140	Network Security Fundamentals	3 units
NET-141	Hardening the Infrastructure	3 units
NET-142	Network Defense and Countermeasures	3 units

PROGRAMMING

C++ Programming (6 units)

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

Database 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 Programmer (12 units)

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

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

Dance

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

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

Employment Concentration Certificate(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Tennille Lambert (951) 487-3630
tlambert@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Lori Torok (951) 639-5630
ltorok@msjc.edu
Paula Naggi (951) 639-5792
pnaggi@msjc.edu

PROGRAM DESCRIPTION

The program in dance at MSJC emphasizes the study of the human body as a vehicle for expression by providing 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 are offered. Dance performance and production, choreography, 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.

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.

DEGREE

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

Required Courses (12 units)

DAN-100/HIST-151	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/THA-108	Improvisation for Dance and Theater	3 units
DAN-114/CDE-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	Movement for Actors	3 units
THA-111	Intermediate Acting	3 units
THA-200	Actor's Workshop	3 units

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

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

Diagnostic Medical Sonography

Degree(s)
A.S. in Diagnostic Medical Sonography^{16824 AS.DMS}
(with General Education Requirements Option A)

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

Employment Concentration Certificate(s)
None

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
Colleen Saunders (951) 639-5565

Nursing and Allied Health Department (951) 639-5577
www.msjc.edu/alliedhealth

PROFESSIONAL DESCRIPTION

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

PROGRAM DESCRIPTION

The Diagnostic Medical Sonography Program provides an opportunity for students to be educated and trained in a healthcare career. The objective of the program is to graduate students who are competent and confident in providing excellent patient care in the field of sonography. The student will be qualified for gainful ultrasound employment in a hospital setting with scanning skills based upon the knowledge of human anatomy and disease and perform those skills within accepted practice of standards.

Students in the program will be evaluated on affective and psychomotor domains, communication skills, patient care and critical thinking ability. Students will practice ultrasound scanning with state of the art equipment in the campus lab. Those skills will be carried out and enhanced in an affiliated medical center by training on the job scanning patients. The Diagnostic Medical Sonography Program prepares the student to work in an ultrasound department in a medical center performing abdomen, superficial structures, gynecology and obstetric exams.

CAREER OPPORTUNITIES

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

TRANSFER PREPARATION

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

DEGREE

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

Admission Requirements:

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

Program Prerequisites: 20 units

PHY-100	Conceptual Physics	3 units
MATH-090	Elementary Algebra (or higher)	4 units
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)

Semester One: 13 units

DMS-095	Sonography Medical Terminology	3 units
DMS-100	Fundamentals of Diagnostic Medical Sonography	2 units
DMS-101	Pathophysiology	3 units
DMS-103	Patient Care Techniques for Sonographers	3 units
DMS-118	Ultrasound Physics and Instrumentation I	2 units

Semester Two: 11.5 units

DMS-102	Sonography Medical Ethics	3 units
DMS-110	Sectional Imaging	2 units
DMS-120	Abdomen Scanning	3 units
DMS-122	Ultrasound Pathology I	1.5 units
DMS-128	Ultrasound Physics and Instrumentation II	2 units

Summer: 5 units

DMS-114	Clinical Experience I	5 units
---------	-----------------------	---------

Semester Three: 16.5 units

DMS-124	Clinical Experience II	10 units
DMS-130	Obstetric/Gynecology Scanning	3 units
DMS-132	Ultrasound Pathology II	1.5 units
DMS-138	Ultrasound Physics and Instrumentation III	2 units

Semester Four: 14 units

DMS-134	Ultrasound Seminar	2 units
DMS-136	Clinical Experience III	10 units
DMS-148	Ultrasound Physics and Instrumentation IV	2 units

Review MSJC College Catalog with a Counselor to determine courses to complete degree requirements.

CERTIFICATE

Program Prerequisites: 20 units

PHY-100	Conceptual Physics	3 units
MATH-090	Elementary Algebra (or higher)	4 units
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)

Semester One: 13 units

DMS-095	Sonography Medical Terminology	3 units
DMS-100	Fundamentals of Diagnostic Medical Sonography	2 units
DMS-101	Pathophysiology	3 units
DMS-103	Patient Care Techniques for Sonographers	3 units
DMS-118	Ultrasound Physics and Instrumentation I	2 units

Semester Two: 11.5 units

DMS-102	Sonography Medical Ethics	3 units
DMS-110	Sectional Imaging	2 units
DMS-120	Abdomen Scanning	3 units
DMS-122	Ultrasound Pathology I	1.5 units
DMS-128	Ultrasound Physics and Instrumentation II	2 units

Summer: 5 units

DMS-114	Clinical Experience I	5 units
---------	-----------------------	---------

Semester Three: 16.5 units

DMS-124	Clinical Experience II	10 units
DMS-130	Obstetric/Gynecology Scanning	3 units
DMS-132	Ultrasound Pathology II	1.5 units
DMS-138	Ultrasound Physics and Instrumentation III	2 units

Semester Four: 14 units

DMS-134	Ultrasound Seminar	2 units
DMS-136	Clinical Experience III	10 units
DMS-148	Ultrasound Physics and Instrumentation IV	2 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.

Earth Science

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Marlon A. Nance (951) 487-3745
mnance@msjc.edu

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

PROGRAM DESCRIPTION

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

DISTINCTIVE FEATURES

Field study is often used in these courses.

CAREER OPPORTUNITIES

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

TRANSFER PREPARATION

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

DEGREE

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

Economics

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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

Dewey Heinsma (951) 487-3635
dheinsma@msjc.edu

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

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

Economist * Attorney * Econometrician * Policy Analyst * Foreign Trade Analyst * Arbitrator * Academic Economist * Financial Analyst * Research Economist * Business Analyst * Economic Journalist * Project Economist * Government Economist * Development Economist * Natural Resources Economist * Operations Research Analyst * Commodity Economist * Human Resources Economist * Business Conditions Forecaster

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)

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

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

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

Employment Concentration Certificate(s)
 Green Collar Manufacturing^{99999 ECC. ENGR. GCM}
 Manufacturing Quality Assurance^{99999 ECC. ENGR. QA}
 Small Wind Energy Technology^{99999 ECC. ENGR. SWET}
 Solar Photovoltaic Technology^{99999 ECC. ENGR. SPT}
 Solar Thermal Technology^{99999 ECC. ENGR. STT}
 Surveying^{99999 ECC. ENGR. S}

PROGRAM DESCRIPTION

The drafting program offers courses to prepare students entering the world of work. The MSJC certificate in drafting provides the background needed to work as a 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).

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

EMPLOYMENT CONCENTRATIONS

Green Collar Manufacturing (15 units)

SEMA-100	Our Sustainable Future	3 units
SEMA-106	High-Performance Manufacturing	3 units
ENGR-107	Total Quality Management	3 units
ENGR-114	Machine Tool Technology	3 units
ENGR-116	Energy Efficiency and Construction Methods	3 units

Manufacturing Quality Assurance (12 units)

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

Small Wind Energy Technology (15 units)

SEMA-100	Our Sustainable Future	3 units
ENGR-107	Total Quality Management	3 units
ENGR-114	Machine Tool Technology	3 units
ENGR-116	Energy Efficiency and Construction Methods	3 units
ENGR-119	Small Wind Energy Installation	3 units

Solar Photovoltaic Technology (15 units)

SEMA-100	Our Sustainable Future	3 units
ENGR-107	Total Quality Management	3 units
ENGR-114	Machine Tool Technology	3 units
ENGR-116	Energy Efficiency and Construction Methods	3 units
ENGR-117	Solar Photovoltaic Installation	3 units

Solar Thermal Technology (15 units)

SEMA-100	Our Sustainable Future	3 units
ENGR-107	Total Quality Management	3 units
ENGR-114	Machine Tool Technology	3 units
ENGR-116	Energy Efficiency and Construction Methods	3 units
ENGR-118	Solar Thermal Installation	3 units

Surveying (14 units)

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

English

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

Certificate(s)
 None

Employment Concentration Certificate(s)
 None

San Jacinto Campus
 (951) 487-MSJC (6752)
 1-800-624-5561
 Dana Reece Baylard (951) 487-3640
dbaylard@msjc.edu
 Cathy Brostrand (951) 487-3641
cbrostrand@msjc.edu
 Will Farrell (951) 487-3644
wfarrell@msjc.edu
 Andrea Hammock (951) 487-3649
ahammock@msjc.edu
 Paul Hendry (951) 487-3649
phendry@msjc.edu
 Dan Peace (951) 487-3648
dpeace@msjc.edu
 Alma Ramirez (951) 487-3645
aramirez@msjc.edu
 Richard Sisk (951) 487-3646
rsisk@msjc.edu
 Anne Walker Pauole (951) 487-3647
awalker@msjc.edu

Menifee Valley Campus
 (951) 672-MSJC (6752)
 1-800-452-3335
 Yvonne Atkinson (951) 639-5723
yatkinson@msjc.edu
 Lawrence Barkley (951) 639-5640
lbarkley@msjc.edu
 Ted Blake (951) 639-5487
tblake@msjc.edu
 Bea Ganim (951) 639-5641
bganim@msjc.edu
 Dan Peace (951) 487-3648
dpeace@msjc.edu
 Rickianne Rycraft (951) 639-5642
rrycraft@msjc.edu
 Loretta Ross (951) 639-5643
lross@msjc.edu
 Christine Sandoval (951) 639-5644
csandoval@msjc.edu
 Michelle Stewart (951) 639-5645
mstewart@msjc.edu

PROGRAM DESCRIPTION

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, Adolescent Literature, Children’s Literature, American Indian 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 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 of Art (AA) degree in English prepares students for transfer to four-year colleges offering a Bachelor of Art (BA) in English or related fields. The major requirements for an AA in English may be met by completing the pattern described plus all MSJC General Education Option B (CSU-GE breadth) and/or Option C (IGETC) requirements.

Degree in English (25 units)

Required Core Courses (7 units)			
ENGL-103	Critical Thinking and Writing		4 units
or			
ENGL-103H	Honors Critical Thinking and Writing		4 units
+			
ENGL-106	Introduction to Literature		3 units
or			
ENGL-106H	Honors Introduction to Literature		3 units

Instructional Programs

Required Sequence Courses (12 units)

ENGL-207	American Literature: Pre-Colonial to 1865	3 units
or		
ENGL-207H	Honors American Literature: Pre-Colonial to 1865	3 units
+		
ENGL-208	American Literature: 1865 to Present	3 units
or		
ENGL-208H	Honors American Literature: 1865 to Present	3 units
+		
ENGL-230	English Literature: Anglo-Saxon to 1775	3 units
or		
ENGL-230H	Honors English Literature: Anglo-Saxon to 1775	3 units
+		
ENGL-231	English Literature: 1775 to Present	3 units
or		
ENGL-231H	Honors English Literature: 1775 to Present	3 units

Elective Courses (6 units)

ENGL-130	Introduction to Creative Writing	3 units
ENGL-130H	Honors Introduction to Creative Writing	3 units
ENGL-131/CDE-131	Children's Literature	3 units
ENGL-131H/CDE-131H	Honors Children's Literature	3 units
ENGL-132/ED-132	Adolescent Literature	3 units
ENGL-132H/ED-132H	Honors Adolescent Literature	3 units
ENGL-200/THA-150	Survey of Drama	3 units
ENGL-203	Survey of Shakespeare	3 units
ENGL-203H	Honors Survey of Shakespeare	3 units
ENGL-205	World Folklore	3 units
ENGL-205H	Honors World Folklore	3 units
ENGL-220	Analysis of Fiction	3 units
ENGL-220H	Honors Analysis of Fiction	3 units
ENGL-225	Film and Literature	3 units
ENGL-225H	Honors Film and Literature	3 units
ENGL-235	Creative Writing: Fiction	3 units
ENGL-240	American Indian Literature	3 units
ENGL-240H	Honors American Indian Literature	3 units
ENGL-250	Women and Literature	3 units
ENGL-250H	Honors Women and Literature	3 units

ENGL-260	Introduction to African American Literature	3 units
ENGL-260H	Honors Introduction to African American Literature	3 units
ENGL-270/SPAN-270	Latin American Literature in Translation	3 units
ENGL-280	Multiethnic Literature	3 units
ENGL-280H	Honors Multiethnic Literature	3 units
ENGL-285	World Literature: Antiquity to 1650	3 units
ENGL-285H	Honors World Literature: Antiquity to 1650	3 units
ENGL-286	World Literature: 1650 to Present	3 units
ENGL-286H	Honors World Literature: 1650 to Present	3 units

Honors course acceptable in lieu of regular course, check transfer institution.

Additional elective units may be necessary to meet the 60 semester units required for the UC, CSU and Associate degree. These units must be transferable to the CSU and or UC for appropriate credit. Also, 12 units are able to double counted on the CSU GE.

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.

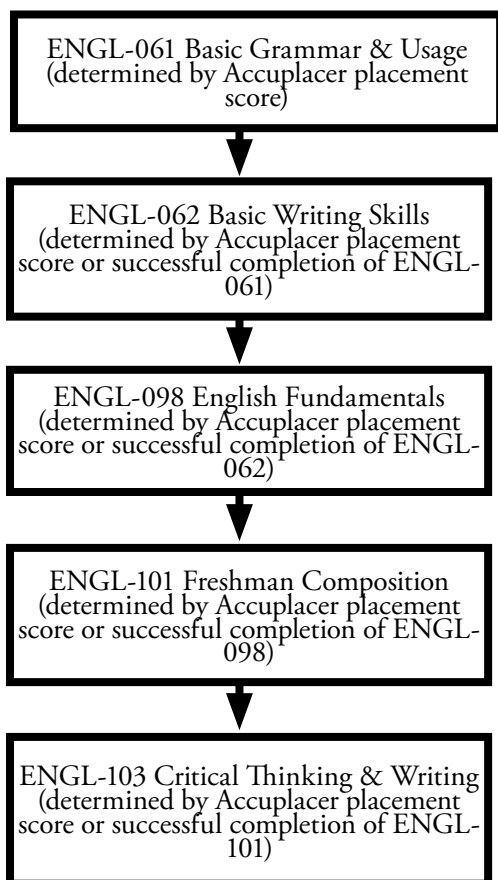
Common Careers for English Majors:

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





English Curriculum Flowchart



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)

- o ESL-050
- o ESL-051
- o 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)

- o ESL-056
- o ESL-064R
- o ESL-098W

Environmental Studies

Degree(s)
 A.S. in Environmental Studies 16765 AS.ENVS.OPTB or AS.ENVS.OPTC
*(with Transfer Emphasis using General Education Requirements
 Option B or C)*

San Jacinto Campus
 (951) 487-MSJC (6752)
 1-800-452-3335

Marlon A. Nance (951) 487-3745
mnance@msjc.edu

Certificate(s)
 None

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

Employment Concentration Certificate(s)
 None

Shelley Aguilar (951) 639-5732
saguilar@msjc.edu
 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. Maryland Department of Labor, Licensing, and Regulation 2001.

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)

ENVS-101	Environmental Science	3 units
BIOL-150	General Biology I	5 units
BIOL-151	General Biology II	5 units
CHEM-101	General Chemistry I	5 units
CHEM-102	General Chemistry II	5 units
MATH-211	Analytic Geometry and Calculus I	5 units

MATH-212	Analytic Geometry and Calculus II	5 units
GEOL-100	Physical Geology: Dynamic Planetary Systems of Spaceship Earth	4 units
PS-101	Introduction to American Government and Politics	3 units

CHEM-102	General Chemistry II	5 units
MATH-211	Analytic Geometry and Calculus I	5 units
MATH-212	Analytic Geometry and Calculus II	5 units
GEOL-100	Physical Geology: Dynamic Systems of Spaceship Earth	4 units
PS-101/101H	Introduction to American Government and Politics	3 units

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

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

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

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

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

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

And one course from the following list (3 units)

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

*IGETC Recommended Course Area 3

**IGETC Recommended Course Area 4

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

DEGREE

This degree has two emphases: 1) Ecology/Conservation Biology and 2) Water and Soil Technologies/Environmental Engineering, outlined as follows:

MSJC Core Requirements (40 units)

ENVS-101	Environmental Science	3 units
BIOL-150	General Biology I	5 units
BIOL-151	General Biology II	5 units
CHEM-101	General Chemistry I	5 units

MSJC Environmental Studies Major Electives (12 required units)

Ecology/Conservation Biology Emphasis

The Ecology/Conservation Biology emphasis is designed for students wishing to pursue careers primarily in the fields of ecology, conservation biology, environmental impact consulting, wildlife biology, forestry, and related fields.

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

Ecology/Conservation Emphasis Major Electives

ANTH-102/102H	Cultural Anthropology	3 units
	*UCSB Articulated Major Elective	
BIOL-115	Topics in Biology	4 units
BIOL-116	Natural History and Biodiversity	4 units
BIOL-117	Conservation Biology	3 units
BIOL-125	Microbiology	5 units
BIOL-130	Marine Biology	4 units
BIOL-135/135H	Introduction To Evolution	3 units
BIOL-140	Ecology	4 units
BIOL-143	Animal Behavior	3 units
BIOL-144	Plant Biology	4 units
BIOL-146	Biodiversity	3 units
BIOL-148	Field Studies in Tropical Ecology	4 units
BIOL-201	Biostatistics	4 units
CHEM-112	Organic Chemistry I	5 units
	*UCR Articulated Natural Sciences Option Requirement	
CHEM-113	Organic Chemistry II	5 units
	*UCR Articulated Natural Sciences Option Requirement	
ECON-203	Introduction to Environmental Economics	3 units
ENGR-167	Global Positioning Systems	4 units
ENVS-102/102H	Environmental Science Laboratory	1 unit
ENVS-190	Watershed Resource Management	4 units
GEOG-101	Physical Geography	3 units
	*UCSB Articulated Major Elective	

Instructional Programs

GEOG-102	Cultural Geography	3 units	CHEM-113	Organic Chemistry II	5 units
	*UCSB Articulated Major Elective			*UCR Articulated Natural Sciences Option Requirement	
GEOG-104	Physical Geography Lab	1 unit	BIOL-125	Microbiology	5 units
GEOG-115	Introduction To Geographic Information Systems	3 units	ECON-203	Introduction to Environmental Economics	3 units
GEOG-130	Geographic Information Systems: Science, Business, and Government	3 units	ENGR-154	Computer Aided Drafting I	3 units
	*UCSB Articulated Major Elective		ENGR-155	Computer Aided Drafting II	3 units
GEOL-110	Oceanography	4 units	ENGR-164	Plane Surveying I	4 units
HIST-105/105H	World Environmental History	3 units	ENGR-165	Plane Surveying II	4 units
	*UCSB Articulated Core Requirement		ENGR-166	Legal Aspects of Surveying	3 units
ECON-201	Principles of Macroeconomics	3 units	ENGR-167	Global Positioning Systems	4 units
	*UCSB Articulated Core Requirement		ENVS-190	Watershed Resource Management	4 units
ECON-202	Principles of Microeconomics	3 units	ES-101	Topics in Earth Science	3 units
	*UCSB Articulated Core Requirement		GEOG-101	Physical Geography	3 units
MATH-140	Introduction To Statistics	4 units		*UCSB Articulated Major Elective	
	*UCSB Articulated Core Requirement		GEOG-102	Cultural Geography	3 units
MATH-215	Differential Equations	4 units		*UCSB Articulated Major Elective	
	*UCSB Articulated Core Requirement		GEOG-104	Physical Geography Lab	1 unit
PS-102/102H	Comparative Politics and Government	3 units	GEOG-115	Introduction to Geographic Information Systems	3 units
	*UCSB Articulated Major Elective		GEOG-130	Geographic Information Systems: Science, Business, and Government	3 units
PHIL-103/103H	Logic	3 units	GEOL-100	Physical Geology: Dynamic Planetary Systems of Spaceship Earth	4 units
	*UCSB Articulated Core Requirement		GEOL-103	Environmental Geology: Natural Hazards and Disasters	3 units
PHIL-104	World Religions	3 units		*UCSB Articulated major Elective	
	*UCSB Articulated Major Elective		GEOL-105	Historical Geology: Evolving Earth, Dinosaurs, and Homo Sapiens	4 units
PHIL-105	Introduction to Ethics	3 units		*UCSB Articulated Core Requirement	
	*UCSB Articulated Core Requirement		GEOL-107	Scenic Adventure Field Trips in Geology	1.5 units
PHY-201	Mechanics and Wave Motion	4 units	GEOL-109	Geology of National Parks	3 units
	*UCSB Articulated Core Requirement		GEOL-110	Oceanography	4 units
	*UCR Articulated Natural Sciences Option Requirement		HIST-105/105H	World Environmental History	3 units
PHY-202/202H	Electricity and Magnetism	4 units		*UCSB Articulated Core Requirement	
	*UCSB Articulated Core Requirement		PS-102/102H	Comparative Politics and Government	3 units
	*UCR Articulated Natural Sciences Option Requirement			*UCSB Articulated Major Elective	
SOCI-101/101H	Principles of Sociology	3 units	WATR-100	Introduction to Water/Wastewater Operations	1 unit
	*UCSB Articulated Major Elective		WATR-102	Basic Waterworks Mathematics	2 units
			WATR-103	Water Treatment Plant Operations I & II	3 units
			WATR-105	Water Treatment Plant Operations III, IV, V	3 units
			WATR-107	Water Distribution I & II	3 units
			WATR-109	Water Distribution III, IV, V	3 units
			WATR-120	Wastewater Treatment Plant Operations I & II	3 units
			WATR-122	Wastewater Plant Operations III, IV, V	3 units
			WATR-125	Laboratory Procedures for Water and Wastewater	3 units
			WATR-130	Environmental Laws and Regulations	3 units
			ECON-201	Principles of Macroeconomics	3 units
				*UCSB Articulated Core Requirement	
			ECON-202	Principles of Microeconomics	3 units
				*UCSB Articulated Core Requirement	
			MATH-140	Introduction To Statistics	4 units
				*UCSB Articulated Core Requirement	
			MATH-215	Differential Equations	4 units
				*UCSB Articulated Core Requirement	
			PHIL-103/103H	Logic	3 units
				*UCSB Articulated Core Requirement	
			PHIL-104	World Religions	3 units
				*UCSB Articulated Major Elective	
			PHIL-105	Introduction to Ethics	3 units
				*UCSB Articulated Core Requirement	
			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	

Fire Technology

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

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

Certificate(s)
 Certificate in Fire Technology^{4429 CT.FIRE}

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

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-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
FIRE-122	Principles of Fire and Emergency Services Safety and Survival	3 units

Elective Courses (6 units)

AH-120	Emergency Medical Technician I	5 units
AJ-071	Penal Code 832 Instruction	3 units
FIRE-103	Fire Hydraulics	3 units
FIRE-107	Fire Apparatus and Equipment	3 units
FIRE-108	Fundamentals of Fire Investigation	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
FIRE-299	Special Projects: Fire Technology	1 -3 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	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

Geography and Geographic Information Systems

Degree(s)
A.A. in Geography^{AS.GEOG.OPTB or AS.GEOG.OPTC}
(with Transfer Emphasis using General Education Requirements Option B or C)

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

A.S. in Geographic Information Systems^{12443 AS.GIS}
(with General Education Requirements Option A)

Marlon A. Nance (951) 487-3745
mnance@msjc.edu

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

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

Employment Concentration Certificate(s)
Geographic Information Systems^{9999 ECC.GIS.GG}
Visual Design^{9999 ECC.GIS.C}
Engineering^{9999 ECC.GIS.E}
Multimedia^{9999 ECC.GIS.M}
Programming^{9999 ECC.GIS.VBP}

Cindy Nance (951) 639-5540
cnance@msjc.edu
www.msjc.edu/gis

PROGRAM DESCRIPTION

Geography is a modern field with roots extending back to the ancient Greeks and Egyptians who measured, studied and explained human and land relationships. Geography is multi-disciplinary, integrating both the natural/physical and social/behavioral sciences. It is an especially attractive major for liberal arts students with an interest in their physical and cultural surroundings. The courses in this program introduce the fundamentals of physical geography, cultural geography, world regional geography, meteorology and mapping sciences. Modern geographers use sophisticated technologies to analyze spatial and temporal relationships of physical environment and human interactions.

GIS are computer mapping programs that are both analytical tool and research method 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 in GIS are able to predict and simulate change on earth, as well as other planets.

DISTINCTIVE FEATURES

The AA degree in Geography and the AS degree and Certificate in Geographic Information Systems (GIS) provide a bridge for uniting various fields in physical and social sciences through analysis of spatial and temporal patterns. Field study in geography provides an opportunity to apply academic concepts in a variety of settings. The AA degree in Geography is designed to prepare students for transfer to four-year colleges and a future in a field related to Geography.

GIS courses are taught in a GIS dedicated computer facility containing the most recent releases of hardware and software. 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. The AS in GIS is designed to prepare students for entry into a career with generalized or specialized applications in GIS.

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 * Archaeology * 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

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.

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

An Associate of Art (AA) degree in Geography prepares students for transfer to four-year colleges offering a Bachelor of Art (BA) in Geography or related fields. The major requirement for an AA in Geography may be met by completing the pattern described plus all MSJC General Education Option B (CSU-GE breadth) and/or Option C (IGETC) requirements.

Degree in Geography (18 units)

Required Courses (15 units)

GEOG-101	Physical Geography	3 units
GEOG-102	Cultural Geography	3 units
GEOG-105	Introduction to Cartography	3 units
GEOG-111	Geography of California	3 units
GEOG-115	Introduction to Geographic Information Systems	3 units

Elective Courses (minimum 3 units)

GEOG-103	Field Studies in Geography	2-4 units
GEOG-104	Physical Geography Lab	1 unit
GEOG-106	Climate and Weather	3 units
GEOG-107	Urban Geography	3 units
GEOG-108	World Regional Geography	3 units
GEOG-130	Geographic Information Systems: Science, Business and Government	3 units
ENGR-167	Global Positioning Systems	4 units

Degree in Geographic Information Systems (18 units)

An Associate of Science degree in GIS may be earned by completing the 18 units for the GIS Certificate, as well as all MSJC General Education Option A requirements (for a total of 60 units)

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

Elective Courses (minimum 6 units)

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.

EMPLOYMENT CONCENTRATIONS

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)

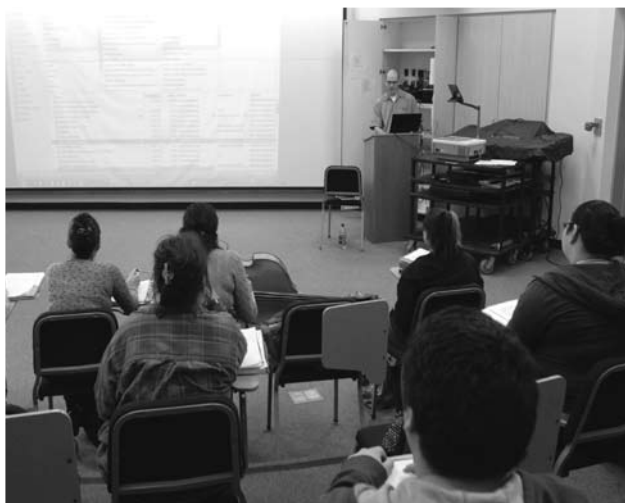
ENGR-154	Computer Aided Drafting I	3 units
ENGR-164	Plane Surveying I	4 units
ENGR-166	Legal Aspects of Surveying	3 units
ENGR-167	Global Positioning Systems	4 units

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 Projects: 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



Gerontology

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

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

Certificate(s)
 Certificate in Gerontology^{8685 CT.GER}

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

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

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

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: Gerontology	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, Family and Group Counseling	3 units
GER-149	Occupational Internship: Gerontology	3 units

Guidance

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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

Miranda Angeles (951) 487-3255
mangeles@msjc.edu

Bertha Barraza (951) 487-3292
bbarraza@msjc.edu

Karen Cranney (951) 639-5253
kcranney@msjc.edu

Kathy Valcarcel (951) 487-3470
kvalcarcel@msjc.edu

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

Karen Cranney (951) 639-5253
kcranney@msjc.edu

Kathy Valcarcel (951) 639-5573
kvalcarcel@msjc.edu

PROGRAM DESCRIPTION

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

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.

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.

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.

Health and Nutrition

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)

1-800-624-5561

John Norman (951) 487-3760
jnorman@msjc.edu

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

1-800-452-3335

Kelly Billingsley (951) 639-5762
kbillingsley@msjc.edu

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

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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

Christina Yamanaka (951) 487-3522
cyamanaka@msjc.edu

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

Jim Davis (951) 639-5660
jdavis@msjc.edu

Gary Vargas (951) 639-5759
gvargas@msjc.edu

PROGRAM DESCRIPTION

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

DISTINCTIVE FEATURES

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

Mt. San Jacinto College
1499 N. State Street
San Jacinto, CA 92583
(951) 487-MSJC (6752)
1-800-624-5561

SJC Site Coordinator: Christina Yamanaka (951) 487-3522
cyamanaka@msjc.edu

Mt. San Jacinto College
28237 La Piedra Road
Menifee, CA 92584s
(951) 672-MSJC (6752)
1-800-452-3335

MVC Site Coordinator: Erik Ozolins (951) 639-5725
ezolins@msjc.edu

HONORS ENRICHMENT PROGRAM

ENROLLMENT IN THE HONORS ENRICHMENT PROGRAM IS BY SPECIAL APPLICATION ONLY.

To complete the Honors Enrichment Program, students must complete a minimum of 15 credits in 5 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 requirements

> Completion of Honors Enrichment Seminar with a letter grade of "C" or better

> Completion of 4 additional courses in a minimum of 3 disciplines with a letter grade of "C" or better

> 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 available at stands in the Counseling Offices, Learning Resource Centers and directly from the Honors Enrichment Program Coordinators. Submit application and required documentation to either Honors Enrichment Program Coordinator or drop off at either Learning Resource Center. Applications are accepted year-round. (Please see page heading for contact information).

Humanities

Degree(s)

A.A. in Humanities⁸⁶⁸⁹ AA.HUM*(with General Education Requirements Option A)*

Certificate(s)

None

Employment Concentration Certificate(s)

None

San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Counseling (951) 487-3255

Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Counseling (951) 639-5255

Jim Davis (951) 639-5660

jdavis@msjc.edu

Thomas W. Donovan, III (951) 639-5675

tdonovan@msjc.edu

PROGRAM DESCRIPTION

The Associate of Art degree in Humanities is an interdisciplinary program that integrates several different academic traditions. The Humanities Program at MSJC offers students a rare opportunity to discover the heritage of art, culture, and learning through lectures and readings of great texts; make connections between ideas in the past and issues in the present; and improve skills in critical reading, listening, writing, and discussion.

The Humanities group major incorporates specific coursework along with satisfactory completion of at least 60 degree-applicable semester units. A grade point average of 2.0 or higher on a four-point scale. Satisfactory completion of at least 24 units of General Education Requirements Option A and satisfactory completion of at least 12 units at MSJC for residency is required.

DISTINCTIVE FEATURES

In a setting that encourages critical reading and discussion, students will have the opportunity to discover major works of art and culture, explore enduring questions that have emerged from previous generations of critical thinkers, and expand their ideas of what it means to be human.

CAREER OPPORTUNITIES

Pre-Law/Lawyer * Foreign Service * Pre-Theology/ Clergy * Education * Librarian * Writer * Businessperson * Museum Work * Consultant * Travel * Journalist * Banking * Communications * Human Service Careers

TRANSFER PREPARATION

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

DEGREE

Satisfactory completion of Mt. San Jacinto College's General Education Requirements Option A, 60 degree-applicable units including at least 18 units in the following areas:

American Sign Language – 100, 101, 103, 104, 105, 110, 150

Anthropology 145+

Art – 100, 101, 102, 103, 104, 105, 108, 109, 112, 115, 116, 118, 119, 120, 121, 122, 123, 124+, 125, 128+, 130A, 130B+, 141, 151, 160, 170, 171, 223

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+

English – 106, 130, 131+, 132+, 145+, 160+, 200+, 203, 205, 207, 208, 210, 220, 225, 230, 231, 235, 240, 250, 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, 161, 162

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, 214, 253

Photography – 118+, 224+

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

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+, 117, 118, 120, 121, 122, 123, 124, 127+, 132, 135, 136+, 137+, 155, 160+, 200, 201, 205, 209+,

+ Indicates cross-listed classes.

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

Learning Skills Program

Degree(s)
None

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

Certificate(s)
None

Marlene Cvetko (951) 487-3491
mcvetko@msjc.edu

Employment Concentration Certificate(s)
None

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
James Decker (951) 639-5491
jdecker@msjc.edu

PROGRAM DESCRIPTION

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

DISTINCTIVE FEATURES

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

The Learning Disabilities workshop focuses on learning strengths and weaknesses, provide instruction in learning strategies, evaluates educational limitations, and develop an educational plan based on diagnostic assessment. Specialized classes in mathematics, reading, written and oral expression, adaptive computer technology, 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. Six units of 70 numbered courses may be counted as elective credit toward graduation.

TRANSFER PREPARATION

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

DEGREE

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

TO APPLY TO THE PROGRAM

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

Available Courses

LNSK-051	Learning Disabilities Workshop	.5 unit
LNSK-053	Study Skills	3 units
LNSK-054	Language Arts Lab	1 unit
LNSK-055	Language Arts	2 units
LNSK-056	Vocabulary Development for LD	2 units
LNSK-057	Pre-Algebra Support for LD	2 units
LNSK-077	Algebra Support for LD	2 units
LNSK-079A	Adaptive Computer Technology	2 units
LNSK-079B	Advanced Adaptive Computer Technology	2 units

Legal Assistant

Degree(s)

A.S. in Legal Assistant^{8686 AS.LEG}
(with General Education Requirements Option A)

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

Certificate(s)

Certificate in Legal Assistant^{8686 CT.LEG}

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

Employment Concentration Certificate(s)

Legal Office Support^{99999 ECC.LEG.LOS}

1-800-452-3335
(951) 639-5407

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 student. A legal assistant works under the direction of an attorney in performing legal services to meet the client's needs.

From the United States Bureau of Labor Statistics (<http://www.bls.gov/oco/ocos114.htm>), 2008.

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

Public Agencies * Business Corporation * City Government * Private Law Office * 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 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.

Instructional Programs

CERTIFICATES

Certificate in Legal Assistant (27 units)

Core Courses (9 units)

LEG-100	Foundations of the Legal System	3 units
LEG-107	Research and Writing for the Legal Assistant	3 units
OTEC-144	Keyboarding and Document Formatting	3 units
or		
CAPP-121	Using Microsoft Word – Level 1	3 units

Elective Courses (18 units)

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

EMPLOYMENT CONCENTRATIONS

Legal Office Support (12 units)

Required Courses (9 units)

LEG-100	Foundations of the Legal System	3 units
LEG-107	Research and Writing for the Legal Assistant	3 units
and		
OTEC-144	Keyboarding and Document Formatting	3 units
or		
CAPP-121	Using Microsoft Word – Level 1	3 units

Elective Courses (3 units)

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



Liberal Arts

Degree(s)
 A.A. in Liberal Arts
(with Transfer Emphasis using General Education Requirements Option B or C)

San Jacinto Campus
 (951) 487-MSJC (6752)
 1-800-624-5561
 Counseling (951) 487-3255

With Area of Emphasis:
 Arts & Humanities AA.LA.ARTHUM.OPTB or AA.LA.ARTHUM.OPTC
 Social & Behavioral Sciences AA.LA.SOCB.OPTB or AA.LA.SOCB.OPTC
 Mathematics & Science AA.LA.MASC.OPTB or AA.LA.MASC.OPTC
 Business & Technology AA.LA.BUSTECH.OPTB or AA.LA.BUSTECH.OPTC

Menifee Valley Campus
 (951) 672-MSJC (6752)
 1-800-452-3335
 Counseling (951) 639-5255

Certificate(s) of Achievement
 None

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

I. 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 lecture/lab combined courses.

Instructional Programs

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

100, 101, 101H, 102, 102H, 103, 103H, 108, 109, 115, 116, 120, 121, 122, 123, 125, 130A, 130B, 160, 170

Audio Technology

140, 141

Child Development Education/Education

109, **131, 131H, 132, 132H**

Chinese

101, 102, 201, 202

Communications

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

Dance

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

English

103, 103H, 105, 106, 106H, 130, 131, 131H, 132, 132H, 145, 145H, 200, 203, 203H, 205, 205H, 207, 207H, 208, 208H, 210, 220, 220H, 225, 230, 231, 231H, 240, 240H, 250, 250H, 260, 260H, 270, 280, 280H, 285, 285H, 286, 286H

French

101, 102, 175, 201, 202

History

101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 111H, 112H, 113, 114, 126, 127, 136+, 140, 151, 154, 155, 158, 160

Humanities

101, 101H, 102, 102H, 137

Italian

101, 101H, 102, 102H, 201, 201H, 202, 202H

Music

100, 100H, 101, 102, 103, 104, 106, 107, 108, 109, 111, 112, 113, 114, 118, 140, 141, 151, 253

Philosophy

101, 101H, 103, 103H, 104, 105, 105H, 108, 109, 110, 111, 111H, 112, 112H

Portuguese

101, 101H, 102, 102H, 201, 201H, 202, 202H

Spanish

101, 101B, 101H, 102, 102H, 103, 104, 201, 201H, 202, 202H, 210, 211, 230, 230H, 231, 231H, 240, 251, 252, 270

Theater Arts

101, 101H, 109, 110, 111, 112, 113, 117, 132, 135, 136, 137, 150, 155, 210

2. SOCIAL & BEHAVIORAL SCIENCES:

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

Administration of Justice

101, 102, 111, 108, 118

American Sign Language

110

Anthropology

102, 102H, 103A, 103B, 103C, 103D, 103E, 104, 104H, 115, 116, 121, 125

Child Development Education

103, **110, 110H, 119, 125, 125H, 147, 148**

Economics

201, 202

Education

135

Geography (excluding physical geography)

102, 107, 108, 111

History

101, 102, 103, 103H, 104, 104H, 105, 105H, 106, 106H, 107, 108, 109, 109H, 110, 111, 111H, 112, 112H, 115, 119, 120, 121, 124, 125, 126, 127, 136, 140, 141, 142, 150, 150H, 155, 160

Political Science

101, 101H, 102, 102H, 103, 104, 104H, 120, 120H

Psychology

101, 101H, 102, 103, 103H, 104, 104H, 105, 106, 107, 108, 112, 125

Sociology

101, 101H, 102, 103, 105, 106, 108, 110, 112, 115, 125, 130

Theater Arts

136

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

100, 115*, 115H*, 116*, 117, 125*, 125H, 130*, 134, 135, 135H, 140*, 143, 144*, 146, 150*, 150H*, 151*, 151H*, 201

Chemistry

100*, 101*, 102*, 107, 112*, 113*

Earth Science/Geography (excluding cultural studies)

ES 101; GEOG **101, 104, 105, 106**

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, 212H, 213, 213H, 215, 218; 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, 103H, 104, 201

Computer Science

101, 111A, 111B, 112A 113A, 113B, 113C, 114A, 116E, 122A, 123A, 123B, 124A, 126E, 201, 211

Economics

201, 202

Engineering

154, 155, 164, 165

Geography

115, 115H

Management

134

Mathematics/Statistics

135, 140, 140H

Viticulture, Enology and Winery Technology

100



Management / Supervision

Degree(s)	San Jacinto Campus
A.S. in Management/Supervision ^{4390 AS.MGT} (with General Education Requirements Option A)	(951) 487-MSJC (6752) 1-800-624-5561
Certificate(s)	Larry Barraza (951) 487-3525 <i>lbarraza@msjc.edu</i>
Certificate in Management/Supervision ^{4390 CT.MGT}	Ron Bowman (951) 487-3520 <i>rbowman@msjc.edu</i>
Employment Concentration Certificate(s)	
None	Menifee Valley Campus (951) 672-MSJC (6752) 1-800-452-3335 David Candelaria (951) 639-5522 <i>dcandelaria@msjc.edu</i> Caren Hennessy (951) 639-5526 <i>chennessy@msjc.edu</i>

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)

BADM-103	Introduction to Business	3 units
BADM-201	Legal Environment of Business	3 units
ECON-201	Principles of Macroeconomics	3 units
MGT-103	Introduction to Management	3 units
MGT-108/ENGR-108	Organizational Behavior	3 units

Recommended Elective Courses

(3 units from this list)

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

Other Elective Courses (6 units from this list)

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

Mathematics

Degree(s)	San Jacinto Campus	Menifee Valley Campus
A.S. in Mathematics/General ^{4422 AS.MATH} (with General Education Requirements Option A)	(951) 487-MSJC (6752) 1-800-624-5561	(951) 672-MSJC (6752) 1-800-452-3335
Certificate(s)	Ching-Jung Guu (951) 487-3750	Bobby Avila (951) 639-5751
None	<i>cguu@msjc.edu</i>	<i>bavila@msjc.edu</i>
Employment Concentration	Theresa Hert (951) 487-3751	Michael Beckham (951) 487-5755
Certificate(s)	<i>thert@msjc.edu</i>	<i>mbeckham@msjc.edu</i>
None	Keith Johnson (951) 487-3752	Paul Hert (951) 639-5750
	<i>kjohnson@msjc.edu</i>	<i>phert@msjc.edu</i>
	Nizam Kazi (951) 487-3753	Andreea Mardichian (951) 639-5756
	<i>nkazi@msjc.edu</i>	<i>amardichian@msjc.edu</i>
	Brandon Moore (951) 487-3754	Fadi Nasr (951) 639-5752
	<i>bmoore@msjc.edu</i>	<i>fnasr@msjc.edu</i>
	Jorge Valdez-Alvarez (951) 487-3758	Shahla Razavi (951) 639-5753
	<i>jvaldezalvarez@msjc.edu</i>	<i>srazavi@msjc.edu</i>
	Anthony Vasek (951) 487-3756	Beverly Schaadt (951) 639-5647
	<i>avasek@msjc.edu</i>	<i>bschaadt@msjc.edu</i>
	Michael Weldon (951) 487-3643	Bahram Sherkat (951) 639-5754
	<i>mweldon@msjc.edu</i>	<i>bsherkat@msjc.edu</i>

PROGRAM DESCRIPTION

The program consists of a clear sequence of courses which prepares students for several majors. The study of mathematics concerns the nature and manipulation of numbers. The MSJC mathematics program is designed to provide students with an appreciation of the nature, scope and power of mathematics, as well as an understanding of how mathematics is applied to business, engineering, science and daily life.

DISTINCTIVE FEATURES

The basic curriculum from arithmetic to algebra provides students in virtually all majors with one of today's most crucial foundation skills. In calculus, power and eloquence are demonstrated by numerous applications to engineering, physics, chemistry, economics, business, biology, ecology and medicine.

CAREER OPPORTUNITIES

Virtually all two-year career programs in business or technology fields also require a solid foundation in mathematics. Many BA/BS level careers require extensive background in Mathematics.

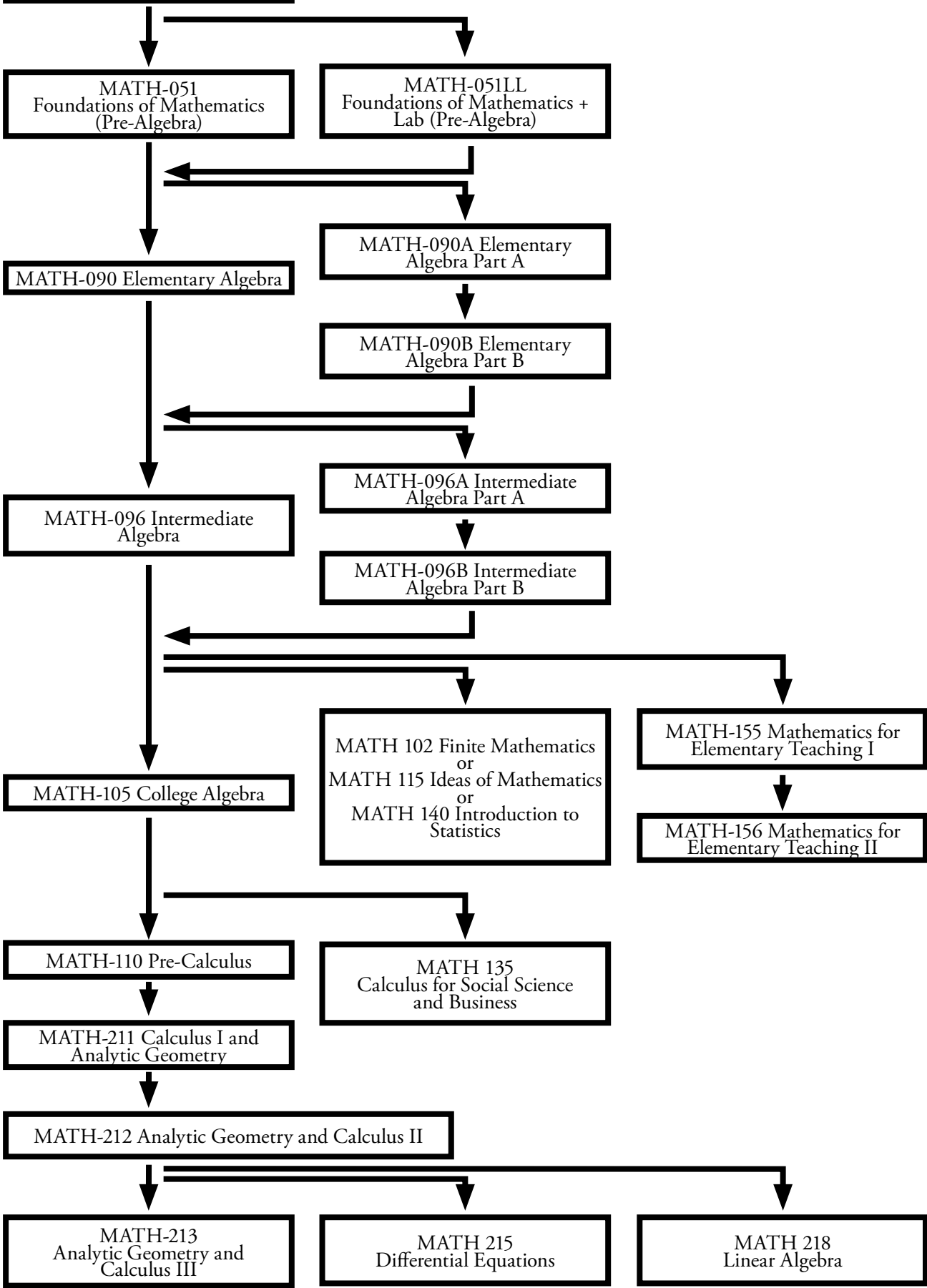
Auditor * Investment Analyst * Appraiser * Loan Officer * Assessor * Marketing/Advertising * Biology/ Agriculture * Mathematician * Budget Analyst * Opinion Polling * Business/Economics * Physical Science/ Engineering * Chemistry * Public Health * Controller * Sociology * Education * Statisticians * Engineering Analyst * Finance Director * Tax Collector * Financial Analyst * Industry

TRANSFER PREPARATION

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

DEGREE

The major requirement for an Associate of Science degree in mathematics may be met by completing 18 units of degree applicable Math courses from MATH-105, 110, 211, 212, 213, 215. 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.



Multimedia

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

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

Certificate(s)
Certificate in Multimedia ^{12022 CT.MUL}

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

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}

1-800-452-3335

Don Smith (951) 639-5545

dsmith@msjc.edu

Multimedia Office (951) 639-5547

www.msjc.edu/m2

PROGRAM DESCRIPTION

Multimedia is a term that implies using computers to design and create media products that are distributed across the range of electronic medium. The “multimedia industry” is a general term used to identify the businesses and people who create, promote, or distribute multimedia products. Multimedia products are used generally to inform, market, educate, or entertain and may consist of interactive DVD/CD products, Internet products, video and photographic projects, digital art images, and printed material. Knowledge of multimedia concepts and tools can prepare students for employment in the fields of traditional business, e-commerce, art, photography, computer graphics and more. Transfer to a four-year institution is possible but not necessary for advanced employment opportunities. Completion of MSJC General Education Option A requirements for an Associate degree is recommended to enhance the students’ ability to relate content to product.

DISTINCTIVE FEATURES

A variety of current business standard software titles are taught throughout our program. For current software and versions being used in each class, please refer to the MSJC website, specifically the Multimedia site. A variety of software titles are taught throughout our program; the software used and versions are kept current. For a list of software for each class, refer to the MSJC Website: <http://www.msjc.edu/m2>.

CAREER OPPORTUNITIES

Web Designer * Information Architect * Instructional Designer * Digital Artist * 3D Animator * Video Designer * Production Assistant * Game Artist

TRANSFER PREPARATION

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

DEGREE

The major requirement for an Associate of Science degree (AS) in Multimedia may be met by completing 24 units of those required for the Multimedia certificate. Students planning to transfer should major in General Education and consult with instructors and counselors; since some Multimedia courses may satisfy MSJC General Education Option A requirements. This is a new field of study and may not have a complimentary program at four-year institutions, so students should coordinate program requirements through the transfer institution.

CERTIFICATES

The following Lab Courses are each one unit and designed to be taken to augment regular courses. They may each be repeated up to four times for credit: MUL-080, MUL-081, MUL-090.

Certificate in Multimedia (24 units)

Required Courses (12 units)

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

Elective Courses (12 units)

MUL-121	Bitmapped Imaging	3 units
AUD-152/MUL-123	Video Production I	3 units
MUL-124/PHOT-125	Digital Photography Production I	3 units
MUL-125	Interactive Motion Media	3 units
MUL-127	Production Development	3 units

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
CSIS-125A	Web Development - Level 2	3 units
MUL-218	Dynamic Web 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 & Computer Recording	3 units
THA-135	Introduction to Film	3 units
CSIS-115A	Web Development – 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	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
or		
MUL-124/PHOT-125	Digital Photography Production I	3 units

Visualization

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

Videography Concentration (15 units)

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

Required Courses (15 units)

ART-120	2D Design	3 units
MUL-110	Introduction to Multimedia	3 units
AUD-152/MUL-123	Video Production I	3 units
MUL-124/PHOT-125	Digital Photography Production I	3 units
MUL-223/AUD-153	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
CSIS-125A	Web Production - Level 2	3 units
MUL-218	Dynamic Web Design	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

PROGRAMS OVERVIEW

Degree(s)

Music

A.A. in Music^{4404 AA.MUS}

(with General Education Requirements Option A)

Audio Technology (please see "Audio Technology")

A.A. in Audio Technology^{8682 AA.MUS.AT}

(with General Education Requirements Option A)

A.A. in Advanced Audio Technology^{16774 AA.MUS.ADV.AT}

(with General Education Requirements Option A)

Music - Musical Theater

A.A. in Musical Theater^{8681 AA.MUS.THEA}

(with General Education Requirements Option A)

Certificate(s)

Music - Audio Technology (please see "Audio Technology")

Certificate in Audio Technology^{8682 CT.MUS.AT}

Certificate in Advanced Audio Technology^{16774 AA.MUS.ADV.AT}

Music - Musical Theater

Certificate in Musical Theater^{8681 CT.MUS.THEAT}

Employment Concentration Certificate(s)

None

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

PROGRAM DESCRIPTION

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

DISTINCTIVE FEATURES

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

CAREER OPPORTUNITIES

The following usually require a four-year degree:

Accompanist * Choir or Band Director * Vocalist *
Composer * Arranger * Instrumentalist * Private Instructor
* Performer

TRANSFER PREPARATION

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

DEGREE

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

A.A. in Music (18 units)

Music Theory Core: (minimum 10 units)

A – Music Theory (minimum 6 units)

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

B - Musicianship (minimum 4 units)

MUS-175	Musicianship I	2 units
MUS-176	Musicianship II	2 units

Music History & Literature Core: (minimum 3 units)

MUS-100/100H	Introduction and Appreciation of Music	3 units
MUS-102	History and Appreciation of Music	3 units
MUS-107/HIST-114	Introduction and Appreciation of American Music	3 units
MUS-108/HIST-158	History of Jazz and Blues	3 units
MUS-109	World Music	3 units

Instructional Programs

Performance Core (minimum 5 units)

A - Individual Performance (minimum 2 units)

MUS-111/112	Beginning Piano/Intermediate Piano	1-4 units
MUS-114	Jazz Improvisation	1-4 units
MUS-115	Beginning Voice Class: Breath/Tone	2 units
MUS-116	Beginning Voice Class - Diction and Expression	2 units
MUS-150	Intermediate Voice Class	1-4 units
MUS-118	Applied Music I: Instrumental	1-4 units
MUS-125/127	Guitar I/Guitar II	1-4 units

B – Ensemble Performance (minimum 2 units)

MUS-205	College Singers	1-4 units
MUS-206	Chamber Choir	1-4 units
MUS-210	Jazz Ensemble I	1-4 units
MUS-211	Jazz Ensemble II	1-4 units
MUS-212	Instrumental Chamber Music	1-4 units
MUS-201	Orchestra	1-4 units
MUS-203	Concert Band	1-4 units
MUS-214	Guitar Ensemble	1-4 units



M u s i c

MUSICAL THEATER PROGRAM

Degree(s)

A.A. in Musical Theater^{8681 AA.MUS.THEA}
(with General Education Requirements Option A)

Certificate(s)

Certificate in Musical Theater^{8681 CT.MUS.THEAT}

Employment Concentration Certificate(s)

None

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

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.

Instructional Programs

CERTIFICATE

Certificate in Musical Theater (21 units)

Required Courses

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

Area A - Required Courses (10 units)

DAN-209/MUS-209/THA-209	Musical Production	1-4 units
MUS-207	Techniques of Musical Theater	3 units
THA-110	Fundamentals of Acting	3 units
THA-155	Musical Theater History	3 units

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

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

Elective Courses

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

Area A:

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

Area B:

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

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

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



Nursing

REGISTERED NURSING

Degree(s) A.S. in Nursing ^{#413 AS.NURS.RN} (with General Education Requirements Option A)	San Jacinto Campus (951) 487-MSJC (6752) 1-800-624-5561 Counseling (951) 487-3255
Certificate(s) None	Menifee Valley Campus (951) 672-MSJC (6752) 1-800-452-3335 Counseling (951) 639-5255
Employment Concentration Certificate(s) None	Nursing and Allied Health Department (951) 639-5577 www.msjc.edu/alliedhealth

PROGRAM DESCRIPTION

The Associate of Science degree in Nursing Program is in harmony with the philosophy and mission of Mt. San Jacinto College by providing career opportunities for students. The philosophy of the 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

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).

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.

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: 24 units

ANAT-101 Human Anatomy & Physiology I (A) 5 units

ANAT-102 Human Anatomy & Physiology II (A) 5 units

BIOL-125 Microbiology (A) 5 units

MATH-096 Intermediate Algebra (G) 5 units

ENGL-101 Freshman Composition (D1) 4 units

Semester One: 12 units

NURS-212 Foundations of Nursing 4 units

NURS-194 Pharmacology & Dosage Calculations for Nurses
3.5 units

NURS-214 Introduction to Medical-Surgical Nursing I 4 units

NURS-084C Nursing Skills Lab - Registered Nurse 0.5 unit

Semester Two: 12.5 units

NURS-224 Beginning Medical-Surgical Nursing II 5 units

NURS-226 Nursing of Childbearing & Families 3.5 units

NURS-222 Nursing Care of Children & Families 3.5 units

NURS-084C Nursing Skills Lab - Registered Nurse 0.5 unit

Semester Three: 10.5 units

NURS-234 Intermediate Medical-Surgical Nursing III 5 units

NURS-236 Mental Health Nursing 3 units

NURS-238 Gerontology and Community Nursing 2 units

NURS-084C Nursing Skills Lab - Registered Nurse 0.5 unit

Semester Four: 7 units

NURS-244 Advanced Medical-Surgical Nursing IV 4 units

NURS-248 Preceptorship (5 wks) 2.5 units

NURS-084C Nursing Skills Lab - Registered Nurse 0.5 units

Additional Associate Degree and Requirements:

12 units

Psychology 101 (must be taken prior to 3rd semester) (B2) 3 units

Political Science 101 (B1) 3 units

Communication 100 or 103 (D2) 3 units

Humanities/Multicultural Gender Studies (Any course from Area C (Humanities) or Area F (Multicultural Gender Studies)

Many courses will satisfy both requirements: 3 units

(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 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
NURS-084C	Nursing Skills Lab - Registered Nurse	0.5-2.0 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 and 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) 3 units
Communication 100 or 103 (D2) 3 units
Humanities/Multicultural Gender Studies (Any course from Area C (Humanities) or Area F (Multicultural Gender Studies) Many courses will satisfy both requirements: 3 units
(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	5 units
ANAT-102	Human Anatomy & Physiology II	5 units
BIOL-125	Microbiology	4 units
NURS-232	Role Transition	3 units

LVN, licensed in California or proof of awaiting licensure.

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 unit
NURS-238	Gerontology and 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	San Jacinto Campus (951) 487-MSJC (6752) 1-800-624-5561
Certificate(s) Certificate in Vocational Nursing ⁴⁴¹⁴ CT.NURS.LVNP & CT.NURS.LVNF	Counseling (951) 487-3255
Employment Concentration Certificate(s) None	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.

LICENSURE

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
High School graduate (or equivalent)

Prerequisite Courses

ENGL-098	English Fundamentals	4 units
or		
ESL-098	English Writing Fundamentals	4 units
NURS-100/ANAT-100		
	Introduction to Anatomy and Physiology	3 units
NURS-182	Dosage Calculations for Allied Health	1 unit

Semester I

NURS-180	Vocational Nursing I	10 units
NURS-183	Understanding Human Behavior for Allied Health	2 units
NURS-084B	Nursing Skills Lab - Vocational Nurse	0.5 units

TOTAL 12.5 units

Semester II

NURS-190	Vocational Nursing II	16 units
NURS-192	Introduction to Pharmacology for Allied Health	2 units
NURS-193	Understanding Human Development for Allied Health	2 units
NURS-084B	Nursing Skills Lab - Vocational Nurse	0.5 units

TOTAL 20.5 units

Semester III

NURS-200	Vocational Nursing III	15 units
NURS-084B	Nursing Skills Lab - Vocational Nurse	0.5 units

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
High School graduate (or equivalent)

Prerequisite Courses

ENGL-098	English Fundamentals	4 units
or		
ESL-098	English Writing Fundamentals	4 units
NURS-085	Certified Nursing Assistant and Home Health Aide (or LVN in the State of California)	7.5 units
NURS-100/ANAT-100		
	Introduction to Anatomy and Physiology	3 units
NURS-182	Dosage Calculations for Allied Health	1 unit

	Introduction to Anatomy and Physiology	3 units
NURS-182	Dosage Calculations for Allied Health	1 unit

Prior to Program Entrance:

NURS-090	CNA Review and Assessment (Enroll after final acceptance)	1 unit
----------	--	--------

Semester I

NURS-170	Part Time Vocational Nursing I	7 units
NURS-183	Understanding Human Behavior for Allied Health	2 units
NURS-084B	Nursing Skills Lab - Vocational Nursing	0.5 units

TOTAL 9.5 units

Semester II

NURS-171	Part Time Vocational Nursing II	9 units
NURS-192	Introduction to Pharmacology for Allied Health	2 units
NURS-193	Understanding Human Development for Allied Health	2 units

NURS-084B	Nursing Skills Lab - Vocational Nursing	0.5 units
-----------	---	-----------

TOTAL 13.5 units

Semester III

NURS-172	Part-Time Vocational Nursing III	10.5 units
NURS-084B	Nursing Skills Lab - Vocational Nursing	0.5 units

TOTAL 11 units

Semester IV

NURS-173	Part-Time Vocational Nursing IV	10 units
NURS-084B	Nursing Skills Lab - Vocational Nursing	0.5 units

TOTAL 10.5 units

TOTAL Nursing Program units – 61

Occupational Internship

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Career Education (951) 639-5567

COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)

The Cooperative Work Experience Education (CWEE) Program is a unique program that has been integrated into academic departments throughout the College. The program allows students to apply knowledge gained in their college courses with practical work experience to develop job readiness skills. This would be in a paid or unpaid work setting that provides elective college credits.

REQUIRED WORK HOURS PER UNIT

<u>PAID</u>	<u>UNPAID</u>	<u>UNITS</u>
<u>75-149</u>	<u>60-119</u>	<u>1</u>
<u>150-224</u>	<u>120-179</u>	<u>2</u>
<u>225-299</u>	<u>180-239</u>	<u>3</u>
<u>300+</u>	<u>240+</u>	<u>4</u>

The maximum total units that can be earned are 16 units.

Enrollment Requirements

- STEP 1: You must be enrolled as a Mt. San Jacinto College student.
- STEP 2: You must be working or have identified a job in a paid or unpaid position directly related to your major or occupational goals.
- STEP 3: You must have completed at least one course in your major.
- STEP 4: You must attend a mandatory Orientation session to receive information about the program and to complete the necessary paperwork. Orientations are held just prior to the beginning of the semester. Check the website at <http://career.msjc.info/> or call the CWEE Office (951-639-5567) for orientation dates.

STEP 5: Registration Process

- A. Submit a completed Training Plan with appropriate signatures (obtained from the orientation) to the CWEE Office and obtain an Instructor Consent Form.
- B. Submit the Instructor Consent form to Enrollment Services to enroll in the course.
- C. The deadline for submission of paperwork to Enrollment Services is the 2nd Friday of the semester term

Philosophy

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)

1-800-624-5561
Jim Koobatian (951) 487-3675
jkoobatian@msjc.edu

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

1-800-452-3335
Thomas W. Donovan, III (951) 639-5675
tdonovan@msjc.edu

PROGRAM DESCRIPTION

The philosophy program at MSJC is limited to a select number of courses, but these will provide students pursuing any major with a solid foundation in philosophy. A comprehensive survey course is supplemented by substantive courses in logic, ethics and comparative religion.

The study of philosophy is designed to acquaint students with the distinctive nature of philosophical ideas and to help them increase their skills in critical thinking about matters of fundamental philosophical concern, e.g., the nature of correct reasoning, the scope and limits of human knowledge, the generic and pervasive characteristics of reality and the sources of value and obligation. It encompasses many other academic disciplines and stresses systematic and abstract thought.

DISTINCTIVE FEATURES

While being exposed to a wide spectrum of major philosophical viewpoints, students have the opportunity to discuss philosophical issues and problems, and to clarify their own values and develop their reasoning capabilities.

CAREER OPPORTUNITIES

Philosophy as an elective is an appropriate element in career preparation for: Law * Government * Publishing * Education * Management * Medicine * Ministry * Social Work * Scientific Research * Teaching * All Human Service careers

TRANSFER PREPARATION

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

DEGREE

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

Photography

Degree(s)
A.S. in Photography^{4407 AS.PHOT}
(with General Education Requirements Option A)

Certificate(s)
Certificate in Photography^{4407 CT.PHOT}

Employment Concentration Certificate(s)
Digital Imaging Entrepreneur^{9999 ECC.PHOT.DIE}
Digital Imaging Technician^{9999 ECC.PHOT.DIT}
Photography for Digital Video^{9999 ECC.PHOT.DIGVID}
Photography for Graphic Design^{9999 ECC.PHOT.GRAPDES}
Web-Based Digital Imaging^{9999 ECC.PHOT.WEBDI}

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Keith Hanz (951) 639-5546
khanz@msjc.edu

PROGRAM DESCRIPTION

The MSJC Photography program offers students comprehensive and forward-thinking learning opportunities that respond to new-media industry standards with an emphasis on the digital photography paradigm. MSJC photography students can choose which path of creative and technical study fulfills their particular needs by selecting AS Degree, Certificate or Employment Concentrations. These versatile paths of study offer intensive and extensive technical instruction in addition to creative production guidance for students gathering contemporary photographic skill sets. 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 imaging studio with high ceilings and versatile photographic environments - all networked to a digital light room and other adjoining learning facilities. 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, HDR, Metadata driven digital asset management 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, Communication
- Fine Art/Archivist
- Photo/Videography

TRANSFER PREPARATION

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

DEGREE

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

CERTIFICATES

Certificate in Photography (18 units)

Required (15 units)

ART-120	2D Design	3 units
MUL-110	Introduction to Multimedia	3 units
MUL-124/PHOT-125	Digital Photography Production I	3 units
MUL-224/PHOT-224	Digital Photography Production II	3 units
MUL-225/PHOT-225	Digital Photography Production III	3 units

Electives (3 units)

ART-130B/MUL-140	Digital Art - Illustration	2 units
ENGL-104/BADM-104	Business Communications	3 units
THA-136/HIST-136	Cultural History of American Motion Pictures	3 units
PHOT-090/MUL-090	Digital Imaging Studio Laboratory	1 unit
MUL-112	Interactive Media Design I	3 units
MUL-114	Production Management	3 units
MUL-121	Bitmapped Imaging	3 units
AUD-152/MUL-123	Video Production I	3 units
MUL-149	Occupational Internship: Multimedia	1-3 units
MUL-131	3D Animation I	3 units
PHOT-118/ART-128	Beginning Photography	3 units
PHOT-130	History of Still Photography	3 units
PHOT-299	Special Projects: Photography	1-3 units

EMPLOYMENT CONCENTRATIONS

Digital Imaging Entrepreneur (17 units)

Required (12 units)

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

Electives (5 units)

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

Digital Imaging Technician (12 units)

Required (9 units)

MUL-110	Introduction to Multimedia	3 units
MUL-124/PHOT-125	Digital Photography Production I	3 units
MUL-224/PHOT-224	Digital Photography Production II	3 units

Electives (3 units)

MUL-121	Bitmapped Imaging	3 units
MUL-112	Interactive Media Design I	3 units
MUL-131	3D Animation I	3 units
AUD-152/MUL-123	Video Production I	3 units
PHOT-118/ART-128	Beginning Photography	3 units

Photography for Digital Video (12 units)

MUL-110	Introduction to Multimedia	3 units
AUD-152/MUL-123	Video Production I	3 units
MUL-124/PHOT-125	Digital Photography Production I	3 units
MUL-224/PHOT-224	Digital Photography Production II	3 units

Photography for Graphic Design (11 units)

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

Web-Based Digital Imaging (12 units)

ART-120	2D Design	3 units
MUL-110	Introduction to Multimedia	3 units
MUL-112	Interactive Media Design I	3 units
MUL-124/PHOT-125	Digital Photography Production I	3 units

Physical Education

Degree(s)
 A.A. in Physical Education ^{4396 A.A. PE}
 (with General Education Requirements Option A)

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

Certificate(s)
 None

Steve Alonzo (951) 487-3592
salonzo@msjc.edu

Employment Concentration Certificate(s)
 None

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

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-112A	Beginning Step Aerobics	1 unit
PE-113	Introduction to Jogging	1 unit
PE-114A	Strength Training: Circuit	1 unit
PE-114B	Strength Training: Free Weights	1 unit
PE-114C	Powerlifting	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-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

Intercollegiate Sports Courses

PE-090	Pep Squad	2 units
PE-138	Intercollegiate Sports: Soccer (men)	2 units
PE-139	Intercollegiate Sports: Soccer (women)	2 units
PE-140	Intercollegiate Sports: Football (men)	2 units
PE-141	Intercollegiate Sports: Basketball (men)	3 units
PE-142	Intercollegiate Sports: Volleyball (women)	2 units
PE-143	Intercollegiate Sports: Basketball (women)	3 units
PE-144	Intercollegiate Sports: Baseball (men)	3 units
PE-145	Intercollegiate Sports: Tennis (men)	3 units
PE-146	Intercollegiate Sports: Tennis (women)	3 units
PE-147	Intercollegiate Sports: Golf	2 units
PE-148	Intercollegiate Sports: Softball (women)	3 units

Advanced Sport Technique Courses

PE-102	Introduction To Athletic Techniques: Football	2 units
PE-103	Introduction To Athletic Techniques: Baseball	2 units
PE-104	Introduction To Athletic Techniques: Basketball	2 units
PE-107	Techniques of Tennis	2 units
PE-108	Athletic Techniques: Soccer	2 units
PE-109	Techniques of Volleyball	2 units
PE-111	Introduction and Techniques of Golf	2 units

PE-116	Introduction To Athletic Techniques: Softball	2 units
PE-122	Introduction to Football	2 units
PE-123	Football II	2 units
PE-124A	Theory of Football Offense	3 units
PE-124B	Theory of Football Defense	3 units

Sport Strength and Conditioning Courses

PE-125	Strength and Conditioning for Football	3 units
PE-150	Intercollegiate Sports: Conditioning and Strength Training	2 units
PE-160	Introduction to Physical Training I	3 units
PE-161	Physical Training II	3 units
PE-162	Physical Training III	3 units

Golf Academy: Career Specific Courses

PE-180	Methods of Teaching Golf	2 units
PE-181	Methods of Teaching Golf: Short Game and Putting	2 units
PE-182	Golf Academy Practicum	1 unit

Individual Contract Courses

PE-299	Special Projects: Physical Education	1-3 units
--------	--------------------------------------	-----------



Physics

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Keith Johnson (951) 487-3752
jjohnson@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Paul Ney (951) 639-5721
pney@msjc.edu

PROGRAM DESCRIPTION

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



DISTINCTIVE FEATURES

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

TRANSFER PREPARATION

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

DEGREE

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

Political Science

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Willie Hamilton (951) 487-3685
whamilto@msjc.edu

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

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Maria Lopez (951) 487-3690
mlopez@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Richard Kandus (951) 639-5695
rkandus@msjc.edu

PROGRAM DESCRIPTION

The psychology program at MSJC is designed to benefit both the student pursuing a career in psychology or related disciplines as well as the student desiring to acquire a personal understanding of psychology as it applies to everyday living.

Psychology is the scientific study of human behavior and mental processes. The focus in psychology is on studying the psycho-social and biological factors that influence an individual's personality, and intellectual and social development. It is a broad discipline which involves both pure and practical application of scientific principles as they apply to human development and adjustment. Although professional level positions require a graduate degree, BA holders find satisfying careers in a growing number of fields.

DISTINCTIVE FEATURES

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

CAREER OPPORTUNITIES

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

TRANSFER PREPARATION

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

DEGREE

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

Public Administration

Degree(s)
None

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

Certificate(s)
None

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
(951) 639-5407

Employment Concentration Certificate(s)
None

Caren Hennessy (951) 639-5526
chennessy@msjc.edu

PROGRAM DESCRIPTION

The courses in Public Administration prepare students for a career in varied public agencies. The Public Administration courses provides students with the theoretical knowledge of public institutions, public policy making, management, professional ethics and the practical skills necessary to function effectively within different public service agencies in an administrative capacity. The courses prepare students to enter public service at the municipal, state or federal levels in governmental organizations, educational institutions or in health care administration. Public administrators are trained management specialists in public agencies who coordinate and direct public services toward meeting the state's or community's needs.

DEGREE

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

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.



Reading

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

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

Anne Walker Pauole (951) 487-3647
awalker@msjc.edu

Alma Ramirez (951) 487-3645
alramirez@msjc.edu

Andrea Hammock (951) 487-3755
ahammock@msjc.edu

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

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 ^{4391 AS.RE}
(with General Education Requirements Option A)

Certificate(s)
Certificate in Real Estate ^{4391 CT.RE}

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

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

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

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

PROGRAM DESCRIPTION

The MSJC program emphasizes practical operations as they are governed by California Real Estate Law. Real Estate coursework 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. MSJC coursework is accredited and accepted by the California Department of Real Estate (DRE) and Office of Real Estate Appraiser (OREA). Students can earn a Real Estate Certificate while completing courses required for application to take the California real estate broker's license examination. Requirements for application to sit for the California salesperson's examination can be met by completing RE-140 and RE-141 plus one additional course from the certificate list.

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

Degree(s)
 A.S. in Science ^{8690.AS.SCI}
 (with General Education Requirements Option A)

San Jacinto Campus
 (951) 487-MSJC (6752)
 1-800-624-3255
 Counseling (951) 487-3255

Certificate(s)
 None

Menifee Valley Campus
 (951) 672-MSJC (6752)
 1-800-452-5255
 Counseling (951) 639-5255

Employment Concentration Certificate(s)
 None

PROGRAM DESCRIPTION

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

DEGREE

Satisfactory completion of Mt. San Jacinto College's General Education Requirements Option A, 60 degree-applicable units, at least 2 science lab classes including at least 18 units in the following areas:
 ANAT-100/NURS-100

	Introduction to Anatomy and Physiology	3 units
ANAT-101*	Anatomy and Physiology I	5 units
ANAT-102*	Anatomy and Physiology II	5 units
ANTH-101	Physical Anthropology	3 units
ANTH-111*	Physical Anthropology Lab	1 unit
ANTH-201	Introduction to Forensic Anthropology	3 units
ASTR-101*	Introduction to Astronomy	4 units
ASTR-111+	Planetary Astronomy	3 units
BIOL-100*	Human Biology	4 units
BIOL-115*	Topics in Biology	4 units
BIOL-116*	Natural History and Biodiversity	4 units
BIOL-117	Conservation Biology	3 units
BIOL-125*	Microbiology	5 units
BIOL-130*	Marine Biology	4 units
BIOL-131	Introduction to Biotechnology I	4 units
BIOL-132	Biotechnology II	5 units
BIOL-133	Biotechnology III	5 units
BIOL-134	Human Heredity and Evolution	3 units
BIOL-135	Introduction to Evolution	3 units
BIOL-139	Introduction to Biotechnology Lab	1 unit
BIOL-140*	Ecology	4 units
BIOL-143	Animal Behavior	3 units
BIOL-144*	Plant Biology	4 units
BIOL-146	Biodiversity	3 units
BIOL-148*	Field Studies in Tropical Ecology	4 units
BIOL-150*	General Biology I	5 units
BIOL-151*	General Biology II	5 units

CHEM-100*	Introduction to Chemistry	4 units
CHEM-101*	General Chemistry I	5 units
CHEM-102*	General Chemistry II	5 units
CHEM-107*	Chemistry of Life	5 units
CHEM-112*	Organic Chemistry I	5 units
CHEM-113*	Organic Chemistry II	5 units
ENVS-100	Humans and Scientific Inquiry	3 units
ENVS-101	Environmental Science	3 units
ENVS-102*	Environmental Science Laboratory	1 unit
ENVS-110*	Natural Resources	4 units
ENVS-190	Watershed Resource Management	4 units
ES-101	Topic in Earth Science	3 units
GEOG-101	Physical Geography	3 units
GEOG-104*	Physical Geography Laboratory	1 unit
GEOG-105	Introduction to Cartography	3 units
GEOG-106	Climate and Weather	3 units
GEO-100*	Physical Geology: Dynamic Planetary Systems of Spaceship Earth	4 units
GEO-103	Environmental Geology: Natural Hazards and Disasters	3 units
GEO-105*	Historical Geology: Evolving Earth, Dinosaurs, and Homo Sapiens	4 units
GEO-107	Scenic Adventure Field Trips in Geology	1.5 units
GEO-109	Geology of National Parks	3 units
GEO-110*	Oceanography	4 units
GEO-111+	Planetary Astronomy	3 units
GEO-112	California Geology	3 units
NURS-100/ANAT-100	Introduction to Anatomy and Physiology	3 units
NUTR-101	Nutrition and Foods	3 units
PE-110	Prevention and Care of Athletic Injuries	3 units
PHY-100	Conceptual Physics	3 units
PHY-101*	Basic Physics: Energy and Motion	4 units
PHY-102*	Basic Electricity and Modern Physics	4 units
PHY-201*	Mechanics and Wave Motion	4 units
PHY-202*	Electricity and Magnetism	4 units
SEMA-101	Fundamentals of Energy Assessment in Business	3 units

* Indicates science lab classes.

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

Social/Behavioral Sciences

Degree(s)

A.A. in Social/Behavioral Sciences ^{4430 AA.SOCB}
(with General Education Requirements Option A)

Certificate(s)

None

Employment Concentration Certificate(s)

None

San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Counseling (951) 487-3255

Menifee Valley Campus

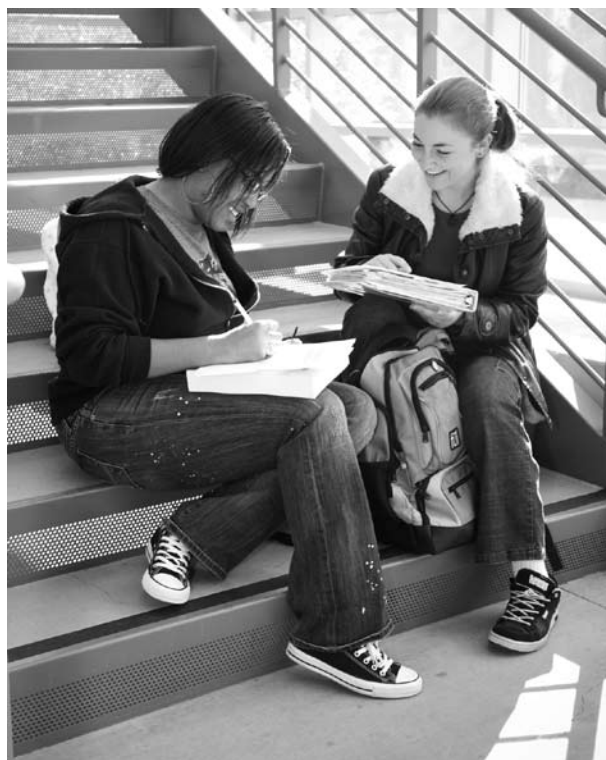
(951) 672-MSJC (6752)

1-800-452-3335

Counseling (951) 639-5255

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 – 201, 202, 203
- 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, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 115, 119, 120, 121+, 124, 125, 126, 127, 136+, 140, 141, 142, 150, 151+, 155, 160, 161, 162
- Legal – 100, 103+
- Multimedia - 160
- Nutrition - 100
- Political Science – 101, 102, 103, 104, 120,
- Psychology – 101, 102, 103, 104, 105+, 106, 107, 108, 112+, 125+
- Sustainable Energy Management - 100
- Sociology – 101, 102, 103, 105+, 106, 108, 110, 112+, 115, 125, 130+
- Student Government Association – 101, 102
- Theater Arts – 136+

+ Indicates cross-listed classes.

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

Sociology

Degree(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)

Certificate(s)
None

1-800-624-5561

Denise Dalaimo (951) 487-3695
ddalaimo@msjc.edu

Employment Concentration Certificate(s)
Human Services ⁹⁹⁹⁹⁹ ECC.SOCI.HUMAN.SVCS

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

1-800-452-3335

Valerie Reed (951) 639-5690
vreed@msjc.edu

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)

SOCI-095	Survey of Human Services	1 unit
SOCI-103	Marriage and the Family	3 units
SOCI-106	Intercultural Relations	3 units
SOCI-140	Introduction to Applied Human Services	3 units
SOCI-141	Case Services and Advocacy in Human Services	3 units
SOCI-150	Introductory Field Work in Human Services	3 units

Student Government Association

Degree(s)
None

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

Certificate(s)
None

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

Employment Concentration Certificate(s)
None

PROGRAM DESCRIPTION

The Associated Student Body provides membership opportunities for students who are interested in elected and appointed campus positions. It also attracts students interested in community leadership roles, and politics as a career. Emphasis is on governing structure, policies and operations of the Associated Student Body. Basic parliamentary procedures are studied as well as development of leadership and organizational skills. The Associated Student Body (ASB) is an organization designed to provide opportunities for social and cultural interaction with students, to develop leadership and responsibility.

DISTINCTIVE FEATURES

Students will play an active role on campus committees and shared governance. Throughout the semester, class members are encouraged to take an active role in activities as well as travel to state conferences and become acquainted with the legislation affecting community colleges.

CAREER OPPORTUNITIES

Public Administrators * Community Service Officers
* Policy Analysts * Urban and Regional Planners * Public Relations Officers * Marketing Directors * Business Executives and Managers

TRANSFER PREPARATION

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

DEGREE

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

Theater Arts

Degree(s)
 A.A. in Theater Arts ^{4405 AA.THA}
(with General Education Requirements Option A)
 A.S. in Technical Theater ^{8679 AS.TTHE}
(with General Education Requirements Option A)
Music - Musical Theater
 A.A. in Musical Theater ^{8681 AA.MUS.THEA}
(with General Education Requirements Option A)

Certificate(s)
 Certificate in Musical Theater ^{8681 CT.MUS.THEAT}
 Certificate in Technical Theater ^{8679 CT.TTHE}

Employment Concentration Certificate(s)
 None

San Jacinto Campus
 (951) 487-MSJC (6752)
 1-800-624-5561
 Lorney O'Connor (951) 487-3791
loconnor@msjc.edu
 Menifee Valley Campus
 (951) 672-MSJC (6752)
 1-800-452-3335
 Paula Naggi (951) 639-5792
pnaggi@msjc.e
 Lori Torok (951) 639-5630
ltorok@msjc.edu

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 (21 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 (any 3 units)

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-108	Improvisation for Dance and Theater	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-150/ENGL-200	Survey of Drama	3 units
THA-155	Musical Theater History	3 units
THA-160/ENGL-160	Dramatic Writing for Stage and Screen	3 units
THA-200	Actor's Workshop	3 units
THA-210	Fundamentals of Directing	3 units

In addition to the 21 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

Certificate in Musical Theater (21 units)

Required Courses

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

Area A - Required Courses (10 units)

DAN-209/MUS-209/THA-209	Musical Production	1-4 units
MUS-207	Techniques of Musical Theater	3 units
THA-110	Fundamentals of Acting	3 units
THA-155	Musical Theater History	3 units

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

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

Elective Courses

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

Area A:

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

Area B:

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

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

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

CERTIFICATES

Certificate In Technical Theater (18 units)

Core Courses (12 units)

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

Elective Courses (any 6 units)

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

Turf & Landscape Management

Degree(s)	San Jacinto Campus
A.S. in Turf & Landscape Management ¹²⁸⁷⁷ AS.TMGMT (with General Education Requirements Option A)	(951) 487-MSJC (6752) 1-800-624-5561 (951) 639-5407
Certificate(s)	
Certificate in Turf & Landscape Management ¹²⁸⁷⁷ CT.TMGMT	Menifee Valley Campus (951) 672-MSJC (6752) 1-800-452-3335 (951) 639-5407
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 a 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)

HORT-101	Horticulture Science	3 units
HORT-102	Introduction to Turfgrass Management	3 units
HORT-104	Soil Science and Management	3 units

EMPLOYMENT CONCENTRATIONS

**Golf and Grounds Concentration
(9 units)**

HORT-103	Advanced Turfgrass Management	3 units
HORT-105	Golf Course/Landscape Irrigation	3 units
HORT-106	Pesticide Law & Regulations: - Turf & Landscape	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)**

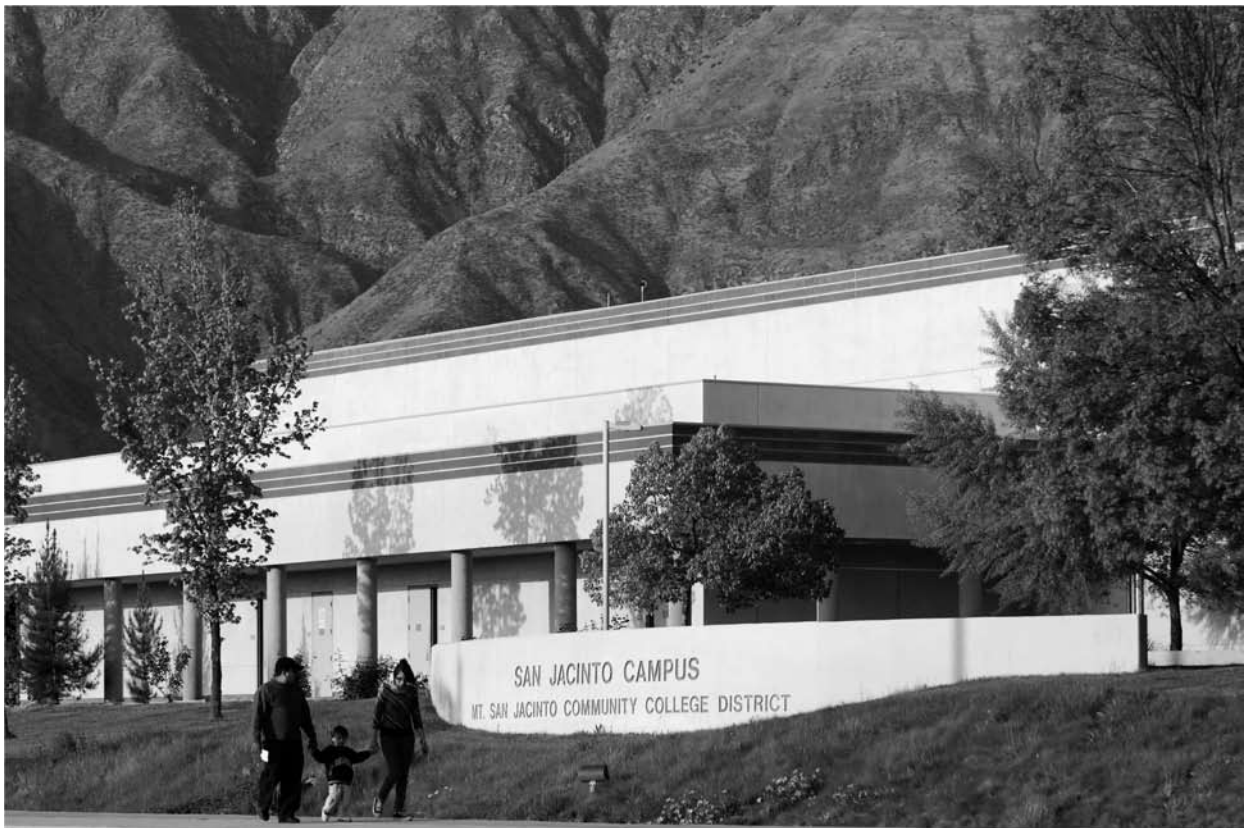
HORT-109	Landscape Design	3 units
HORT-110	Laws and Regulations an Integrated Pest Management Approach	3 units

or

HORT-106	Pesticide Law & Regulations: - Turf & Landscape	3 units
----------	---	---------

**Resort Operations Concentration
(10 units)**

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



Viticulture, Enology and Winery Technology

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
Vineyard, Enology and Winery Technology Concentration ^{99999 ECC.VEW.VEWT}

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

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

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

PROGRAM DESCRIPTION

Courses in the Viticulture, Enology and Winery Technology (VEW) program introduce the student to a variety of disciplines included in the winemaking industry. From basic winemaking (enology), grape cultivation (viticulture), event organization and service (hospitality) to marketing and selling of wine (business principles), this program seeks to inform students, at an introductory level, to the many fields encompassing winery operations.

DISTINCTIVE FEATURES

An internship program will allow practical experiences for the student.

Completion of the four VEW courses can result in an Employment Concentration Certificate.

CAREER OPPORTUNITIES

Winemaker, assistant winemaker, vineyard manager, tasting room manager, events coordinator, lab technician, advertising and marketing.

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 in the field of Viticulture & Enology are advised to review the MSJC catalog with a counselor to determine which MSJC courses are transferable.

EMPLOYMENT CONCENTRATIONS

Viticulture, Enology and Winery Technology (12 units)

VEW-100	Introduction to Viticulture	3 units
VEW-102	Introduction to Enology	3 units
VEW-106	Hospitality in the Winemaking Industry	3 units
VEW-108	Introduction to Winery Business Principles	3 units

Water Technology

Degree(s)
 A.S. in Water Technology^{14270 AS.WT}
 (with General Education Requirements Option A)

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

Certificate(s)
 Certificate in Water Technology^{14270 CT.WT}

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

Employment Concentration Certificate(s)
 None

1-800-452-3335

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)

WATR-100	Introduction to Water/Wastewater Operations	1 unit
WATR-102	Basic Waterworks Mathematics	2 units

Elective Courses (any 15 units)

WATR-103	Water Treatment Plant Operations I & II	3 units
WATR-105	Water Treatment Plant Operations III, IV & V	3 units
WATR-107	Water Distribution I & II	3 units
WATR-109	Water Distribution III, IV & V	3 units
WATR-120	Wastewater Treatment Plant Operations I & II	3 units
WATR-122	Wastewater Treatment Plant Operations III, IV & V	3 units
WATR-125	Laboratory Procedures for Water and Wastewater	3 units
WATR-130	Environmental Laws and Regulations	3 units
WATR-140	Wells, Pumps and Motors	3 units

World Languages

Degree(s)
None

Certificate(s)
None

Employment Concentration Certificate(s)
None

San Jacinto Campus
(951) 487-MSJC (6752)
1-800-624-5561
Elizabeth Correia-Jordan (951) 487-3655
ecorreia@msjc.edu
Patricia Strate (951) 487-3656
pstrate@msjc.edu
Yula Flournoy (951) 487-3642
yflournoy@msjc.edu

Menifee Valley Campus
(951) 672-MSJC (6752)
1-800-452-3335
Lissette Castro (951) 639-5655
lcastro@msjc.edu

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.

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-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 causal 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-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**

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 **OI 60-300** **(75-300 Paid/60-240 Unpaid)**

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. Other Enrollment Criteria: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. --Transfers to CSU only

AJ-299 **1-3 units**

Special Projects: Administration Of Justice **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Administration of Justice classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

CORR-101 **3 units**

Introduction to Correctional Science **LEC 48-54**

This course provides an overview of the history and trends of corrections. It focuses on the legal issues, statutory law, and general operations in correctional institutions. The relationship between corrections and other components of the Criminal Justice System are examined as well as employment opportunities and entry requirements in the Criminal Justice field. Prerequisite: None. Recommended Preparation: ENGL-062. --Transfers to CSU only

CORR-102 **3 units**
Control and Supervision in Corrections **LEC 48-54**

This course provides an overview of the methods, practices, and theory related to the custodial supervision of incarcerated persons in Federal, State, and local correctional facilities. It identifies and discusses the issues of custodial control and analyzes the interaction between the offender and the correctional employee. Other topics include the effects of violence, overcrowding, gangs, and substance abuse within the correctional system. Prerequisite: None. Recommended Preparation: ENGL-062 and CORR-101. --Transfers to CSU only

CORR-103 **3 units**
Correctional Interviewing and Counseling **LEC 48-54**

The ability to obtain information either informally or during structured interviews is a major component in the fundamental knowledge of a professional in the correctional science field. Prerequisite: None. Recommended Preparation: ENGL-062 and CORR-101. --Transfers to CSU only

CORR-104 **3 units**
Legal Aspects of Corrections **LEC 48-54**

This course provides students with an awareness of the historical framework, concepts, and case law that direct correctional science practice. The course material gives the student a perspective of the correctional environment in relation to security issues, search and seizure, plea-bargaining, prisoner religious issues, as well as the responsibilities and liabilities of correctional staff. Prerequisite: None. Recommended Preparation: ENGL-062, AJ-101 and AJ-103. --Transfers to CSU only

Alcohol/Drug Studies

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

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

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

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

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

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

This course is designed to instruct students working in the dual diagnosis field in the art of counseling and case management of clients with coexisting psychiatric and addictive disorders (Substance Abuse). The issues of psychotropic medications, medication side effects, decompensation, and effective case management as a member of

Course Descriptions

an interdisciplinary team are covered. Special focus will be given to integrating the addiction model and mental health model of treatment. May be taken 3 times for credit. Prerequisite: ADS-116 (with a grade of C or better). --Transfers to CSU only

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

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

ADS-149 **1-4 units** **Occupational Internship: Alcohol and Drug Studies** **OI 60-300** **(75-300 Paid/60-240 Unpaid)**

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 **3 units** **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 **1-3 units** **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 **1 unit** **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 **3 units** **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 **4 units** **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 **3 units** **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

AH-077 **3.5 units** **First Responder to EMT - 1 Upgrade** **LEC 40-45/LAB 48-54**

This course develops and applies basic emergency care concepts for upgrading the First Responder into an Emergency Medical Technician. Prerequisite: AH-076 or current First Responder certification (required by Riverside County EMSA) and two years of using First Responder skills. --Not transferable

AH-078 **3 units** **Medical Assistant Computerized Office Procedures** **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

AH-082 **3.5 units** **Telemetry Technician** **LEC 48-54/LAB 24-27**

This course is designed to teach the student the basic concepts of cardiac rhythm analysis and to develop an understanding of the 12 lead ECG. Students will analyze and evaluate cardiac rhythms through a systematic approach comparing electrophysiology to electrocardiogram wave patterns. Training will prepare students to function as telemetry technicians. Prerequisite: None. --Not transferable

AH-095 **3 units**
Medical Terminology **LEC 48-54**

This course is an introduction to medical terminology as used by health personnel, including physicians, nurses, dentists, medical secretaries, insurance clerks and medical office assistants. Medical terminology is a useful course in preparation for entrance into any medical course of study, such as nursing, emergency medical technician or medical assisting. Prerequisite: None. --Not transferable

AH-120 **5 units**
Emergency Medical Technician I **LEC 68/LAB 68**

This semester course provides the student with the knowledge and skills to care for the ill or injured person in the pre-hospital setting. This course is taken to help the student prepare for working with fire service or ambulance service. Completion of this course qualifies the student to sit for the National Registry certification exam which is a required certification for Fire Service or Ambulance service work. Hospital clinical and ambulance or squad ride-along required. May be taken 2 times for credit. Prerequisite: American Heart Association Healthcare Provider CPR or American Red Cross Professional Rescuer CPR card and 18 years of age by the 10th week of class. Background check, TB clearance and physical exam required. Recommended Preparation: NURS-100. --Transfers to CSU only

AH-120B **5 units**
Advanced Emergency Medical Technician **LEC 32-36/
LAB 144-162**

This course is intended for the Emergency Medical Technician (EMT) that has successfully completed a Basic EMT course or is currently certified as an EMT. This course is designed primarily to give the basic EMT the additional practical skills beyond the basic EMT course. The student will learn how to read a map-book, complete additional field internships to sharpen practical skills. The student will learn proper customer service demeanor and emergency vehicle driving safety. May be taken 2 times for credit. Prerequisite: None. Corequisite: AH-120 or an Emergency Medical Technician certification. --Transfers to CSU only

AH-121 **2.5 units**
Emergency Medical Technician I Basic (Refresher) **LEC 32-36/
LAB 16-24**

This course is designed for the student who is currently a practicing Emergency Medical Technician or has a lapsed certification and is wishing to regain his/her Emergency Medical Technician status. Offered as 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

AH-122 **3 units**
Medical Ethics **LEC 48-54**

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

AH-123 **1 unit**
Teaching Emergency Medical Technician Skills for Emergency Care **LEC 16-18**

This is an introductory course to prepare individuals to work as teaching assistants or trainers in emergency medical areas. Course includes techniques of teaching, skills performance and grading criteria, procedures for equipment cleaning and maintenance and hands on practice using these techniques and evaluation methods. Prerequisite: EMT-1, Paramedic, or RN. --Transfers to CSU only

AH-124 **3 units**
Pathophysiology **LEC 48-54**

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

AH-125 **5 units**
EMT-1 Basic Challenge Exam **LEC 80-90**

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

AH-126 **3 units**
Techniques in Patient Care **LEC 32-36/LAB 48-54**

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

AH-127 **3 units**
Infant to Adult Basic and Advanced Life Support **LEC 32-36/LAB 48-54**

This course is designed for medical professionals who will be working in the acute care setting or are preparing to work in the acute care setting. The following are examples of the individuals that would benefit from taking this class: individual in the nursing profession, Pre-hospital Care, Physicians Assistants, Nurse Practitioners and physicians. Advanced topics in resuscitation are taught. The student will resuscitate an infant, child, and adult in a mock resuscitation setting. May be taken an unlimited number of times. Prerequisite: Nursing student, Licensed Vocational Nurse, Registered Nurse, Paramedic, Emergency Medical Technician, Physician Assistant, Nurse Practitioner, Physician, student Physician, or Respiratory Therapist. Recommended Preparation: Basic Electrocardiogram course and Anatomy and Physiology. --Transfers to CSU only

AH-149 **1-4 units**
Occupational Internship: Medical Assisting Clinical **OI 60-300
(75-300 Paid/60-240 Unpaid)**

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. Other Enrollment Criteria: 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

AH-154 **3 units**

Medical Office Operations **LEC 32-36/LAB 48-54**

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

American Sign Language

ASL-100 **4 units**

American Sign Language I **LEC 64-72**

This course is the first in a series of ASL courses designed to introduce American Sign Language as it is used within the Deaf culture and introduce students to the basic structure, vocabulary and conversational strategies of the language. The culture of the Deaf community is also studied. This course is intended for students interested in learning to communicate with members of the Deaf community as well as in pursuing a competence in an additional language. This course meets the general education requirements for foreign language for MSJC, CSU, and UC. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 6A,--CSU Area(s): C2

ASL-101 **4 units**

American Sign Language II **LEC 64-72**

This course, the second in a series of ASL courses, presents a continuation of skills learned in ASL 100 and is designed to increase proficiency in American Sign Language structure, vocabulary and conversational strategies as used within Deaf Culture. This course is intended for students interested in expanding their skills and pursuing greater competence in an additional language. This course meets the general education requirements for foreign language for MSJC, CSU, and UC. Prerequisite: ASL-100 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

ASL-102 **3 units**

Fingerspelling, Numbers & Classifiers **LEC 48-54**

This course provides an in-depth study of fingerspelling techniques and study of number systems in ASL. The course will focus on the 26 hand configurations of the manual alphabet, numbers, and Fingerspelled Loan Signs. This course addresses the use of classifiers and complex grammatical features in ASL. Classifiers will be defined and categorized. Prerequisite: ASL-101 (with a grade of C or better). --Transfers to CSU only

ASL-103 **4 units**

American Sign Language III **LEC 64-72**

This course, the third in a series of ASL courses, is designed to expand proficiency with targeted lexicon, classifiers, structure, syntactical principles, and facial/body morphology as used within Deaf culture. Using ASL principles students will translate idiomatic usages of English into conceptually accurate ASL. This course is intended for students interested in expanding their skills and pursuing greater competence in an additional language. This course meets the general education requirements for foreign language for MSJC, CSU, and UC. Prerequisite: ASL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

ASL-104 **4 units**

American Sign Language IV **LEC 64-72**

This course, the fourth in a series of ASL courses, presents a continuation of skills learned in ASL 103 and is adding more complex ASL grammatical features and vocabulary to the description of increasingly complex constructs, processes and situations. It incorporates multiple character roles 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-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-104 (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 D/deaf people to a cultural one, will be analyzed from a historical, anthropological and sociological perspective. Prerequisite: None. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2, D7

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; 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 CSU only--CSU Area(s): C2

ASL-299 **1-3 units**

Special Projects: American Sign Language **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 American Sign Language classes; a contract must be completed with the instructor prior to enrollment. --Not transferable

Anatomy & Physiology

ANAT-100 **3 units**

Introduction to Anatomy and Physiology **LEC 48-54**

This course provides a basic overview of the structure and function of the body for allied health students or those who desire a basic understanding of the human body. The content includes the anatomy and physiology as systems approach and includes selected homeostatic mechanisms and pathologies where appropriate. *Cross-listed as NURS-100. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2

ANAT-101 **5 units**
Human Anatomy & Physiology I LEC 48-54/LAB 96-108
 Anatomy and Physiology 101 is the first class in a two part series and covers the chemical, cellular, tissue levels of organization. A systematic study of the anatomy and physiology including the study of the integument, reproductive system, skeletal system, muscular system, digestive and metabolic systems. The course is intended for students interested in careers in medical, paramedical, kinesiology and related fields. Prerequisite: None. Recommended Preparation: High school or college Biology or Chemistry. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2, B3

ANAT-101H **5 units**
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 in 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): 5A,--CSU Area(s): B2, B3

ANAT-102 **5 units**
Human Anatomy & Physiology II LEC 48-54/LAB 96-108
 Anatomy and Physiology 102 is the second class in a two part series and covers the nervous, endocrine, cardiovascular, lymphatic, respiratory, and urinary systems as well as fluid and electrolyte homeostasis. The course is intended for students interested in careers in medical, paramedical, kinesiology and related fields. Prerequisite: ANAT-101 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2, B3

ANAT-102H **5 units**
Honors Human Anatomy & Physiology II LEC 48-54/LAB 96-108
 Anatomy and Physiology 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

ANAT-299 **1-3 units**
Special Projects: Anatomy & Physiology IS 16-54
 This is an arranged class to study a selected topic or experimental design by contract with the instructor for students with previous course work in the specific program area. Arrangements may be made with the instructor to supervise the special project. These projects are available for variable units and involve research and special study in areas of interest within a given subject field. The actual nature of the project MUST be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Anatomy classes; a contract must be completed with the instructor prior to enrollment. --Not transferable

Anthropology

ANTH-101 **3 units**
Physical Anthropology LEC 48-54
 This is an introductory course from a scientific perspective about human evolution and human biological diversity. This includes an introduction to human genetics, principles of natural selection, physical and behavioral characteristics of primates, fossil evidence of human evolutionary change, and information about modern human variation. This course meets science requirements. The course is designed for students who study anthropology, biology, ethnic studies and all other disciplines. A field trip may be required. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2

ANTH-101H **3 units**
Honors Physical Anthropology LEC 48-54
 This is an introductory course from a scientific perspective about human evolution and human biological diversity. This includes an introduction to human genetics, principles of natural selection, physical and behavioral characteristics of primates, fossil evidence of human evolutionary change, and information about modern human variation. This course meets science requirements. The course is designed for students who study anthropology, biology, ethnic studies and all other disciplines. A field trip may be required. Prerequisite: Acceptance 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

ANTH-102 **3 units**
Cultural Anthropology LEC 48-54
 This introductory course explores the nature of culture and how culture guides human behavior. Cultural anthropologists study cultural phenomena such as language, subsistence, economics, social and political organization, marriage, kinship, religion, the arts, and culture change. This course is intended for students who are interested in the people around them and students planning on careers that will involve working with other people. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4A,--CSU Area(s): D1

ANTH-102H **3 units**
Honors Cultural Anthropology LEC 48-54
 This introductory course explores the nature of culture and how culture guides human behavior. Cultural anthropologists study cultural phenomena such as language, subsistence, economics, social and political organization, marriage, kinship, religion, the arts, and culture change. This course is intended for students who are interested in the people around them and students planning on careers that will involve working with other people. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4A,--CSU Area(s): D1

ANTH-103A **3 units**
North American Indians (formerly Native North Americans) LEC 48-54
 This course is an overview of the American Indian societies of North America from prehistoric times to the present. 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

Course Descriptions

ANTH-103B **3 units**

Northwest Coast Indian Cultures

LEC 48-54

This is an anthropological study of the Native American societies of the Northwest Coast of North America. 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 **3 units**

Cultures of the Pacific Islands

LEC 48-54

This course uses ethnohistory, archaeology, linguistics and cultural anthropology to understand the cultures and societies of the Pacific Islands from their beginnings to the present. The course is intended for students of anthropology, history, international relations, ethnic studies, tourism, fisheries, biology and natural history, as well as anyone interested in the region. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4A,--CSU Area(s): D1

ANTH-103D **3 units**

Latin American Cultures

LEC 48-54

This course uses archaeology, 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 **3 units**

Cultures of Africa

LEC 48-54

This course uses ethnohistory, archaeology, linguistics and cultural anthropology to understand the cultures and societies of Africa from their prehistoric times to the present. The course is intended for students of anthropology, history, international relations, ethnic studies, tourism, development, and African studies, as well as anyone interested in the region. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4A,--CSU Area(s): D1

ANTH-104 **3 units**

World Prehistory

LEC 48-54

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

ANTH-104H **3 units**

Honors World Prehistory

LEC 48-54

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

ANTH-110 **1 unit**

Anthropology Laboratory

LAB 48-54

This laboratory course provides students with an opportunity for hands-on learning in any or all anthropological sub disciplines. Students will carry out laboratory and/or field exercises, which demonstrate the utility of anthropological methods and techniques

for data gathering and problem solving. This course is designed for all who are curious about anthropology. It is useful for social science majors. It is also useful for career teachers who would like to learn to utilize anthropological strategies in their own classrooms. May be taken 4 times for credit. Prerequisite: None. --Transfers to CSU only

ANTH-111 **1 unit**

Physical Anthropology Lab

LAB 48-54

This is an introductory laboratory course that investigates human evolution and human biological diversity from a scientific perspective. This includes human genetics, principles of natural selection, physical and behavioral characteristics of primates, fossil evidence of human evolutionary change, and modern human variation. This course meets science requirements. The course is designed for students who study anthropology, biology, ethnic studies and all other disciplines. A field trip may be required. Prerequisite: None. Corequisite: ANTH-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): B3

ANTH-115 **3 units**

Introduction to Archaeology

LEC 48-54

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

ANTH-116 **1 unit**

Introduction to Archaeology Lab

LAB 48-54

This course is an introduction to the laboratory techniques used in archaeological investigation. It will include practice with the recovery, cataloging, and analysis of stone tools, ceramics, plant and animal remains, and other kinds of artifacts. This course is intended for students interested in archaeology, those pursuing careers in history, art, and anthropology, and those who are interested in museum studies. Prerequisite/Corequisite: ANTH-115 (with a grade of C or better). --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4A,--CSU Area(s): D1

ANTH-121 **3 units**

California Indians

LEC 48-54

This is a survey course about the culture and society of Native Californians in prehistory, during the Spanish period, during the Mexican period, and under the government of the United States. Special emphasis is given to the effects of introduced diseases, religions, governments, and lifeways upon the Native Californians from contact times through the present. This course is intended for students who want to be teachers, history and/or anthropology majors, and all who are interested in the people of California. *Cross-listed as HIST-121. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4A, 4F --CSU Area(s): D1, D3

ANTH-125 **3 units**

Magic, Witchcraft and Religion

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): 4A,--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)

Honors 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 60-300**
(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information.--Transfers to CSU only

ANTH-201 **3 units**
Introduction to Forensic Anthropology **LEC 48-54**

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

ANTH-205 **3 units**
Archaeological Excavation **LEC 16-18/LAB 96-108**

This class is about the systematic and legitimate recovery of artifacts from surface and/or buried archaeological sites. The focus is on techniques designed to preserve provenience and context of the artifacts for future scientific analysis. This course is intended for students who wish to pursue entry-level jobs in archaeology, and for students transferring to four-year schools with majors in Native American studies, anthropology, earth sciences, history, and art history. A field trip may be required. May be taken 2 times for credit. Prerequisite/Corequisite: ANTH-115 (with a grade of C or better). Recommended Preparation: MATH-090 and ENGL-098. --Transfers to CSU only

ANTH-210 **3 units**
Archaeology Laboratory **LEC 16-18/LAB 96-108**

This course is an introduction to the laboratory processing and preliminary analyses carried out in archaeological investigations. Students will learn to care for and catalog artifacts collected from buried or surface sites. Students will learn to identify and classify various artifacts while handling them appropriately and protecting the provenience information that accompanies the artifacts. This course

is intended for students preparing for entry-level jobs in archaeology and for those desiring to transfer to four-year schools with majors in 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-093 **1 unit**
Graphic Design Practicum **LAB 48-54**

This course explores and reinforces design theory, processes and techniques taught in the Graphic Design, Digital Art and Multimedia lecture classes. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. --Not transferable

ART-095 **1 unit**
Typography Practicum **LAB 48-54**

This course explores and reinforces the theory, processes and techniques taught in the Typography lecture classes but can also be used for students seeking better Typography skills in projects from other courses or portfolio development. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. --Not transferable

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 **3 units**

Honors Art History: Prehistoric Through Medieval Art **LEC 48-54**

This course is a survey class that provides a base of art historical knowledge covering the development of art from the Paleolithic era through the Middle Ages. Students will study a variety of art forms in the context of cultural settings, iconography, purpose, and style. This course is designed for the Art major and those seeking to fulfill Humanities requirements. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

ART-102 **3 units**

Art History: Renaissance to 20th Century Art **LEC 48-54**

This is a survey class that provides a base of art historical knowledge covering the development of Western art from the 15th century. Students will study a variety of art forms and artists in the context of cultural and historic setting, stylistic developments, function/meaning, and iconography. This course is designed for the Art major and those seeking to fulfill Humanities requirements. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

ART-102H **3 units**

Honors Art History: Renaissance to 20th Century Art **LEC 48-54**

This is a survey class that provides a base of art historical knowledge covering the development of Western art from the 15th century. Students will study a variety of art forms and artists in the context of cultural and historic setting, stylistic developments, function/meaning, and iconography. This course is designed for the Art major and those seeking to fulfill Humanities requirements. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

ART-103 **3 units**

Introduction to Modernism **LEC 48-54**

This course surveys Modernist art, architecture and design. Students will study a variety of forms and artists in the context of cultural and historic settings, events, and styles, with an emphasis on Modernist culture and products in the United States and Europe. This course is intended for students wishing to fulfill the MSJC Humanities General Education Requirement as well as for students pursuing degrees or certificates in Art, Multimedia or Visual Communication. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

ART-103H **3 units**

Honors Introduction to Modernism **LEC 48-54**

This course surveys Modernist art, architecture and design. Students will study a variety of forms and artists in the context of cultural and historic settings, events, and styles, with an emphasis on Modernist culture and products in the United States and Europe. This course is intended for students wishing to fulfill the MSJC Humanities General Education Requirement as well as for students pursuing degrees or certificates in Art, Multimedia or Visual Communication. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

ART-104 **3 units**

World Art **LEC 48-54**

World Art is a survey class that introduces students to the art and architecture of Asia, the Islamic world, early America, Africa and Oceania. The course covers a variety of art forms in the context of their cultural settings, iconography, purpose, and style. Prerequisite: None. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to CSU only

ART-104H **3 units**

Honors World Art **LEC 48-54**

World Art is a survey class that introduces students to the art and architecture of Asia, the Islamic world, early America, Africa and Oceania. The course covers a variety of art forms in the context of their cultural settings, iconography, purpose, and style. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to CSU only

ART-105 **3 units**

History of Graphic Design **LEC 48-54**

This course examines the evolution of graphic communication from prehistory through postmodern design, age of information, and the digital revolution, investigating the great minds in design, breakthrough technologies and important design movements in their historical context. This course is designed for the student in Visual Communication as preparation for the major. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

ART-105H **3 units**

Honors History of Graphic Design **LEC 48-54**

This course examines the evolution of graphic communication from prehistory through postmodern design, age of information, and the digital revolution, investigating the great minds in design, breakthrough technologies and important design movements in their historical context. This course is designed for the student in Visual Communication as preparation for the major. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

ART-108 **3 units**

Beginning Drawing **LEC 32-36/LAB 48-54**

This course is an introduction to the fundamentals of drawing in a variety of media. Coursework includes an exploration of art elements, compositional principles, perspective, and the development of observational, motor, and creative skills. Emphasis is on black and white media. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

ART-109 **3 units**

Intermediate Drawing **LEC 32-36/LAB 48-54**

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

ART-112 **3 units**

Life Drawing **LEC 32-36/LAB 48-54**

This course develops skills needed to successfully draw the human form. Areas covered include anatomy, perception of form, contour drawing, and modeling. Nude models are used. May be taken 4 times for credit. Prerequisite: ART-108 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

ART-115 **3 units**

Painting I **LEC 32-36/LAB 48-54**

This course is an introduction to the fundamentals of painting. Coursework includes an explanation 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 2 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 **3 units**
Painting II **LEC 32-36/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 2 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 **2 units**
Watercolor/Mixed Media **LEC 16-18/LAB 48-54**

This course is designed to introduce and refine skills, techniques, and aesthetics using watercolor alone and with a variety of other media. Coursework includes an exploration of traditional and experimental techniques with an emphasis on design and composition. May be taken 4 times for credit. Prerequisite: ART-108 (with a grade of C or better) or portfolio. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

ART-119 **2 units**
Mural Painting **LEC 16-18/LAB 48-54**
(formerly Introduction to Mural Painting)

This course is an introduction to the creating and execution of murals. Coursework includes professional practices, materials, site requirements, style, color, composition, and painting techniques. May be taken 4 times for credit. Prerequisite: ART-115 (with a grade of C or better) or portfolio. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

ART-120 **3 units**
2D Design **LEC 32-36/LAB 48-54**

This course introduces the student to the principles of 2-D design using the design elements of line, shape, space, value, texture, color, and form. Students will explore design concepts through visual analysis, problem solving projects, and presentation. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

ART-121 **3 units**
Design and Color **LEC 32-36/LAB 48-54**

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

ART-122 **3 units**
3D Design **LEC 32-36/LAB 48-54**

This course investigates the factors determining the designs of both utilitarian and non-utilitarian objects. Students learn to solve design problems using a variety of three-dimensional materials, and a variety of approaches to three-dimensional structure. Through a study of mass, volume, space and shape, students gain experience solving three-dimensional design problems. This is a foundation course for students planning to major in art, and a useful course for all students interested in building visually coherent three-dimensional objects. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: ART-120. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

ART-123 **3 units**
Graphic Design I **LEC 32-36/LAB 48-54**

Development of conceptual thinking and visual representation skills through thumbnail sketches to full size layouts of graphic concepts. Emphasis on various approaches to problem solving in advertising and design. Markers and colored pencils will be used for photorealistic and convincing visual representation. This course is required of all visual

communication and graphic design majors. May be taken 4 times for credit. Prerequisites: Both ART-130A and ART-130B, or MUL-110 (with a grade of C or better). Recommended Preparation: ART-120 and ART-108. --AA/AS General Education: AA/AS C --Transfers to CSU only

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

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

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

This course covers the history and development of basic letterforms. In studio work, lettering is explored as a design form through hand-made and experimental typeface use and development, mechanical typography and page layout techniques. Class projects are oriented towards development of knowledge in typographical theories. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: ART-120. --Transfers to CSU only

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

This course is an introduction to traditional chemistry-based black and white 35mm photography. Concepts include exposure control, chemical mixing, technical issues relating to 35mm black and white emulsion-based film development, Black and White enlarger printing, image archiving, and technical and aesthetic black and white photographic image creation are covered. The course includes written research covering historical and contemporary photographers and photographic techniques. *Cross-listed as PHOT-118. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

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

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 **2 units**
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 MUL-140. May be taken 4 times for credit. Prerequisite: ART-130A or MUL-110 (with a grade of C or better) or demonstrated ability. --AA/AS General Education: AA/AS C --Transfers to CSU only

Course Descriptions

ART-141 **3 units**

Illustration **LEC 32-36/LAB 48-54**

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

ART-151 **3 units**

Ceramic Arts **LEC 32-36/LAB 48-54**

Ceramic Arts is designed to familiarize students with the skills, methods and aesthetics of Fine Art Ceramics. Students will learn and practice important ceramics processes, and critically evaluate the forms they create. The class may be taken up to four times in order for students to master these skills. This course is intended for students wishing to fulfill the MSJC Humanities General Education requirement and for students wishing to gain proficiency in Ceramic Arts. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: 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 **LEC 32-36/LAB 48-54** **formerly ART-136 Visual Communication I)**

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. --Transfers to CSU only

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. --Transfers to CSU only

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. --Transfers to CSU only

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. --Transfers to CSU only

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. --Transfers to CSU only

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. --Transfers to CSU only

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. --Transfers to CSU only

ART-299I **1-3 units**
Special Projects: Art History **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: ART-101 or ART-102 (with a grade of C or better). A contract must also be completed with the instructor prior to enrollment. --Transfers to CSU only

ART-299J **1-3 units**
Special Projects: Graphic 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: ART-123 (with a grade of C or better); a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

ART-299P **1-3 units**
Special Projects: Portfolio **IS 16-54**
 This course will allow students to work on portfolio development. It is intended for students who already have a body of work but who wish to package that work into a presentable format. It can also be used for students who wish to update and refurbish already complete projects. May be taken 2 times for credit. Prerequisite: Previous art classes. A contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Astronomy

ASTR-101 **4 units**
Introduction to Astronomy **LEC 48-54/LAB 48-54**
 Introduction to Astronomy is intended as either a first course terminal course for non-science majors satisfying general education science requirements. The course examines the history of astronomy, tools and methods used by astronomers, planetary and stellar evolution, cosmology and current topics, such as quasars, black holes, etc. Field trips may be required. Prerequisite: None. Recommended Preparation: Collegiate level reading and math skills. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A,--CSU Area(s): B1, B3

ASTR-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 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 **IS 16-54**
 Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising

instructor. May be taken 4 times for credit. Prerequisite: Previous Astronomy classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Audio & Video Technology

AUD-140 **3 units**
Beginning Studio Recording **LEC 48-54**
 This course offers instruction in the basic concepts of multi-track recording. Instruction includes an examination of basic acoustics, microphones, mixers, monitors, signal processors, and recording techniques. *Cross-listed as MUS 140. May be taken 3 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only --CSU Area(s): C1

AUD-141 **3 units**
Intermediate Studio Recording **LEC 48-54**
 This course continues, at a more advanced level, the instruction from MUS-140, Beginning Studio Recording. Students must have received a C or better in MUS-140 for admission to this course. This course offers instruction in multi-track recording techniques. Other techniques for this class include: equalization, mixing, microphone techniques, Foley, signal processing, and 3-dimensional recording. *Cross-listed as MUS-141. May be taken 3 times for credit. Prerequisite: MUS/AUD-140 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only--CSU Area(s): C1

AUD-142 **3 units**
Advanced Studio Recording I **LEC 48-54**
 This course is the study of techniques used for audio-for-video. Students must have completed MUS 140 and 141 to be admitted to this class. Study will include: multi-track recording, mixing, Foley, signal processing, and ADR. *Cross-listed as MUS-142. May be taken 2 times for credit. Prerequisite: MUS/AUD-141 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only

AUD-143 **3 units**
Advanced Studio Recording II **LEC 48-54**
 Advanced studio recording offers students experience in digital editing using computers and software. This class includes digital recording techniques.*Cross-listed as MUS-143. May be taken 2 times for credit. Prerequisite: MUS/AUD-141 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only

AUD-145 **3 units**
Midi & Computer Recording **LEC 48-54**
 This course offers instruction in music software and basic audio concepts. The primary focus is on recording, mixing, and editing. *Cross-listed as MUS-145. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only

AUD-146 **3 units**
Recording Music and Live Sound **LEC 48-54**
 Recording Music and Live Sound offers instruction in mixing techniques for acoustic and electronic musical instruments. Students will also receive instruction in mixing music and the use of public address systems and their components. *Cross-listed as MUS-146. May be taken 3 times for credit. Prerequisite: MUS/AUD-141(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 **LEC 48-54**
 This course acquaints students with business practices in the music & audio industries. The course covers areas such as, contracts, copyright, publishing, and industry trends. *Cross-listed as BADM-147 and MUS-147. Prerequisite: None. --Transfers to CSU only

Course Descriptions

AUD-148 **3 units**

Radio Production

LEC 48-54

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

AUD-152 **3 units**

Video Production I

LEC 48-54

This is a beginning course in video production, software and hardware. Students learn production techniques and video editing. Related topics include general film and video techniques. *Cross-listed as MUL-123. Prerequisite: None. Recommended Preparation: MUL-110. --Transfers to 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 Servicicer (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 Servicicer

LEC 16-18/LAB 72-81

(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-101 **2 units**

Maintenance Light Repair I

LEC 16-18/LAB 48-54

This course is specifically designed to meet American Honda PACT program requirements for car care service technicians. Students wishing to become a Honda Dealership Express Service technician must successfully complete this course. May be taken 2 times for credit. Prerequisite: None. Other Enrollment Criteria: Students must meet the following criteria to be selected for this manufacturer training program. Must attend the Honda PACT orientation. Have a valid CA Drivers license with Zero points, a valid social security number, must be 18 years old, must pass a drug test and have no felony. --Not transferable

AUME-109 **4 units**

Basic Maintenance Light Repair II (MLR)

LEC 32-36/

LAB 96-108

This course covers the theory of operation of common road vehicles. The eight basic automotive systems are explored with minor maintenance light repair. Emphasis is on overview of automotive technology as a career choice related to the Honda - Fast Track Program. May be taken 2 times for credit. Prerequisite: None. Other Enrollment Criteria: Students must meet the following criteria to be selected for this manufacturer training program. Must attend the Honda PACT orientation. Have a valid CA Drivers license with Zero points, a valid social security number, must be 18 years old, must pass a drug test and have no felony. --Not transferable

AUME-110 **4.5 units**
Basic and Advanced Clean Air Car Course **LEC 48-54/**
LAB 72-81

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

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 California) **LEC 16-18**
Update Training Course

This course is designed to update currently licensed smog check technicians and is a prerequisite to renewing a smog check technicians license. In addition, initial smog check technician applicants must complete this course to apply for a smog check technician license. Prerequisite: None. Recommended Preparation: Students should have completed the automotive engine performance and electrical electronics courses prior to entering the course, or possess a current smog license. --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 **LEC 32-36/LAB 96-108**
Alignment Systems
(formerly Suspension And Alignment Principles)

This course covers the operation, diagnosis, repair and alignment procedures of automotive suspension and steering systems on import domestic vehicles 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 those systems. The use of current diagnostic-test equipment used in today's industry and strategies necessary to determine needed repairs are covered. This course, in conjunction with AUME-122 will prepare the student for the ASE A-8 exam. May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: AUME-100 or previous high school automotive courses. --Transfers to CSU only

AUME-124 **5 units**
Engine Theory and Repair **LEC 40-45/LAB 120-135**

This is a course in engine repair, rebuilding and the operation of modern engines. This entry-level course is appropriate for persons with limited experience with automotive technology, desiring to do repairs on automotive engines or build skills towards engine performance and diagnostics. Operational theory and repair practice involves safety, engine diagnosis, use of test equipment, disassembly, and re-assembly. This course is a recommended elective toward a General Technician Automotive Certificate. May be taken 4 times for credit. Prerequisite: None. --Transfers to CSU only

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

This course covers the 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

Course Descriptions

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

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

AUME-140 **4 units**
Computerized Engine Controls I **LEC 48-54/LAB 48-54**
This course is an in-depth study of the use of computers for the control of various engine functions on General Motors vehicles. Topics included are: basic computer operation, closed/ open loop fuel control, input and-output devices, computer assisted spark advance, carburetor operation and fuel injection. This course is designed for students preparing to take the ASE L-1 exam and to ultimately become a smog technician. May be taken 2 times for credit. Prerequisite: AUME-122 and AUME-123 (with a grade of C or better) or equivalent automotive employment experience or appropriate ASE certification. --Transfers to CSU only

AUME-141 **4 units**
Computerized Engine Controls II **LEC 48-54/LAB 48-54**
A continuation of AUME-140 subject matter where emphasis is directed toward Ford, Chrysler, American Motors and other selected import vehicles using computer engine controls. May be taken 2 times for credit. Prerequisite: AUME-140 (with a grade of C or better) or equivalent automotive engine trade experience or appropriate ASE certification. --Transfers to CSU only

AUME-142 **4 units**
Computerized Engine Controls III **LEC 48-54/LAB 48-54**
This course is a continuation of AUME-140 or 141 subject matter where emphasis is directed toward imported Asian and European vehicles using computerized engine control systems. Topics included are: basic computer operation, closed/ open loop fuel control, input and output devices, computer assisted spark advance, carburetor operation and fuel injection. This course covers the design, operation, diagnosis and repair procedures for these systems. This course is designed for the student preparing to take the ASE-L1 exam to ultimately become a smog technician. May be taken 2 times for credit. Prerequisite: AUME-140 and AUME-141 (with a grade of C or better) or equivalent automotive engine performance trade experience or appropriate ASE certification. --Transfers to CSU only

AUME-149 **1-4 units**
Occupational Internship: Auto Mechanics **OI 60-300**
(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. --Transfers to CSU only

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

This is an introductory course on alternative fuels and how they are used in modern motor vehicles. Various alternative fuels will be compared, such as compressed natural gas (CNG), liquefied natural gas (LNG) and electricity. The theory of operation, system components, and safe handling of these fuels are included. This course would be appropriate for consumers and fleet managers. Prerequisite: None. --Transfers to CSU only

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

This course is an introduction to the emissions and control devices found on natural gas vehicles. Vehicle performance, conservation, air quality improvement and emission standards will be covered. Natural gas vehicle testing will include both Federal Test Procedure (FTP) and Inspection/Maintenance 240 (IM240). This course is appropriate for individuals working in the industry. Prerequisite: None. --Transfers to CSU only

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

This course is designed to provide the student with knowledge of fueling procedures for natural gas vehicles. Vehicle fueling station, safety issues and regulations of natural gas will be included. The course is appropriate for consumers as well as those working in transportation industry. This course meets Department of Transportation (DOT) safety requirements and Transportation Safety Institute (TSI) requirements. Prerequisite: None. --Transfers to CSU only

AUME-153 **2.5 units**
Gaseous Fuels (CNG) Electronic **LEC 32-36/LAB 24-27**
Control Systems

An introductory, lecture-lab course on natural gas vehicles and their electronic control systems. Basic electronics will be reviewed as well as specific CNG electronic systems. CNG systems covered include Gaseous Fuel Injection (GFI), Batech, Gas Engine Management (GEM/MES), MOGAS Inc. and Detroit Diesel Electronic Control Systems (DDECS). Prerequisite: None. --Transfers to CSU only

AUME-154 **3 units**
NGV Fuel Systems/Troubleshooting **LEC 32-36/LAB 48-54**

This course is designed to provide students with troubleshooting skills for use with NGV vehicles. Topics will include electrical and mechanical delivery of both gasoline and compressed natural gas (CNG) fuel systems. Training experiences in the laboratory activity will support real world problem solving. Prerequisite: None. --Transfers to CSU only

AUME-175 **4 units**
Automatic Transmissions & Transaxles **LEC 32-36/**
(formerly Automatic Transmissions/ Transaxles) **LAB**
96-108 **LAB**
 This course covers the theory and current diagnosis, repair and rebuilding procedures of modern automatic transmissions/transaxles 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

AUME-185 **4 units**
Manual Transmissions & Transaxles **LEC 32-36/LAB 96-108**
(formerly Manual Transmissions and Transaxles)
 This course covers the theory and current diagnosis, repair, and rebuilding procedures of modern transmissions/transaxles in late model American and Japanese automobiles. The course also includes diagnosis and repair of manual and hydraulic clutch systems and will help the student prepare for the ASE exam or advance technician's skills. Prerequisite: None. Recommended Preparation: AUME 100. --Transfers to CSU only

AUME-299 **1-6 units**
Special Projects: Auto Mechanics **IS 16-108**
 Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Auto Technology classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Biological Sciences

BIOL-100 **4 units**
Human Biology **LEC 48-54/LAB 48-54**
(formerly Introduction to Human Biology)
 This course is an introduction to scientific and biological principles presented in a human context. Topics covered include the scientific method, cell structure and function, biochemistry, metabolism, nutrition, cell division, genetics, biotechnology, disease processes, evolution, ecology, and anatomy and physiology of the human body. 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 **4 units**
Topics in Biology **LEC 48-54/LAB 48-54**
 Introductory course with a lab designed for non-science majors and those who need a biology foundation before entering the science major's curriculum. This course emphasizes scientific inquiry in investigation of biological principles presented in an evolutionary context and an ecological framework. Principles covered include molecular and cellular biology, biochemical processes, genetics, classification, comparative study of the diversity of life, ecosystems, mechanisms of evolution, and current issues as they develop in the subject area. A field trip may be required. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2, B3

BIOL-115H **4 units**
Honors Topics in Biology **LEC 48-54/LAB 48-54**
 Introductory course with a lab designed for non-science majors and those who need a biology foundation before entering the science major's curriculum. This course emphasizes scientific inquiry in investigation of biological principles presented in an evolutionary context and an ecological framework. Principles covered include molecular and cellular biology, biochemical processes, genetics, classification, comparative study of the diversity of life, ecosystems,

mechanisms of evolution, and current issues as they develop in the subject area. A field trip may be required. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2, B3

BIOL-116 **4 units**
Natural History and Biodiversity **LEC 48-54/LAB 48-54**
 A study of the biodiversity and natural history of interior Southern California. The course emphasizes the relationship of local geology to the flora and fauna of the Chaparral, Montane, and Desert Communities. Emphasis in this fieldtrip-based laboratory study of flora and fauna includes field recognition of plant species, ethnobotany, and identification of major mammals, reptiles and birds of the areas studied. Six field trips are planned, students expected to provide their own transportation. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2, B3

BIOL-117 **3 units**
Conservation Biology **LEC 48-54**
 Conservation biology is the science of preserving biodiversity and sustaining the earth. This is an interdisciplinary, introductory course that examines the human impact on biodiversity and the earth. The course 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. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2

BIOL-125 **5 units**
Microbiology **LEC 48-54/LAB 96-108**
 This course is an intensive study of microbiological principles designed for those majoring in the biological sciences or various health professions. The course will emphasize concepts related to microbial morphology, physiology, genetics, growth, control, role in disease and their application to mankind. Prerequisite: CHEM 100 or 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 **5 units**
Honors Microbiology **LEC 48-54/LAB 96-108**
 This course is an intensive study of microbiological principles designed for those majoring in the biological sciences or various health professions. The course will emphasize concepts related to microbial morphology, physiology, genetics, growth, control, role in disease and their application to mankind. Prerequisite: Acceptance in the Honors Enrichment Program; CHEM 100 or 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 **4 units**
Marine Biology **LEC 48-54/LAB 48-54**
 Marine Biology explores marine organisms, the ocean environment, and the basic biological principles by which marine organisms and ecosystems function. Topics include: the physical and chemical environment of the ocean, characteristics of living organisms, diversity of marine organisms, comparative anatomy and physiology, marine ecosystems and interactions, adaptations to the marine environment, and human impacts on the oceans. Students may be required to attend two 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

Course Descriptions

BIOL-131 **4 units**

Introduction to Biotechnology I **LEC 48-54/LAB 48-54**

This introductory course examines a variety of topics in biology related to Biotechnology. Topics emphasized include the biochemical processes common in prokaryotic and eukaryotic biology, biochemistry, cellular and molecular biology, immunology, classical and molecular genetics, gene expression and genetic engineering. The laboratory addresses skills and techniques common to biotechnology including measuring activity and quantity of proteins, growth and manipulation of bacteria, genetic engineering and antibody methods. Field trips may be required. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to CSU only

BIOL-132 **5 units**

Biotechnology II **LEC 48-54/LAB 96-108**

This course introduces students to biochemical and microbial academic aspects of biotechnology. The course develops entry-level laboratory skills common to the biotechnology industry, such as aseptic techniques, laboratory safety, and biological media and solution preparation. Students also develop hands-on experience with microbial growth, solutions, buffers, separation of cellular components, and macromolecules. Prerequisite: BIOL-131 or BIOL-150 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to CSU only

BIOL-133 **5 units**

Biotechnology III **LEC 48-54/LAB 96-108**

In this advanced biotechnology course, students are provided a depth and breadth of knowledge of DNA and RNA transformation, restriction analysis of DNA, protein analysis, and immunological applications. Medical application and bioethical considerations are discussed. In the laboratory, students master current techniques used in the biotechnology industry including medical and criminal justice applications. Prerequisite: BIOL-132 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to CSU only

BIOL-134 **3 units**

Human Heredity and Evolution **LEC 48-54**

An introductory course in basic human genetics and evolution emphasizing their relationship to, biochemical processes, molecular and organismal genetics, physical development and social and behavioral expression. This course introduces students to the basic principles of scientific study using the chemical and biological aspects of human genetics as its main theme. In addition students are introduced to the political, philosophical and ethical implications of human heredity and evolution. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2

BIOL-135 **3 units**

Introduction to Evolution **LEC 48-54**

This introductory course explores the concepts, history, and controversy surrounding evolutionary theory. This course introduces students to the basic principles of scientific study using evolution as its main theme. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2

BIOL-135H **3 units**

Honors Introduction to Evolution **LEC 48-54**

This introductory course explores the concepts, history, and controversy surrounding evolutionary theory. This course introduces students to the basic principles of scientific study using evolution as its main theme. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2

BIOL-139 **1 unit**

Introduction to Biotechnology Lab **LAB 48-54**

This course examines laboratory technology related to biotechnology. The laboratory introduces skills and techniques common to the biotechnology industry including measuring activity and quantity of proteins, growth and manipulation of bacteria, genetic engineering, polymerase chain reaction and antibody methods. In addition to hands on skills, the course provides context for how and why these techniques are used in the industry. This course enhances the laboratory skills of students seeking employment in the biotechnology industry. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to CSU only

BIOL-140 **4 units**

Ecology **LEC 48-54/LAB 48-54**

A study of ecological principles with a focus on biodiversity, ecosystem function, and the inter-relationship of the biotic and abiotic components of the environment. The course entails four field trips to major ecosystem types, including ocean, mountain, chaparral, and desert biomes. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2, B3

BIOL-143 **3 units**

Animal Behavior **LEC 48-54**

This course introduces students to the basic principles of scientific study using animal behavior as its main theme. Topics include an exploration of genetic, environmental, and evolutionary mechanisms as causes of animal behavior. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU

BIOL-144 **4 units**

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

This course surveys plants, other photosynthetic organisms and selected other groups including land plants, bacteria, fungi, algae and other protists. The structure, function, evolution, reproduction, genetics, and ecological role of plants and their importance to people are investigated. Labs provide experience with plant anatomy, morphology, growth, metabolism, reproduction and propagation. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2, B3

BIOL-146 **3 units**

Biodiversity **LEC 48-54**

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

BIOL-148 **4 units**

Field Studies in Tropical Ecology **LEC 48-54/LAB 48-54**

(formerly Field Studies in Tropical Ecology of Costa Rica)

This introductory course explores topics in ecology and conservation, using tropical 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 a region of the tropics. A fee will be charged. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to CSU only

BIOL-150 **5 units**

General Biology I **LEC 48-54/LAB 96-108**

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

BIOL-150H **5 units**

Honors General Biology I **LEC 48-54/LAB 96-108**

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 in 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

BIOL-151 **5 units**

General Biology II **LEC 48-54/LAB 96-108**

General Biology 151 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 course satisfies the General Education requirement in natural science and prepares students for transfer into college and university science major programs. A field trip may be required. Prerequisite: BIOL-150 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2, B3

BIOL-151H **5 units**

Honors General Biology II **LEC 48-54/LAB 96-108**

General Biology 151 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 course satisfies the General Education requirement in natural science and prepares students for transfer into college and university science major programs. A field trip may be required. Prerequisite: Acceptance in the Honors Enrichment Program; BIOL-150 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B,--CSU Area(s): B2, B3

BIOL-201 **4 units**

Biostatistics **LEC 48-54/LAB 48-54**

This course introduces students to quantitative methods of analysis in the life and environmental sciences. Emphasis is placed on the scientific method and experimental design, as well as analysis and interpretation of scientific data. Students also learn methods of conducting statistical analyses on data using statistical computer software. This course is intended for those majoring in life and environmental sciences. Prerequisites: MATH-096 (with a grade of

'C' or better) or a minimum score of 3 on the AP Calculus exam, and BIOL-115 or BIOL-150 & 151 or ENVS-101 & 102 or BIOL-140 or ENVS-110 with a minimum grade of 'C' (or a minimum score of 3 on the AP Biology exam or a minimum score of 3 on the AP Environmental Science exam). --Transfers to both UC/CSU--CSU Area(s): B4

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 give 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 Biology classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Business

ACCT-076 **3 units**

Bookkeeping Part 1 - Accounting Theory **LEC 48-54**

A basic introductory course in the essential elements of bookkeeping practice upon which advanced work in other accounting courses is based. Topics include the double entry bookkeeping system, cash and accrual methods, use of journals and ledgers, adjusting entries, receipts and payments, payroll, sales tax, property tax and banking. Prerequisite: None. --Not transferable

ACCT-077 **3 units**

Bookkeeping Part 2 - QuickBooks Pro **LEC 48-54**

This course is designed for the student seeking hands-on experience with QuickBooks Pro. Students will apply the computer in the study of accounting principles. Students will prepare data and enter accounting transactions utilizing QuickBooks Pro accounting software in order to yield various accounting statements. Emphasis will be placed on how to use the QuickBooks Pro in a small business environment. Prerequisite: ACCT-076 (with a grade of C or better). --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 including, but not limited to, depreciation, amortization, bonus depreciation, luxury car limitations, and listed property. This course is certified by the California Tax Education Council (CTEC) as fulfilling the annual 20-hour (14 federal, 4 state, and 2 ethics) continuing education requirement for California registered tax preparers. Prerequisite: None. Recommended Preparation: Knowledge of general financial accounting principles and taxation. --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. --Not transferable

Course Descriptions

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 Preparers 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-122C (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, which includes the entire accounting cycle, and hands-on_ use of personal computers in the application of financial accounting functions. With the use of the Peachtree Complete Computer Program/ Software, the students become familiar with accounting functions for a small business. Computer accounting applications include, but are

not limited to, general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory and job costs. Prerequisite/Corequisite: ACCT-124 (with a grade of C or better). --Transfers to CSU only

ACCT-127 **4 units**

Federal and California Income Tax Accounting **LEC 64-72**

This course introduces the theory and concepts of Federal and California income tax return preparation for individuals. It also covers underlying social and economic issues, as well as, tax planning issues for individuals. Prerequisite: ACCT-124 (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

BADM-098B **.5 unit**

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 one's personal life as well as how to reorganize work practices and use techniques for dealing with problems and potential problems in the workplace. Prerequisite: None. --Not transferable

BADM-098C **.5 unit**

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 **.5 unit**

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 **.5 unit**

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 **.5 unit**

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 **.5 unit**

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 **3 units**
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 **3 units**
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: Acceptance in the Honors Enrichment Program. --Transfers to both UC/CSU

BADM-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 ENGL-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

BADM-104H **3 units**
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. Includes oral communication techniques for meetings, conferences and interviews and provides a review of grammar, spelling and mechanics. *Cross-listed as ENGL-104H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-098 and typing speed of 25 wpm or concurrent enrollment in OTEC-144 and OTEC/ENGL-095 --AA/AS General Education: AA/AS D2 --Transfers to CSU only

BADM-120 **3 units**
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 **2 units**
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 **3 units**
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

BADM-123 **2 units**
Menu Planning in Resort Management **LEC 32-36**
 This course studies the basic principles of menu making for a variety of types of food service operations within the golf industry, considering the factors of clientele, types of operations, economic requirements, nutritional adequacy, skill of personnel, and equipment limitations. *Cross-listed as HORT 123. Prerequisite: None. --Transfers to CSU only

BADM-124 **1 unit**
Introduction to Lodging Operations **LEC 16-18**
 This course provides students with an understanding of the interdependent nature of the major operational departments within a hotel/resort operation: rooms division, food & beverage, sales & marketing, convention services, housekeeping & general administrative. Analyzes the interrelationship between these departments & communication processes necessary to provide quality guest services and customer satisfaction. Prerequisite: None. --Transfers to CSU only

BADM-147 **3 units**
The Music & Audio Business **LEC 48-54**
 This course acquaints students with business practices in the music & audio industries. The course covers areas such as contracts, copyright, publishing, and industry trends. *Cross-listed as AUD-147 and MUS-147. Prerequisite: None. --Transfers to CSU only

BADM-149 **1-4 units**
Occupational Internship: Business **OI 60-300**
 (75-300 Paid/60-240 Unpaid)
 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. Other Enrollment Criteria: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. --Transfers to CSU only

BADM-150 **3 units**
Small Business Entrepreneurship **LEC 48-54**
 The role of management in small business with emphasis on planning, financing, personnel, marketing, record keeping, some applicable laws, available governmental assistance and techniques for starting and staying in business. Prerequisite: None. --Transfers to CSU only

BADM-157 **3 units**
Principles of Salesmanship **LEC 48-54**
 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

Course Descriptions

BADM-170 **3 units**

Introduction to International Business **LEC 48-54**

This introductory course in international business covers the basics of doing business beyond the borders of the United States. It covers the economic basics of trade, regulatory issues, geographic/cultural problems and the nuances of revised business practices required for foreign trade. Prerequisite: MGT-103 (with a grade of C or better). --Transfers to CSU only

BADM-201 **3 units**

Legal Environment of Business **LEC 48-54**

An introduction to the legal environment of business. Subjects include legal systems, sources of law, social and governmental impacts on private enterprise, ethics and professional responsibility, alternate dispute resolution, agency, warranties, international law, and Constitutional law. Students will do cases/regulation analyses on ADR, contracts including e-contracts, consumerism, employment relationships, business torts and criminal law issues and study business organization forms. The course is required for Business Administration majors and certificates and Legal Assistants. Prerequisite: None. --Transfers to both UC/CSU

BADM-210 **3 units**

Principles of Advertising **LEC 48-54**

This course explores how advertising is integrated into business operations. Students will analyze the role of advertising professionals and how advertising affects business operations. Topics will include the historical rise of the advertising industry, communication methods, social responsibility, regulations, research, branding, media choices, advertising methods, and the relationship with the Internet, along with current and future trends. Prerequisite: MGT-205 (with a grade of C or better). --Transfers to CSU only

BADM-215 **3 units**

Business and Marketing Planning **LEC 48-54**

This intermediate level course is designed for students considering small business ownership or who wish to advance an existing small business. Students will investigate approaches and challenges associated with the analysis, planning, development, and implementation of realistic business and marketing plans. Topics include identifying a vision and organizational structure, performing a situational analysis, evaluating financing alternatives, preparing and analyzing financial statements, developing marketing strategies, making managerial decisions, and creating a comprehensive business and marketing plan. Prerequisite: BADM-103 and MGT-205 (with a grade of C or better). --Transfers to CSU only

BADM-299 **1-3 units**

Special Projects: Business **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Business classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

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) Expert Exam on Excel, MOS Expert Exam on Access, and others. This course is designed for students who already have some experience in the exam content area, but are looking for a refresher course to better prepare for the certification exam. 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. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: Prior completion or concurrent enrollment in one of the courses covering a software application within the Microsoft Office suite. --Not transferable

CAPP-065 **1 unit**

Formatting Term Papers **LEC 16-18**

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

CAPP-080 **1 unit**

Introduction to Technology **LEC 16-18**

This course is designed for the student seeking introductory-level hands-on experience with computing technologies and services at MSJC. Students will have the opportunity to work with software applications as well as web browsers. 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 Open Office 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) Expert-Level Exam in Excel. Prerequisite: None --Transfers to CSU only

CAPP-123 **3 units**
Using Microsoft Access - Level 1 **LEC 48-54**
(formerly CAPP-123D-Using Microsoft Access 2007 - Level 1)
 Students will learn the functions and capabilities of Microsoft Access with an emphasis on the integration of Microsoft Office Access to solve course business problems. The course will begin to prepare the student to take the Microsoft Office Specialist (MOS) Expert-level exam. Prerequisite: None. --Transfers to CSU only

CAPP-124 **3 units**
Using Microsoft PowerPoint **LEC 48-54**
(formerly CAPP-124D Using Microsoft PowerPoint 2007 -Level 1)
 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

CAPP-125C **3 units**
Excel for Business and Accounting **LEC 48-54**
 Excel skills for business and accounting users. Course will focus on case studies and selecting and applying features and techniques for using Excel to improve business productivity and solve common accounting problems. Students will work with spreadsheet features including formatting, formulas, functions, charts and tools. Designed for students who have completed ACCT-124 or ACCT-124 A, B & C or have equivalent experience in accounting. Prerequisite: None. Recommended Preparation: ACCT-124 or ACCT-124A, ACCT-124B, & ACCT-124C or equivalent accounting experience. --Transfers to CSU only

CAPP-125C1 **1 unit**
Excel 1 - Basics for Business and Accounting **LEC 16-18**
 An introduction to Microsoft Excel. Course will focus on the basic features of Excel, as well as useful techniques for using the software for business applications. Students will work with spreadsheet formatting, formulas, functions, and charts. Designed for students with little or no experience in Excel. This is the first of three 1-unit courses for which completion of all three parts is equivalent to the 3-unit course, CAPP-125C. Prerequisite: None. --Transfers to CSU only

CAPP-125C2 **1 unit**
Excel 2 - For Business Users **LEC 16-18**
 Excel skills for business users. Course will focus on case studies, selecting and applying features and techniques that will improve business productivity. Students will work with advanced spreadsheet features including formatting, formulas, functions, and charts.

Designed for students who have completed CAPP-125C1 or have equivalent experience. This is the second of three 1-unit courses for which completion of all three parts is equivalent to the 3-unit course, CAPP-125C. Prerequisite: None. Recommended Preparation: CAPP-125C1 or equivalent experience. --Transfers to CSU only

CAPP-125C3 **1 unit**
Excel 3 - For Accounting Users **LEC 16-18**
 Excel skills for accounting users. Course will focus on case studies, selecting and applying features and techniques for solving common accounting problems. Students will work with advanced spreadsheet features including formatting, formulas, functions, charts and tools. Designed for students who have completed ACCT-124, CAPP-125C1, and CAPP-125C2 or have equivalent experience in both accounting and Excel. This is the third of three 1-unit courses for which completion of all three parts is equivalent to the 3-unit course, CAPP-125C. Prerequisite: None. Recommended Preparation: ACCT-124 or ACCT-124 A, B, & C or equivalent accounting experience, CAPP-125C1 and CAPP-125C2, or equivalent Excel experience. --Transfers to CSU only

CAPP-126E **3 units**
Using InDesign Cs2 - Level 1 **LEC 48-54**
 This course introduces the student to the principles, concepts, and techniques of desktop publishing with Adobe InDesign. The focus in this course will be on composition and layout of multiple page documents that include imported text, graphics, and artwork. This course is designed for the student who wants to integrate desktop publishing applications with other business computing applications. Prerequisite: None. Recommended Preparation: Previous computer science course work and/or equivalent experience. --Transfers to CSU only

CAPP-126F **3 units**
Using Microsoft Publisher **LEC 48-54**
(formerly Using Microsoft Publisher 2007)
 This course introduces the student to the principles, concepts, and techniques of desktop publishing with Microsoft Publisher. The focus of this course is on the use of desktop publishing for personal use, but business applications will also be covered. This course is designed for the student who wants to learn desktop publishing to improve their personal productivity. Prerequisite: None --Transfers to CSU only

CAPP-126G **3 units**
Using Adobe InDesign **LEC 48-54**
(formerly Using Adobe InDesign CS3)
 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

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-131A1 **1 unit**
Using Eudora 5.2 **LEC 16-18**
 This course teaches students how to install, configure, and use the Eudora e-mail application. Prerequisite: None. --Transfers to CSU only

Course Descriptions

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. --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: CAPP-123 (with a grade of C or better). --Transfers to CSU only

CAPP-152 **1 unit**

Using Acrobat - Level 2 **LEC 16-18**

This course is designed for the professional seeking to enhance electronic documents. In this advanced course, students will learn how to use Acrobat to create and manage business documents. Students

will create fill-in forms, use advanced editing tool, document review tools, discuss security issues, and produce quality output. Prerequisite: CAPP-132 (with a grade of C or better). --Transfers to CSU only

CAPP-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

FIN-200 **3 units**

Financial Management **LEC 48-54**

This course is designed for business and accounting majors. Emphasis is placed on the financial aspects of corporate finance and managerial decisions and its application to the areas of financial statement analysis, financial markets and institutions, time value of money, risks and rates of returns, stocks and bonds valuations, cost of capital budgeting, working capital management, capital structure and leverage, dividend policy, financial planning and forecasting, derivatives and risk management, and multinational finance. Prerequisite: ACCT-125 (with a grade of C or better). --Transfers to CSU only

OTEC-050 **1 unit**

Keyboarding & Application Software Lab **LAB 48-54**

This course reviews and reinforces the theory and applications taught in Keyboarding and Microsoft application courses. This course offers assignment assistance with current course work. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. --Not transferable

OTEC-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

OTEC-131 **1 unit**

Filing Techniques **LEC 16-18**

Using a hands-on approach, students will learn filing rules and techniques established by the Association of Records Managers and Administrators (ARMA) to create and maintain files. This course focuses on alphabetic, geographic, subject, and numeric filing. Students will also review the basics of records management and the role of filing in the office. Prerequisite: None. --Transfers to CSU only

OTEC-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. Prerequisite: None.--Transfers to CSU only

OTEC-144A **1 unit**
Keyboarding and Document Formatting, Part 1 **LEC 16-18**
 This beginning course provides students with the skills necessary to enter computer data by touch on the alphanumeric keyboard. Students learn the basic techniques of the touch system in the mastery of the keyboard. Students also will learn introductory information in word processing. The successful completion of all three 1-unit courses (OTEC-144A, 144B, and 144C) in sequence is equivalent to the 3-unit course: OTEC-144 - Keyboarding and Document Formatting which is a required course in the Microsoft Application Certificate and the Employment Concentration Certificate in Office Technologies. Prerequisite: None. --Transfers to CSU only

OTEC-144B **1 unit**
Keyboarding and Document Formatting, Part 2 **LEC 16-18**
 Students review the basic techniques of the touch system in the mastery of the keyboard to develop speed and accuracy in keyboarding data. They also develop the basic formatting skills in word processing necessary to produce memorandums and letters. The successful completion of all three 1-unit courses (OTEC-144A, 144B, and 144C) in sequence is equivalent to the 3-unit course: OTEC-144 - Keyboarding and Document Formatting which is a required course in the Microsoft Application Certificate and the Employment Concentration Certificate in Office Technologies. Prerequisite: None. Recommended Preparation: OTEC-144A or have prior knowledge of keyboarding by touch and basic word processing skills. --Transfers to CSU only

OTEC-144C **1 unit**
Keyboarding and Document Formatting, Part 3 **LEC 16-18**
 Students continue to improve the basic techniques of the touch system in the mastery of the keyboard and develop speed with accuracy in keyboarding data. They also review the basic formatting skills necessary to produce memorandums and letters. Students then develop skills necessary to produce reports, and tables. The successful completion of all three 1-unit courses (OTEC-144A, 144B, and 144C) in sequence is equivalent to the 3-unit course: OTEC-144 - Keyboarding and Document Formatting which is a required course in the Microsoft Application Certificate and the Employment Concentration Certificate in Office Technologies. Prerequisite: None. Recommended Preparation: OTEC-144A and OTEC-144B or have prior knowledge of keyboarding by touch and basic word processing skills necessary to create memos and letters. --Transfers to CSU only

OTEC-146 **2 units**
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 **2 units**
Records and Information Management **LEC 32-36**
 This course introduces students to the field of Records Management, specifically physical records. Students will explore the purpose of records management, identify the role of the records manager, research related methodology and technology, and explore the role and maintenance of a records center. Prerequisite: None --Transfers to CSU only

OTEC-153 **2 units**
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 **3 units**
Creating and Managing the Virtual Office **LEC 48-54**
 This course introduces the concept of working virtually, examines current trends in the virtual arena, and identifies companies promoting the virtual professional. Students explore topics related to creating, managing and working in a virtual office and investigate equipment requirements, as well as the managerial and personal skills needed to be a successful virtual professional. Prerequisites: None. --Transfers to CSU only

OTEC-163 **3 units**
Operating and Marketing the Virtual Office **LEC 48-54**
 This is an advanced level virtual office course. Students will design a business and marketing plan, discuss financial, legal, and ethical business practices, and investigate virtual networking and interviewing. Much of the work done in this class will be completed using virtual tools. Prerequisite: OTEC-160 (with a grade of C or better). --Transfers to CSU only

OTEC-178 **3 units**
Office Procedures and Systems **LEC 48-54**
 This course develops administration professionals in effective office processes including customer service, time, organizational, follow-up, and work life balance skills necessary for employment as a receptionist, clerk, administrative assistant, office manager, and executive assistant. Students enhance file management, business correspondence, and presentation skills through the use of current technologies. Soft skills will be incorporated in the curriculum as well as resume and interview techniques development. Prerequisite: None. --Transfers to CSU only

OTEC-180 **3 units**
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

SEMA-100 **3 units**
Our Sustainable Future **LEC 48-54**
 This course introduces the principles of Sustainability within global and domestic business environments. This course will increase student awareness of the ecosystem, human society, and the economy. Discussions will include innovative uses of renewable resources, production processes, human capital, alternative forms of energy, transportation, building materials, food production, media, education, urban planning, new ways to build coalitions and foster community trust. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

SEMA-101 **3 units**
Fundamentals of Energy Assessment In Business **LEC 48-54**
 This course introduces students to the systematic study of energy consuming processes, the flow of energy, and efficient energy utilization. The course will focus on business energy assessment surveys and will include analysis of the different opportunities and impacts of energy systems that exist. The range of current and future energy choices will be examined, and the role of renewable energy in developing cohesive business policies and processes will be explored. Prerequisite: SEMA-100 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to CSU only

Course Descriptions

SEMA-110 **3 units**

Managing Sustainable Business Practices **LEC 48-54**

This course introduces the concepts of natural resources management with an emphasis on sustainable energy resources and business practices. Topics will include basic natural resources management practices; past, present, and future usage and demand of energy resources; the role of sustainable energy resources in current and future energy policies within the business environment; and the management of sustainable energy resources. Prerequisite: SEMA-100 (with a grade of C or better). --Transfers to CSU only

Chemistry

CHEM-100 **4 units**

Introduction to Chemistry **LEC 48-54/LAB 48-54**

This is an introductory course in the basic concepts of chemistry. Topics covered are: metric system and numbers, chemical view of matter, periodic table and elements, atomic theory, chemical bonds, stoichiometry and chemical equations, solutions and organic chemistry. Prerequisite: MATH-090 (with a grade of C or better) or equivalent or two years of high school algebra. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A,--CSU Area(s): B1, B3

CHEM-101 **5 units**

General Chemistry I **LEC 48-54/LAB 96-108**

A basic course in the principle of chemistry with special emphasis on atomic structure, stoichiometry, chemistry of aqueous solutions, balancing molecular and oxidation reduction reactions, energy relationships in chemical systems, properties of gases, periodic relationships among the elements, chemical bonding, the geometry of molecules, hybridization and molecular orbital theory. A considerable amount of out-of-class study is required. 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 **5 units**

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 **5 units**

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. Prerequisite: MATH-090 or higher (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-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 alkane, 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 unit**

Topics in Early Childhood: **LEC 8-9**

Learning Environments and Activities

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. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. --Not transferable

CDE-081A-G, I-Z **.5 unit**

Topics in Early Childhood: **LEC 8-9**

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. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. --Not transferable

CDE-082A-G, I-Z **.5 unit**

Topics in Early Childhood: **LEC 8-9**

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. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. --Not transferable

CDE-083A-G, I-Z **.5 unit**

Topics in Early Childhood: **LEC 8-9**

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. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. --Not transferable

CDE-084A-G, I-Z **.5 unit**

Topics in Early Childhood: **LEC 8-9**

Guidance, Observation, and/or Assessment

This course is presented in a full day workshop format. Workshops focus on Guidance, Observation, and/or Assessment respond to current training needs and interests of early childhood educators and community employers. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. --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 --CSU Area(s): C1

CDE-110 **3 units**
Child Development **LEC 48-54**
 This course addresses children's physical, cognitive and social/emotional development from conception through adolescence. Emphasis is given to theories providing frameworks for understanding development, to research offering scientific evidence about development, and to application of theory and research. Serves as a prerequisite for several CDE courses, applies to MSJC Certificate and A.S. degree requirements, and satisfies the Growth and Development requirement for the Child Development Permit. 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): 41,--CSU Area(s): D7

CDE-110H **3 units**
Honors Child Development **LEC 48-54**
 This course addresses children's physical, cognitive and social/emotional development from conception through adolescence. Emphasis is given to theories providing frameworks for understanding development, to research offering scientific evidence about development, and to application of theory and research. Serves as a prerequisite for several CDE courses, applies to MSJC Certificate and A.S. degree requirements, and satisfies the Growth and Development requirement for the Child Development Permit. 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): 41,--CSU Area(s): D7, D9

CDE-111 **3 units**
Child Health, Safety and Nutrition **LEC 48-54**
 This course meets Title V and Title XXII preventive health and safety requirements as outlined in Assembly Bill 243. This course is designed for the childcare teacher or director. It will prepare the center employee to maintain a healthful childcare environment. Pertinent laws and needed information regarding safety, childhood disease and nutrition will be studied. Prerequisite: None. --Transfers to CSU only

CDE-112A **1 unit**
Disaster Preparedness for Teachers of Young Children **LEC 16-18**
 This course addresses the planning, implementation and evaluation of disaster preparedness specifically for teachers of young children. Procedures prior to, during and after a disaster are examined. Emphasis is given to earthquake and fire preparedness. Methods to include disaster preparedness in curriculum plans are discussed. This course is intended for students needing continuing education and/or specialization units required for the Master Teacher Child Development Permit. Prerequisite: CDE-111 (with a grade of C or better). --Transfers to CSU only

CDE-112B **1 unit**
Child Maltreatment **LEC 16-18**
 This course examines child maltreatment, the effect of child maltreatment on typical child development, the four types of child maltreatment, causes of child maltreatment, mandated reporting requirements for licensed child care providers, possible treatment options regarding child maltreatment and prevention strategies. This course is intended for students needing continuing education and/or specialization units required for the Master Teacher Child Development Permit. Prerequisite: CDE-111 (with a grade of C or better). --Transfers to CSU only

CDE-112C **1 unit**
Becoming a Health Advocate in the Early Childhood Setting **LEC 16-18**
 This course examines health issues as they relate to the health and education of children in licensed care settings and prepares students to become a Health Advocate in the Early Childhood setting. This course is intended for students needing continuing education and/or specialization units required for the Master Teacher Child Development Permit. Prerequisite: CDE-111 (with a grade of C or better). --Transfers to CSU only

Course Descriptions

CDE-113 **2 units**

Art for the Young Child **LEC 24-27/LAB 24-27**

This course addresses the development of teachers skills in creating a visual arts environment and art activities appropriate to young children. Critical experiences include: defining creativity and drawing connections between the creative process and appropriate classroom practice, understanding how art is used in the early childhood classroom, and implementing appropriate art activities with young children that are aligned with state curriculum guidelines and recommended methods of assessment. Prerequisite: None. Recommended Preparation: CDE-101 or CDE-110. --Transfers to CSU only

CDE-114 **3 units**

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

Through lectures, readings, and direct movement and music experiences drawing on the theories and practices of Orff-Schulwerk, Dalcroze, Laban and Kodaly students learn a conceptual framework from which they create innovative plans that integrate music and movement into the classroom curriculum. Although the focus of the course is on the preschool curriculum, the concepts explored are applicable to all elementary levels. *Cross-listed as DAN-114 and MUS-110. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only

CDE-115 **3 units**

Science and Math in Early Childhood **LEC 48-54**

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

CDE-118 **3 units**

Diversity and Equity in Early Childhood **LEC 48-54**

This course explores the impact of personal culture through the examination of the five equity filters of culture, gender, ability, socio-economic and family structure. Prerequisite: None. --Transfers to CSU only

CDE-119 **3 units**

Infant and Toddler Growth and Development **LEC 48-54**

The course examines current theories and research about normal and exceptional developmental patterns of children, birth to 36 months. Emphasis is given to physical, cognitive, and social-emotional growth and to childrearing techniques supporting optimal development. Prerequisite: None. Recommended Preparation: CDE-110. --Transfers to CSU only

CDE-120 **3 units**

Infant and Toddler Education and Care **LEC 48-54**

This course provides a caregiving framework for students preparing to work in infant/toddler childcare settings. Emphasized are developmental caregiving strategies as established and outlined by Title 22 and Title 5 state requirements, developmentally appropriate practices, accreditation standards set by the National Association for the Education of Young Children and high quality practices recommended by California State Department of Education and WestEd. Prerequisite: None. Recommended Preparation: CDE-119. --Transfers to CSU only

CDE-125 **3 units**

Child, Family and Community **LEC 48-54**

This course provides a framework for understanding the development of young children within the context of the family, school, peer group, community and media, including culture, religion, economics, politics and change. Students will practice skills in working with parents from the culturally diverse California community and will develop a list of

community references as well as understand the referral process. Major theoretical perspectives and applications for working with children and their families will be examined. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only--CSU Area(s): D7

CDE-125H **3 units**

Honors Child, Family and Community **LEC 48-54**

This course provides a framework for understanding the development of young children within the context of the family, school, peer group, community and media, including culture, religion, economics, politics and change. Students will practice skills in working with parents from the culturally diverse California community and will develop a list of community references as well as understand the referral process. Major theoretical perspectives and applications for working with children and their families will be examined. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 --Transfers to CSU only--CSU Area(s): D7

CDE-126 **3 units**

Administration and Supervision of Early **LEC 48-54**

Childhood Education Programs I

This course is designed to introduce students and administrators in early childhood education to the principles of organizing and administering programs. Emphasis is placed on developing a program philosophy, budgeting, staffing issues and compliance with state regulations. This course meets Title XXII licensing regulations for center directors and it applies towards the Child Development Site Supervisor and Program Director Permits issued by the California Commission on Teacher Credentialing. Prerequisite: CDE-101 (with a grade of C or better). Recommended Preparation: CDE-103, CDE-110, and CDE-111. --Transfers to CSU only

CDE-127 **1 unit**

Advocacy and Networking in Early **LEC 16-18**

Childhood Education

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

CDE-128 **3 units**

Administration and Supervision of Early **LEC 48-54**

Childhood Education Programs II

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

CDE-129 **3 units**

Family Child Care Home **LEC 48-54**

This course is designed to meet the specific needs of the family child care provider. Topics include licensing regulations, recordkeeping, developing contracts and creating partnerships with parents. Emphasis will be given to creating appropriate environments, using appropriate guidance techniques, and planning and implementing appropriate curricula for mixed-age groups of children. Prerequisite: None. --Transfers to CSU only

CDE-129A **1 unit**
Home Child Care Operation **LEC 16-18**

This course is designed to prepare students to operate a family childcare home business. Students will also practice appropriate guidance techniques and be informed of community resources for children and families. Prerequisite: None. --Transfers to CSU only

CDE-129B **1 unit**
Guidance in Home Child Care **LEC 16-18**

This course is designed to meet the specific needs of the family childcare provider. It will prepare students to develop and implement developmentally appropriate curriculum for infants and toddlers. Prerequisite: CDE-129A (with a grade of C or better). --Transfers to CSU only

CDE-129C **1 unit**
Curriculum for Home Child Care **LEC 16-18**

This course is designed to meet the specific needs of the family childcare provider. It will prepare students to plan and implement developmentally appropriate curriculum for preschoolers and school age children. Prerequisite: CDE-129A and CDE-129B (with a grade of C or better). --Transfers to CSU only

CDE-131 **3 units**
Children's Literature **LEC 48-54**

This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. *Cross-listed as ENGL-131. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C2

CDE-131H **3 units**
Honors Children's Literature **LEC 48-54**

This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. *Cross-listed as ENGL-131H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C2

CDE-134 **2 units**
Adult Supervision **LEC 32-36**

This course covers the methods and principles of supervising adults in the early childhood setting. Emphasis is given to the role of experienced teachers and administrators who function as mentors to student teachers and to new staff while, simultaneously, addressing the needs of children, parents and other staff. This course meets the adult supervision coursework requirement for the Child Development Permit (the Master Teacher, Site Supervisor, and the Program Director levels). Prerequisite: None. Recommended Preparation: Completion of at least 24 units in Child Development and Education courses and two years teaching experience. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

CDE-137 **3 units**
Curriculum and Program Planning for School-Age Child Care **LEC 48-54**

This course will explore issues related to organizing, operating, and working in a Before and After School-Age Care program. Emphasis will be placed on program planning, curriculum development, behavior management, developmentally appropriate practice, and quality standards. This course partially satisfies the specialization requirements for the Master Level of the Child Development Permit, can be used toward satisfying professional growth requirements, and

may satisfy local district requirements for paraeducator training. Prerequisite: None. Recommended Preparation: CDE-136. --Transfers to CSU only

CDE-140 **3 units**
Children and Youth With Exceptional Needs **LEC 48-54**

This course provides an overview of the unique characteristics and needs of exceptional children and their families from birth through age twenty-one. This course includes the historical and legislative foundation for civil rights and education services for individuals with disabilities. Emphasis is given to professional roles and collaboration, locating community resources, and developing an awareness of cultural issues and considerations. This course is required for the completion of the Early Childhood Studies Certificate and A.S. Degree. It partially meets the specialization requirement for the Master Level of the Child Development Permit and can be used towards satisfying professional growth requirements. Prerequisite: None. Recommended Preparation: CDE-110. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

CDE-141 **3 units**
Exceptional Child - Adapting Early Childhood Curricula **LEC 48-54**

This course is designed to prepare early childhood educators to work with young children (birth to age eight) with special needs. Topics include identification and assessment, early intervention services, school-age transition, environmental modifications, and curricular adaptations. Emphasis is given to developing effective collaboration between professionals and families. This course partially satisfies the specialization requirement for the Master Level of the Child Development Permit and can be used as an elective towards satisfying professional growth requirements. 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 **3 units**
A Relationship-Based Approach to Early Childhood Education **LEC 48-54**

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 **3 units**
Early Childhood Education Practicum I **LEC 32-36/ LAB 48-54**

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

Course Descriptions

CDE-148 **3 units** **Early Childhood Education Practicum II** **LEC 32-36/ LAB 48-54**

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, students to gain employment in the field of early childhood education, students must meet state requirements for TB and criminal record clearance. --Transfers to CSU only

CDE-149 **1-4 units** **Occupational Internship: Child Development & Education** **OI 60-300 (75-300 Paid/60-240 Unpaid)**

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. Other Enrollment Criteria: 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 **0.50-3 units** **Special Projects: Child Development and Education** **IS 8-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. Offered as pass/no pass only. May be taken 3 times for credit. Prerequisite: Previous Child Development and Education classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

ED-132 **3 units** **Adolescent Literature** **LEC 48-54**

This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading. Texts will be analyzed from a variety of psychological, moral, literary and other developmental perspectives. *Cross-listed as ENGL-132. Prerequisite: ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only--CSU Area(s): C2

ED-132H **3 units** **Honors Adolescent Literature** **LEC 48-54**

This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading. Texts will be analyzed from a variety of psychological, moral, literary and other developmental perspectives. *Cross-listed as ENGL-132H. 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 CSU only--CSU Area(s): C2

ED-135 **3 units** **Introduction to Education** **LEC 48-54**

This course is for students considering a career in elementary and secondary education. It examines professions in education, and provides an overview of teacher and paraeducator roles and responsibilities in school age classrooms and related settings. This course partially satisfies requirements for the Child Development Permit and Child Development with School Age Emphasis Permit. The course may be used for satisfying professional growth requirements for Permit renewal and may meet local district requirements for paraeducator training. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU

ED-136 **3 units** **Child Growth and Development During the School Years** **LEC 48-54**

This course is designed for school age childcare providers, before/after school providers, instructional assistants, and is required for the California Child Development Permit with School Age Emphasis. This course introduces the basic concepts of physical, cognitive, social/emotional development of the growing child, with emphasis given to development during the school age years (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 **3 units** **Practicum in Elementary and Secondary Settings** **LEC 32-36/ LAB 48-54**

This course is designed to provide students with a practical understanding of elementary and secondary school classrooms and teaching practices. Emphasis is given to observation, environmental design, curriculum development, organization, communication, and positive guidance strategies. This course partially satisfies requirements for the Child Development Permit and Child Development with School Age Emphasis Permit. It may be used for satisfying professional growth requirements for Permit renewal and may meet local district requirements for paraeducator training. Prerequisite: ED-135 (with a grade of C or better). Recommended Preparation: CDE-110 or ED-136. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

ED-142 **3 units** **The Exceptional Child - Adapting Curricula in Elementary and Secondary Settings** **LEC 48-54**

This course is designed to prepare educators to work with children and youth with exceptional needs in elementary and secondary classroom settings. Emphasis is given to identification and assessment procedures, environmental modifications, and curricular adaptations, for children and adolescents with special needs. This course partially satisfies the specialization requirement for the Master Level of the Child Development Permit, can be used towards satisfying professional growth requirements, and may meet local district requirements for paraeducator training. Prerequisite: CDE-110 or ED-136 (with a grade of C or better). --AA/AS General Education: AA/AS B2 --Transfers to CSU only

ED-160 **3 units** **Technology in the Classroom** **LEC 48-54**

This course focuses on the use of educational technology to facilitate the teaching and learning process. Students will learn to use and integrate technology appropriately into curriculum across disciplines and grade levels. The course will cover systems, hardware, software, peripherals and the Internet as they relate to education. This course partially satisfies the specialization requirements for the Master Level of the Child Development Permit, and it can be used to satisfy professional growth requirements. *Cross-listed as MUL-160. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

Communication Studies

COMM-055 2 units

English Pronunciation

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. Offered as pass/no pass only. *Cross-listed as ESL-055 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 3 units

English Conversation and Culture (formerly ENGL-056 - English As a Second Language Listening and Conversation)

LEC 48-54

This course is an English conversation class that develops listening and speaking skills in the context of acquiring academic content. Students acquire academic skills while learning about American culture and communication. Classes consist of listening exercises, pair/small group discussion and student presentations. A basic knowledge of English is required. Offered as pass/no pass only. *Cross-listed as ESL-056. Prerequisite: Appropriate placement on the CELSA placement instrument (or other approved ESL placement instrument) or ESL-050 or higher. --Not transferable

COMM-100 3 units

Public Speaking

LEC 48-54

This course is an introduction to fundamental theories and skills of public speaking. It emphasizes the preparation and delivery of formal presentations to an audience. Students will learn to choose and narrow topics, research and organize materials, and practice and present speeches that are adapted to various audiences, purposes, and occasions. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU --IGETC Area(s): 1C,--CSU Area(s): A1

COMM-100H 3 units

Honors Public Speaking

LEC 48-54

This course is an introduction to fundamental theories and skills of public speaking. It emphasizes the preparation and delivery of formal presentations to an audience. Students will learn to choose and narrow topics, research and organize materials, and practice and present speeches that are adapted to various audiences, purposes, and occasions. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: H3 or AA/AS D2 --Transfers to both UC/CSU --IGETC Area(s): 1C,--CSU Area(s): A1

COMM-103 3 units

Interpersonal Communication

LEC 48-54

This course develops and applies theories of interpersonal communication. It is intended to increase a student's understanding of and competence in one-to-one interactions. Topics include self-concept, perception, language, nonverbal communication, listening, conversation, self-disclosure, friendship, intimacy, conflict management, and intercultural communication. The student will practice communication skills that develop and maintain relationships occurring in work, social, and 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 other roles, and the importance of diversity in decision making. Through participation in group simulations and discussions, the student will learn creativity and critical thinking in problem-solving and will develop skills of listening, leadership, consensus building, and conflict management. Prerequisite: None. --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 B2 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. The course is designed to meet associate degree and transfer requirements. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU

Course Descriptions

COMM-113 **3 units**

Oral Interpretation of Literature

LEC 48-54

This course analyzes the art of communicating works of literary merit to an audience. The appropriate literary selection, the use of vocal skills and facial and body expression will be developed in order to present works of literature to a theatrical audience. Individual and group performances of poetry, prose, and drama are included. *Cross-listed as THA-113. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

COMM-115 **3 units**

Persuasion

LEC 48-54

This course is designed to provide a better understanding of the theory, practice, and strategies of persuasion in a variety of human contexts. Knowledge of the persuasion process and social influence should enable one to make more informed decisions as a sender and receiver of persuasive messages. Students develop critical thinking skills by engaging in analysis, evaluation, and composition of persuasive messages. This course will help you become more effective at influencing others. Prerequisite: None --Transfers to 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 identify and analyze 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

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 COMM-129. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

COMM-149 **1-4 units**

Occupational Internship: Communication

OI 60-300

(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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

COMM-201 **3 units**

Advanced Public Speaking

LEC 48-54

This course develops advanced principles and skills of public speaking, including application of rhetorical theory, advanced research skills, in-depth audience analysis, and the art of clear, precise, and articulate delivery. In addition to fostering eloquence, consideration is paid to information competency and advanced critical analysis of oratory. Prerequisite: COMM-100 (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU --IGETC Area(s): 1C.--CSU Area(s): A1

COMM-299 **1-3 units**

Special Projects: Communication

IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Communication classes; a contract with the instructor must be filled out prior to enrollment. --Transfers to CSU only

Computer Applications (See Business)

Computer Information Systems

CSIS-039 **1 unit**

IT Certification Test Review

LEC 16-18

The focus of this course is on reviewing information technology concepts and taking practice exams in preparation for Information Technology (IT) professional certification. This course is designed for students who already have some experience in the exam content area, but are looking for a refresher course to better prepare for the certification exam. May be taken 4 times for credit. Prerequisite: None. --Not transferable

CSIS-039A **1 unit**

Database Vendor Certification Test Review

LEC 16-18

The focus of this course is on reviewing database vendor technology concepts and taking practice exams in preparation for database vendor professional certification. This course is designed for students who already have some experience in the exam content area, but are looking for a refresher course to better prepare for the certification exam. May be taken 4 times for credit. Prerequisite: None. --Not transferable

CSIS-060 **3 units**

Using Windows XP

LEC 48-54

This course introduces students to the basic mechanics of operating a windows operating system. The course is an introductory level course that helps students learn to efficiently navigate and manage the windows environment. Topics covered will include desktop customization, basic security, file and folder management, and software and hardware installations. An emphasis is made on helping students solve typical problems. May be taken 4 times for credit. Prerequisite: None. --Not transferable

CSIS-101 3 units

Introduction to Computers and Data Processing LEC 48-54

This course provides a general introduction to computer systems with an emphasis on understanding the application of information technologies in an organizational setting. The student is introduced to the components of an information system (hardware, software, data and people), and the techniques for implementing these systems (program design and system analysis and design), and the technologies for disseminating these systems (network and internet). Students will learn to use computing applications as a tool to improve personal productivity, with an emphasis on spreadsheet applications. This course is designed for students who are interested in how information 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

CSIS-103 3 units

Introduction to the Internet LEC 48-54

This course provides an overview of the many services available on the Internet. Students will learn about Internet browsers and their extensions, WWW, eMail, search engines, using the Internet for research, chat and instant messaging, uploading and downloading files using FTP servers, storage services, Internet security concepts, e-commerce and the various career opportunities associated with the Internet. Prerequisite: None. Recommended Preparation: CAPP-080 or basic computer skills. --Transfers to CSU only

CSIS-104 3 units

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 markup 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

CSIS-111A 3 units

Basic Programming - Level I 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

CSIS-111B 3 units

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

CSIS-112A 3 units

Visual Basic Programming - Level 1 LEC 48-54

Introduction to event-driven programming in the Windows environment. Visual Basic will be utilized to develop programs that demonstrate graphical user interface design, database access, and OLE integration. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU

CSIS-113A 3 units

C++ Programming - Level 1 LEC 48-54

This course introduces the student to the principles of object-oriented programming (OOP) using the C++ programming language. Students will investigate and evaluate various program design methodologies and apply them to programming problems using C++. C++ features that will be covered include language syntax, data types and declarations, control structures, functions, arrays, pointers and strings. This course is designed for the student who wishes to learn a programming language; no prior programming experience is required. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU

CSIS-113B 3 units

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 various program design methodologies and apply them to programming problems using JAVA. JAVA features that will be covered include language syntax, encapsulation, inheritance, polymorphism, if-then/else constructs, looping, and arrays. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU

CSIS-113C 3 units

C# Programming - Level 1 LEC48-54 (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 3 units

SQL Programming - Level 1 LEC 48-54

This course introduces the student to the SQL programming language and covers all of the features of the language that are needed to create and maintain single-table database systems. SQL features that will be covered include: language syntax, data query language (DQL) elements, data manipulation language (DML) elements, and basic data definition language (DDL) elements. No prior programming experience required. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU

CSIS-114C 3 units

Database Programming - Level 1 LEC 48-54

This course introduces students to database programming (stored routines, procedures and functions). Students will investigate and evaluate various program design methodologies and apply them to database programming problems. Programming features that will be covered include language syntax, data types, block, function, and procedure definitions, and control structures. Prerequisite: CSIS-114A (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to CSU only

CSIS-115A 3 units

Web Development - Level 1 LEC 48-54

An extensive course on the newest technologies used in Web Development including the Extensible Hypertext Markup Language (XHTML) and Cascading Style Sheets (CSS). Students will learn about Internet communications using the Hypertext Transfer Protocol (HTTP) and Uniform Resource Locators (URLs). Students are also introduced to the basic skills necessary to create a Web Page, proper

Course Descriptions

application of Cascading Style Sheets, the use of HTML editors, and publishing to a Web server. Prerequisite: CSIS-103 (with a grade of C or better). --Transfers to CSU only

CSIS-115B **3 units** **XML Design - Level 1** **LEC 48-54**

The focus of this course is on reviewing information technology concepts and taking practice exams in preparation for Information Technology (IT) professional certification. This course is designed for students who already have some experience in the exam content area, but are looking for a refresher course to better prepare for the certification exam. Prerequisite: None. --AA/AS General Education: AA/AS D2 --Transfers to CSU only

CSIS-116 **3 units** **Creating Active Server Pages with VBScript** **LEC 48-54**

This course introduces students to Active Server Pages using VBScript. Students will use basic VBScript control structures to create web pages that generate dynamic web content. Topics include ADO recordsets, error handling, and standard ASP components. Prerequisite/Corequisite: CSIS-115A (with a grade of C or better). Recommended Preparation: CSIS-112 or previous Visual Basic programming recommended. --Transfers to CSU only

CSIS-116A **3 units** **Web Scripting with PERL and JavaScript** **LEC 48-54**

An introductory course in Web scripting using PERL and JavaScript. Students will learn to integrate PERL server scripts and JavaScript client scripts to create dynamic web applications. Topics include application of network protocols, advanced HTML features, dynamic page development using CGI interface, and database web connectivity using MySQL. Prerequisite: None. Recommended Preparation: Some HTML or previous programming experience recommended. --AA/AS General Education: AA/AS D2 --Transfers to CSU only

CSIS-116B **3 units** **Developing ASP.NET Web Applications** **LEC 48-54**

An introduction to ASP.NET Web Development using Microsoft Visual Basic. Students will utilize ASP.NET to deliver dynamic content to a Web Application. Topics include Web Forms, User Controls, Server Controls, and Database Integration. Prerequisite: None. Recommended Preparation: Some HTML or previous programming experience. --AA/AS General Education: AA/AS D2 --Transfers to CSU only

CSIS-116C **3 units** **Internet Scripting With JavaScript** **LEC 48-54**

This course teaches students the basic concepts of client-side JavaScript used in designing Web pages for the Internet. Students will learn about the JavaScript object model, how to develop interactive forms, how to handle JavaScript security issues, and how to create JavaScript objects. *Cross-listed as MUL-158. Prerequisite: CSIS-101, CSIS-103 or MUL-110 (with a grade of C or better). --Transfers to CSU only

CSIS-116D **3 units** **PHP Web Development** **LEC 48-54**

This course is designed to teach students how to configure and code using one of the web design community's most popular open-source web server extensions, PHP Hypertext Processor. Students will also learn how to create dynamically generated web pages using PHP and database connectivity. May be taken 4 times for credit. Prerequisite: CSIS-115A or CSIS-117C (with a grade of C or better). --Transfers to CSU only

CSIS-116E **3 units** **Python Programming - Level 1** **LEC 48-54**

This course introduces students to the principles of object-oriented programming (OOP) using the Python programming language. Students will investigate and evaluate 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 **3 units** **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: AA/AS D2 --Transfers to both UC/CSU

CSIS-116G **3 units** **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 --Transfers to CSU only

CSIS-117D **3 units** **Dynamic Web Development and Administration** **LEC 48-54** **Using Microsoft Web Tools**

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 CSU only

CSIS-118A **3 units** **Embedded Systems Programming** **LEC 48-54**

An introductory course in embedded systems programming. Students will learn programming at the micro processor level using C and assembly programming languages. Topics include programming in a real time operating system environment, device drivers, boot loading, remote debugging, and real time communications. Prerequisite: None. Recommended Preparation: Previous high-level programming language experience. --AA/AS General Education: AA/AS D2 --Transfers to CSU only

CSIS-118B **3 units** **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. --Transfers to both UC/CSU

CSIS-119A **3 units** **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. --Transfers to CSU only

CSIS-122A **3 units**
Visual Basic Programming - Level 2 **LEC 48-54**
 Design, build, and implement business solutions using Microsoft Visual Basic. Advanced topics include component creation and Internet development. Prerequisite: CIS-140/CSIS-112A (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU

CSIS-123A **3 units**
C++ Programming - Level 2 **LEC 48-54**
 This course presents advanced programming concepts in the C++ programming language. Advanced aspects of program design methodologies will be studied, evaluated, and applied in the design of complex C++ programs. C++ features that will be covered include classes and data abstraction, operator overloading, inheritance, polymorphism, templates, exception handling, and file structures. This course is designed for students who wish to further develop their C++ programming skills. Prerequisite: CSIS-113A (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU

CSIS-123B **3 units**
JAVA Programming - Level 2 **LEC 48-54**
 This course introduces the student to advanced concepts of object-oriented programming (OOP) using the JAVA programming language. Students will investigate and evaluate various program design methodologies and apply them to programming problems using JAVA. JAVA features that will be covered include language syntax, encapsulation, inheritance, polymorphism, if-then/else constructs, looping, and arrays. This course is designed for students who wish to further develop their JAVA programming skills. Prerequisite: CSIS-113B (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU

CSIS-123C **3 units**
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). --Transfers to both UC/CSU

CSIS-124A **3 units**
SQL Programming - Level 2 **LEC 48-54**
 This course extends the students understanding of the SQL language to cover multi-table database, and advanced query options. The data definition language (DDL) elements will be fully covered, including options for implementing indexes. Prerequisite: CSIS-114A (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU

CSIS-124C **3 units**
Database Programming - Level 2 **LEC 48-54**
 This course continues the students investigation of database programming. Students will use more advanced capabilities of the language to solve complex database programming problems. Database programming features that will be covered include: cursors, transaction control, triggers, importing and exporting data, and using features and services available in packaged libraries. Triggers Transactions Locking Loading data Conventions and guidelines. Prerequisite: CSIS-114C (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to CSU only

CSIS-125A **3 units**
Web Development - Level 2 **LEC 48-54**
 This is an extensive course on the advanced technologies used in Web Development including client-side behaviors and Web-based tools like YUI and JQuery. Students will learn about Dynamic HTML (DHTML), client-side scripting, the Document Object Model (DOM), Asynchronous JavaScript and XML (AJAX), and the Web-based tools available for developing professional Web pages including technologies used for: form validation, adding Flash-embedded objects, adding Web widgets, and much more. Prerequisite: CSIS-115A or MUL-112 (with a grade of C or better). --Transfers to CSU only

CSIS-126E **3 units**
Python Programming - Level 2 **LEC 48-54**
 This course continues the students investigation of the Python programming language. Python features that will be covered include object-oriented design, advanced data collections, modules and packages, file handling, and features and services available in the Python standard library. Prerequisite: CSIS-116E (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to both UC/CSU

CSIS-132 **3 units**
Creating Visual Basic Database Applications **LEC 48-54**
 This course introduces students to database programming with Visual Basic. Topics include programming the DAO and ADO object model, creating a database class module, and ASP and VBScript programming. This course is an elective in the Visual Basic Employment Concentration and is designed to prepare students for entry-level employment as a Visual Basic Programmer. Prerequisite: CIS-140/CSIS-112A (with a grade of C or better). --Transfers to CSU only

CSIS-149 **1-4 units**
Occupational Internship: Computers **OI 60-300**
 (75-300 Paid/60-240 Unpaid)
 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. Other Enrollment Criteria: 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

CSIS-150 **3 units**
Using Microsoft Windows **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, file and folder management, and software and hardware installations. Prerequisite: None. --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

Course Descriptions

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-171 **3 units**

Service Desk Concepts

LEC 48-54

This course introduces students to Service Desk concepts and technology. Within the context of the incident management and problem management life cycles, students will examine: service desk concepts, operations, roles and responsibilities, and processes and procedures. Prerequisite: None. --Not transferable

CSIS-171L **1 unit**

Service Desk Lab

LAB 48-54

This course is designed for the student who wants to gain hands-on experience in applying the concepts and technologies of a service/help desk. Students will use a variety of software tools and technologies to analyze user needs, and to track and report trouble incidents. May be taken 4 times for credit. Prerequisite: CSIS-171 (with a grade of C or better). --Not transferable

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. --Transfers to CSU only

CSIS-190 **3 units**

Network Media

LEC 48-54

This course introduces students to the theory and concepts of guided and unguided network media. Students will design cable plans, and use the lab facilities to build and test patch cables and cable runs. This course is designed for students preparing for Network+ certification, as well as students planning a career in system or network administration. Prerequisite: None. --Transfers to CSU only

CSIS-191 **4 units**

Network Hardware - Level 1

LEC 64-72

This course introduces students to fundamental data communication concepts and networking hardware. A hands-on approach will reinforce concepts in network protocols and architectures, media and hardware. Students will have the opportunity to install, configure and troubleshoot network hardware. This course is designed for the

student who is interested in learning about data communications and networking hardware, as well as career options in network support. Prerequisite: CSIS-181 (with a grade of C or better). --AA/AS General Education: AA/AS D2 --Transfers to CSU only

CSIS-201 **3 units**

System Analysis and Design

LEC 48-54

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

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

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

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 Configuration **LEC 48-54**

This course is designed to provide students in networking the fundamental concepts of wide area network design and configuration of related protocols on Cisco routers. This course is designed to help students prepare for the CCNA exam from Cisco Systems and meets the requirements of the Cisco Network Academy. May be taken 4 times for credit. Prerequisite: CSIS-202 (with a grade of C or better). --Transfers to CSU only

NET-120 **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 (Microsoft Windows XP and more recent versions). This course helps students prepare for the Microsoft Certified Systems Administrator Client Core examination (Client Workstation). May be taken 4 times for credit. Prerequisite: CSIS-202 (with a grade of C or better). --Transfers to CSU only

NET-121 **3 units**
Managing and Maintaining a Microsoft Windows Server Environment **LEC 48-54**

This course is designed to validate the foundational skills that an operating systems professional needs in order to install, configure, and 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

NET-140 **3 units**
Network Security Fundamentals **LEC 48-54**

This course is designed to provide students in networking a general understanding of security concepts, communication security, infrastructure security, the basics of cryptography, and operational and organizational security. This course is designed to help students prepare for the Security+ exam from Comptia. May be taken 4 times for credit. Prerequisite: CSIS-202 (with a grade of C or better). --Transfers to CSU only

NET-141 **3 units**
Hardening the Infrastructure **LEC 48-54**

This course is designed to provide students with the foundational skills that a security professional requires. These skills include router security, operating system security, advanced knowledge of TCP/IP, and network security basics. This course helps students prepare for the Security Certified Network Professional examinations. May be taken 4 times for credit. Prerequisite: CSIS-202 (with a grade of C or better). --Transfers to CSU only

NET-142 **3 units**
Network Defense and Countermeasures **LEC 48-54**

This course is designed to validate the foundational skills that a security professional requires. These skills include intrusion detection systems design and implementation, network traffic signatures, security policies, risk analysis, firewall design and implementation. This course helps students prepare for the Security Certified Network Professional examinations. May be taken 4 times for credit. Prerequisite: CSIS-202 (with a grade of C or better). --Transfers to CSU only

Course Descriptions

NET-160 **3 units**

Web Server Administration **LEC 48-54**

This course is designed to provide students in networking with the ability to administer a web server in multiple platforms, including IIS and Apache. Students will learn essential concepts required to monitor, maintain and configure modern web server applications. This course is designed to help students prepare for the CIW Webmaster certification. May be taken 4 times for credit. Prerequisite: CSIS-202 (with a grade of C or better). --Transfers to CSU only

NET-161 **3 units**

Implementing Advanced Web Site Designs **LEC 48-54**

This course is designed to provide students in networking with the ability to implement advanced web site designs on 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

NET-162 **3 units**

Designing a Web Infrastructure for E-Commerce **LEC 48-54**

The course is designed to provide students in networking with the ability to design a web infrastructure for e-commerce. Students will learn essential concepts required to understand the foundations of a web site designed to sell products and meet specific marketing goals. This course is designed to help students prepare for the CIW Webmaster certification. May be taken 4 times for credit. Prerequisite: CSIS-202 (with a grade of C or better). --Transfers to CSU only

ORA-039 **1 unit**

Oracle Certification Test Review **LEC 16-18**

The focus of this course is on reviewing Oracle database technology concepts and taking practice exams in preparation for Oracle professional certification. This course is designed for students who already have some experience in the exam content area, but are looking for a refresher course to better prepare for the certification exam. May be taken 4 times for credit. Prerequisite: None. --Not transferable

ORA-171B **3 units**

Oracle Forms Release 6 - Level 1 **LEC 48-54**

This course introduces students to the Oracle Forms Release 6 Builder Environment. Students will learn to create basic and master-detail form modules utilizing text items, check boxes, list items, radio groups and list of values (LOVs). Students will also learn how to use and define triggers. This course is designed for the student who is interested in developing database applications using Oracle. Prerequisite: None. Recommended Preparation: CSIS-124A. --Transfers to CSU only

ORA-172B **3 units**

Oracle Reports Release 6 - Level 1 **LEC 48-54**

This course introduces students to the Oracle Reports Builder Environment. Students will learn to design, create and run reports. This course is designed for the student who is interested in developing database applications using Oracle. Prerequisite: None. Recommended Preparation: CSIS-124A. --Transfers to CSU only

ORA-181B **3 units**

Oracle Forms 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

ORA-182B **3 units**

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 **3 units**

History and Appreciation of Dance **LEC 48-54**

Through videotapes, lectures, readings and in-class discussions, the universal human activity known as dancing is explored in this cross-cultural course which looks at the myriad ways in which dance functions in societies. The histories, theories, techniques and purposes of various theatrical, religious and social dances from around the world are compared, contrasted and 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 **3 units**

Improvisation for Dance and Theater **LEC 48-54**

Through structured and unstructured movement and vocal improvisations drawing on the theories and practices of action theater, mask work, 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**

Through lectures, readings, and direct movement and music experiences drawing on the theories and practices of Orff-Schulwerk, Dalcroze, Laban and Kodaly students learn a conceptual framework from which they create innovative plans that integrate music and movement into the classroom curriculum. Although the focus of the course is on the preschool curriculum, the concepts explored are applicable to all elementary levels. *Cross-listed as CDE-114 and MUS-110. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only

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, aerobics and Yoga.) Exercises for strength, flexibility, neuromuscular coordination, and cardiovascular coordination augmented with conditioning for alignment, neuromuscular coordination, and relaxation. Students learn to assess their own conditioning needs for dance. Individual plans will be created and implemented. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS 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. --AA/AS General Education: AA/AS C or AA/AS E --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, Tharp, Hay, Farber, and contemporary styles of current modern dance artists. The development of dynamic alignment suppleness flexibility rhythmicity musicality endurance balance modern dance movement vocabulary and historicity is emphasized. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C or AA/AS E --Transfers to both UC/CSU --CSU Area(s): C1

DAN-123 **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**
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-125 **3 units**
Introduction to Choreography **LEC 48-54**
 Through lectures, readings, movement studies and video analysis, this beginning study of choreographic theory, history and practice emphasizes the analysis of dance as an art form through the elements of space, shape, motion, time and energy. Students will complete a series of short, choreographic assignments through which they will be encouraged to develop a personal dance aesthetic and unique choreographic voice. Choreographic forms and principles will be introduced. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C or AA/AS E --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

DAN-126 **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 discovery of a personal movement voice. Complexity rhythmically, spatially, and dynamically is stressed. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: Modern dance experience. --AA/AS General Education: AA/AS C or AA/AS 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

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 an integral focus. This class meets a requirement for the dance major and would be of interest to dancers, musical theater performers, actors, and musicians. May be taken 4 times for credit. Prerequisite: DAN-124 (with a grade of C or better), equivalent experience, or instructor recommendation. --AA/AS General Education: AA/AS C or AA/AS E --Transfers to both UC/CSU --CSU Area(s): C1

DAN-130 **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, meringue, 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): E1

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

Course Descriptions

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): E1

DAN-133 **3 units** **American Popular Dance on Stage, Screen, and Television** **LEC 48-54**

This survey of American popular and classical dance on stage, screen and television emphasizes the cultural and social history of the dance styles known as tap, jazz, ballroom, show dancing, modern dance, and the ballet from the late 18th century to the present, as they develop and/or appear in early show dances, minstrelsy, vaudeville, Broadway and Hollywood musicals, and music television videos. This course fulfills requirements for the dance major, MSJC Humanities, and is for all interested in American theatrical dance styles. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

DAN-140 **3 units** **Music for Dance** **LEC 48-54**

Music for Dance is a course for dancers and other performing artists who wish to understand music and alternative forms of accompaniment from a physical perspective. Structure, timing, phrasing, rhythmic impulses, notation, along with music literature resources are explored. Music history, contemporary music trends, legal implications of usage, and accompaniment as creative resource material, are emphasized. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

DAN-201 **1 unit** **Dances of the World** **LEC 8-9/LAB 24-27**

Through sequential master classes, lectures, demonstrations, text readings, internet research, and performances-live and video taped, students explore cultural dance, as a product of and a link to its society. Specific cultural dances, for study, are analyzed for their classical tradition, sacred/ceremonial import and/or theatrical impact within its society. Workshops with master teachers comprise much of the coursework, with emphasis on movement, vocabulary, rhythms and styles of each dance form; cultural, sociological, economic, and geographical perspectives are also emphasized. One or more, up to four, world dance traditions will be chosen for a full semester of study, as listed in the schedule. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU--CSU Area(s): E1

DAN-204 **3 units** **Musical Theater Dance Techniques** **LAB 144-162**

This course in the techniques of musical theater dance for the beginning, intermediate and advanced musical theater performer emphasizes dance repertory for specific musicals being staged by Mt. San Jacinto College Performing Arts, culminating in performance. May be taken 4 times for credit. Prerequisite: By audition and/or interview. --AA/AS General Education: AA/AS C or AA/AS E --Transfers to both UC/CSU

DAN-209 **1-4 units** **Musical Production** **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 Production** **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 --CSU Area(s): C1

DAN-214 **3 units** **Dance Touring Ensemble** **LEC 16-18/LAB 96-108**

This performance ensemble of intermediate to advanced dancers develops, rehearses and tours programs on the art of dance for presentation at schools, community centers and/or senior citizen residencies throughout the MSJC College District. Students will learn all aspects of touring and will be assigned various roles which may include: creating a lecture-demonstration, creating original choreographies, learning existing repertory, helping in dance reconstructions, designing costumes, setting-up and striking all tour equipment, costumes, and sets. May be taken 4 times for credit. Prerequisite: By Audition and/or interview. Recommended Preparation: Two years of dance training or performing experience per vitae. --AA/AS General Education: AA/AS C or AA/AS E --Transfers to both UC/CSU

DAN-299 **1-3 units** **Special Projects: Dance** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Dance classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only--CSU Area(s): C1

Diagnostic Medical Sonography

DMS-095 **3 units** **Sonography Medical Terminology** **LEC 48-54**

This course is an introduction to medical terminology as used by diagnostic medical sonographers. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program. --Not transferable

DMS-100 **2 units** **Fundamentals of Diagnostic Medical Sonography** **LEC 16-18/ LAB 48-54**

This is an introductory course for the student who has applied to the Diagnostic Medical Sonography program. The student will learn basic scanning skills, transducer and monitor orientation using ultrasound machines. The Society of Diagnostic Medical Sonographers Code of Ethics, and Clinical Practice Standards will be discussed along with sonography terms and scanning planes. Students will learn to identify anatomy on sonographic images. May be taken 3 times for credit. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program. --Transfers to CSU only

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 Sonography Medical Ethics	3 units LEC 48-54	DMS-124 Clinical Experience II	10 units LAB 480-540
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		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-103 Patient Care Techniques for Sonographers	3 units LEC 32-36/ LAB 48-54	DMS-128 Ultrasound Physics and Instrumentation II	2 units LEC 32-36
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		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	
DMS-110 Sectional Imaging	2 units LEC 32-36	DMS-130 Obstetric/Gynecology Scanning	3 units LEC 48-54
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		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-114 Clinical Experience I	5 units LAB 240-270	DMS-132 Ultrasound Pathology II	1.5 units LEC 24-27
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		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-118 Ultrasound Physics and Instrumentation I	2 units LEC 32-36	DMS-134 Ultrasound Seminar	2 units LEC 32-36
This is the first of four sequential courses designed to teach Ultrasound Physics and Instrumentation. The focus of Physics and Instrumentation I is the basic mathematics used in ultrasound physics and instrumentation, elementary principles of ultrasound physics and propagation of ultrasound through tissues. Prerequisite: Acceptance into the Diagnostic Medical Sonography program. --Transfers to CSU only		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-120 Abdomen Scanning	3 units LEC 48-54	DMS-136 Clinical Experience III (formerly Clinical Experience IV)	10 units LAB 480-540
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		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-124 (with a grade of C or better). --Transfers to CSU only	
DMS-122 Ultrasound Pathology I	1.5 units LEC 24-27	DMS-138 Ultrasound Physics and Instrumentation III	2 units LEC 32-36
Abnormal sonographic and Doppler patterns of disease processes, pathology, and pathophysiology of the abdomen, breast, thyroid, prostate, and scrotum will be discussed in this class. Students will recognize, identify, and appropriately document pathology of the abdomen and superficial structures. Case studies will be evaluated and discussed. Prerequisite: Acceptance into the Diagnostic Medical Sonography Program. --Transfers to CSU only		This 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	

Course Descriptions

DMS-148 **2 units**

Ultrasound Physics and Instrumentation IV LEC 32-36
This is the fourth sequential courses designed to teach Ultrasound Physics and Instrumentation. The focus of Physics and Instrumentation IV is Quality Assurance of Ultrasound Instruments, Bioeffects and Safety. Prerequisite: DMS-138 (with a grade of C or better). --Transfers to CSU only

Earth Science

ES-101 **3 units**

Topics in Earth Science LEC 48-54
Topics in Earth Science is a non-majors introductory course that reviews current topics in the fields of Astronomy, Geography, Meteorology, Geology, and Oceanography with an emphasis on the change in space and time for Earth as a system in a global environment. Topics include Earth's motions, the solar system, deep space, plate tectonics, minerals, rocks, earth's history, ocean, atmosphere, the water cycle, flooding, erosion, climate change, global warming, extinction, pollution, and impact by humans. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to CSU only--CSU Area(s): B1

Economics

ECON-201 **3 units**

Principles of Macroeconomics LEC 48-54
This course covers the basic theories, concepts, terminology, and uses of macroeconomics. Emphasis is placed on Classical and Keynesian theories, Federal Reserve System, and how institutions achieve domestic and international economic goals using monetary and fiscal policies. Concentrates on aggregate supply and demand, economic fluctuations, money and banking, national income and expenditure, employment, inflation, output, economic stability and growth. Other topics covered include international trade and finance, globalization and international impacts on economies. Prerequisite: MATH-096 (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-201H **3 units**

Honors Principles of Macroeconomics LEC 48-54
This course covers the basic theories, concepts, terminology, and uses of macroeconomics. Emphasis is placed on Classical and Keynesian theories, Federal Reserve System, and how institutions achieve domestic and international economic goals using monetary and fiscal policies. Concentrates on aggregate supply and demand, economic fluctuations, money and banking, national income and expenditure, employment, inflation, output, economic stability and growth. Other topics covered include international trade and finance, globalization and international impacts on economies. Prerequisite: Acceptance in the Honors Enrichment Program and MATH-096 (with a grade of C or better). --AA/AS General Education: AA/AS B2 --Transfers to CSU only

ECON-202 **3 units**

Principles of Microeconomics LEC 48-54
This course covers the basic theories, concepts, terminology, and uses of microeconomics. Emphasis is on the interaction of consumers, business, and industry choices in a market economy. Topics covered include optimizing behavior of individual firms and consumers, supply and demand, elasticity, consumer choice, production and costs, market structures, antitrust and regulation, factor markets, income and poverty, market failures, and public choice. Issues such as environmental problems are also studied. Prerequisite: MATH-096 (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-202H **3 units**

Honors Principles of Microeconomics LEC 48-54
This course covers the basic theories, concepts, terminology, and uses of microeconomics. Emphasis is on the interaction of consumers, business, and industry choices in a market economy. Topics covered include optimizing behavior of individual firms and consumers, supply and demand, elasticity, consumer choice, production and costs, market structures, antitrust and regulation, factor markets, income and poverty, market failures, and public choice. Issues such as environmental problems are also studied. Prerequisite: Acceptance in the Honors Enrichment Program and MATH-096 (with a grade of C or better). --AA/AS General Education: AA/AS B2 --Transfers to CSU only

ECON-203 **3 units**

Introduction to Environmental Economics LEC 48-54
This course covers the economic analysis of environmental issues, with an emphasis on the implications for designing appropriate policy measures. Emphasis is placed on contemporary environmental problems and economic analysis of environmental issues and economic implications of the emerging green economy; urban and corporate environmentalism; economics of environmental regulation and of non-renewable resources and sustainability. Other topics covered include environmental problems and policies on wealth distribution, economic growth and international environmental issues. Prerequisite: None. Recommended Preparation: ECON-202. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

ECON-299 **1-3 units**

Special Projects: Economics IS 16-54
Students with previous college-level course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Economics classes; a contract must be completed with the 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**

Organizational Behavior LEC 48-54
This course is designed to give students an understanding of and methods to react to various behaviors encountered in the 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. *Cross-listed as MGT-108. 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-114 **3 units**
Machine Tool Technology **LEC 32-36/LAB 48-54**

This course gives students an understanding of the fundamentals and uses of machine tool technology in the manufacturing and environmental industries. Lecture/theory instruction will be followed by demonstrations and hands-on use of many of the machine tools currently used in industry. Prerequisite: None. --Transfers to CSU only

ENGR-116 **3 units**
Energy Efficiency and Construction Methods **LEC 48-54**

This course provides an overview of the green construction movement and the basic factors involved with designing a new ecological home. Topics include green construction methods and sustainable systems. Prerequisite: None. --Transfers to CSU only

ENGR-117 **3 units**
Solar Photovoltaic Installation **LEC 48-54**

This course provides students with a comprehensive guide to the design, installation and evaluation of residential and commercial solar photovoltaic systems. The course will cover the principles of photovoltaics and how to effectively incorporate PV systems into a stand-alone or interconnected electrical system. Prerequisite: SEMA-100 or ENGR-114 (with a grade of C or better). --Transfers to CSU only

ENGR-118 **3 units**
Solar Thermal Installation **LEC 48-54**

This course provides students with a comprehensive guide to the design, installation and evaluation of residential and commercial solar thermal systems. The course will cover the principles of solar thermal technology and how to effectively incorporate solar thermal systems into residential and commercial applications. Prerequisite: SEMA-100 or ENGR-114 (with a grade of C or better). --Transfers to CSU only

ENGR-119 **3 units**
Small Wind Energy Installation **LEC 48-54**

This course provides students with a comprehensive guide to the design, installation and evaluation of residential small wind energy systems. The course will cover the principles of wind energy technology and how to effectively incorporate small wind energy systems into residential applications. Prerequisite: SEMA-100 or ENGR-114 (with a grade of C or better). --Transfers to CSU only

ENGR-149 **1-4 units**
Occupational Internship: Engineering **OI 60-300**
(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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.

Course Descriptions

The course provides hands-on experience with GPS instruments used for field-based survey and planimetric mapping. Prerequisite: None. --Transfers to CSU only

ENGR-299 **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

English

ENGL-041 **1 unit** **Basic Grammar and Usage Practicum** **LAB 48-54**

This course explores and reinforces the grammar usage skills taught in ENGL-061, Basic Grammar and Usage. This course is designed for students who are concurrently enrolled in ENGL-061. Offered as pass/no pass only. Prerequisite: None. Corequisite: ENGL-061. --Not transferable

ENGL-042 **1 unit** **Basic Writing Skills Practicum** **LAB 48-54**

This course explores and reinforces the writing skills taught in ENGL-062, Basic Writing Skills. This course is designed for students who are concurrently enrolled in ENGL-062. Offered as pass/no pass only. Prerequisite: None. Corequisite: ENGL-062. --Not transferable

ENGL-061 **4 units** **Basic Grammar and Usage** **LEC 64-72**

English 061 develops grammar usage skills needed for English 062, 098, and 101. The course begins with the structure of a sentence including parts of speech, punctuation, and mechanics, and ends with the structure of an expository paragraph. 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

ENGL-095 **3 units** **Business English** **LEC 48-54**

Students will learn the principles of editing written communication applicable to business. The course emphasis is on fundamentals of grammar, number usage, punctuation, spelling, and modern business vocabulary. The course provides a thorough treatment of current English usage needed in the business office environment. The basic principles of business writing are introduced. This course is recommended for all Business majors and vocational business students. It is particularly recommended as a precursor to or as a class to be taken

concurrently with BADM/ENGL-104, Business Communication and Technical Writing. *Cross-listed as OTEC-095. Prerequisite: None. --Not transferable

ENGL-098 **4 units** **English Fundamentals** **LEC 64-72**

This course provides practice in English composition with emphasis on the multi-paragraph essay, with a review of mechanics, and paragraphing. The course also introduces students to using library resources. Successful completion will prepare students for English 101. Prerequisite: ENGL-062 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 or ESL-98W (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 or ESL-98W (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-104H **3 units**
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. 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 and OTEC/ENGL-095 --AA/AS General Education: AA/AS D2 --Transfers to CSU only

ENGL-106 **3 units**
Introduction to Literature **LEC 48-54**
 Introduction to Literature is a multi-genre, multi-period course which introduces students to fiction, poetry and drama from diverse cultural sources and perspectives. Students will examine literary terms and methods of literacy analysis to provide them with a broad understanding of literature. This course is intended for students majoring in liberal studies or other humanities programs as well as those interested in a general introduction to fiction, poetry, and drama. Prerequisite: 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

ENGL-106H **3 units**
Honors Introduction to Literature **LEC 48-54**
 Introduction to Literature is a multi-genre, multi-period course which introduces students to fiction, poetry and drama from diverse cultural sources and perspectives. Students will examine literary terms and methods of literacy analysis to provide them with a broad understanding of literature. This course is intended for students majoring in liberal studies or other humanities programs as well as those interested in a general introduction to fiction, poetry, and drama. Prerequisite: Acceptance in the Honors Enrichment Program 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

ENGL-130 **3 units**
Introduction to Creative Writing **LEC 48-54**
 English 130 encourages individual exploration into creative writing in several core genres, particularly poetry and short fiction. The course includes writing in journals, composing creative works, reading works of literature, and actively participating in peer workshops. Prerequisite: ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C2

ENGL-130H **3 units**
Honors Introduction to Creative Writing **LEC 48-54**
 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 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 --CSU Area(s): C2

ENGL-131 **3 units**
Children's Literature **LEC 48-54**
 This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. *Cross-listed as CDE-131. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --CSU Area(s): C2

ENGL-131H **3 units**
Honors Children's Literature **LEC 48-54**
 This course is a general survey of children's literature from picture books to novels. Students will examine literary elements developed in poetry and prose for children, children's responses to books, the development of literature-based activities for children, genres of children's literature as well as literary approaches to the literature. *Cross-listed as CDE-131H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --CSU Area(s): C2

ENGL-132 **3 units**
Adolescent Literature **LEC 48-54**
 This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading. Texts will be analyzed from a variety of psychological, moral, literary and other developmental perspectives. *Cross-listed as ED-132. Prerequisite: ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only--CSU Area(s): C2

ENGL-132H **3 units**
Honors Adolescent Literature **LEC 48-54**
 This course is a survey of classic and contemporary works of literature written for and about adolescents and pre-adolescents. Students will read, analyze and evaluate a diversity of works of poetry and prose and will explore the various genres and issues relevant to adolescent reading. Texts will be analyzed from a variety of psychological, moral, literary and other developmental perspectives. *Cross-listed as ED-132H. 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 CSU only --CSU Area(s): C2

ENGL-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 ANTH-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

ENGL-145H **3 units**
Honors Introduction to Language and Linguistics **LEC 48-54**
(formerly ENGL-245H)
 Honors Introduction to the study of language to include semantics, sociolinguistics, psycholinguistics, phonology, morphology, and pragmatics. Students learn how language influences their thinking and affects their lives. *Cross-listed as ANTH-145H. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2

ENGL-160 **3 units**
Dramatic Writing for Stage and Screen **LEC 48-54**
 Beginning playwrights and screenwriters explore the fundamentals of creating scripts for stage and screen. The course will focus on elements of form, style, structure, and character development in published/produced dramatic literature. The students will generate scripts that require the synthesis and application of various approaches to writing. *Cross-listed as THA-160. Prerequisite: ENGL-101 (with a grade of C or better). --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-150. 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

This course 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: 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

ENGL-203H **3 units**

Honors Survey of Shakespeare

LEC 48-54

This course 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: ENGL-101 (with a grade of C or better) and 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

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. Prerequisite: ENGL-101 (with a grade of C or better). --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. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better). --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: 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

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 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

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: 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

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 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

ENGL-210 **3 units**

Analysis of Poetry

LEC 48-54

This course examines lyric poetry and seeks to develop students' skill and pleasure in reading poetry through discussing poems written in English at various times and in various periods. The course looks at contemporary as well as traditional techniques and forms, paying attention to kinds of meaning and to poetic meter and versification as well as to notions of the poem. Prerequisite: 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

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 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: 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

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 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 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

ENGL-225 **3 units**
Film and Literature **LEC 48-54**
 This course acquaints 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: 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

ENGL-225H **3 units**
Honors Film and Literature **LEC 48-54**
 This course acquaints 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: 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 CSU only

ENGL-230 **3 units**
English Literature: Anglo-Saxon to 1775 **LEC 48-54**
 This course 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, the anonymous author of *Everyman*, More, Sidney, Spenser, Marlowe, Shakespeare, Donne, Jonson, Bacon, Herrick, Herbert, Marvell, Milton, Dryden, Swift, Pope, Johnson, Boswell and Gray. 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

ENGL-230H **3 units**
Honors English Literature: Anglo-Saxon To 1775 **LEC 48-54**
 This course 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, the anonymous author of *Everyman*, More, Sidney, Spenser, Marlowe, Shakespeare, Donne, Jonson, Bacon, Herrick, Herbert, Marvell, Milton, Dryden, Swift, Pope, Johnson, Boswell and Gray. 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 CSU only

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, examining the work of both major and minor writers. Writers are studied in a historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they wrote. 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

ENGL-231H **3 units**
Honors English Literature: 1775 to Present **LEC 48-54**
(formerly Honors English Literature: 1775 to Present)
 This course chronologically surveys English writing from 1775 to the present, examining the work of both major and minor writers. Writers are studied 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 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

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**
American Indian Literature **LEC 48-54**
(formerly Native American Literature)
 This course surveys the variety of writings that constitute American Indian literature. Discussion, lectures, and presentations will cover the significance of the cultural context of various societies as well as the way American Indian literature and our perceptions have changed as a result of historical, political and literary movements. Prerequisite: ENGL-101 (with a grade of C or better). --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 American Indian Literature **LEC 48-54**
(formerly Honors Native American Literature)
 This course surveys the variety of writings that constitute American Indian literature. Discussion, lectures, and presentations will cover the significance of the cultural context of various societies as well as the way American Indian literature and our perceptions have changed as a result of historical, political and literary movements. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better). --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 examines and explores literary traditions 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: ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2

Course Descriptions

ENGL-250H **3 units**

Honors Women and Literature

LEC 48-54

This course examines and explores literary traditions 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 and ENGL-101 (with a grade of C or better). --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 (formerly 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 Diaspora experiences. Discussions, lectures, and presentations will focus on the oral tradition, the search for identity, freedom and literacy, and the complexities of language from both an historical and a literary perspective. The course may include a variety of genres: fiction, poetry, drama, film, and non-fiction prose, etc. Prerequisite: ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2

ENGL-260H **3 units**

Honors Introduction to African American Literature (formerly Honors Introduction to African-American Literature)

LEC 48-54

This course surveys, interprets and compares texts written by and about African Americans and expands upon the African American Diaspora experiences. Discussions, lectures, and presentations will focus on the oral tradition, the search for identity, freedom and literacy, and the complexities of language from both an historical and a literary perspective. The course may include a variety of genres: fiction, poetry, drama, film, and non-fiction prose, etc. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2

ENGL-270 **3 units**

Latin American Literature in Translation

LEC 48-54

Latin American Literature in Translation surveys Latin American literature from the Pre-Columbian oral tradition to the present. Lectures, discussions, and presentations analyze, interpret, and compare the various literary genres and movements in selected works of major Latin American authors within their historical, cultural, and socio-political contexts. This course is designed for students wishing to study Latin American literature, for students with a general interest in literature, and for students planning to transfer to a four-year institution. *Cross-listed as SPAN-270. Prerequisite: None. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2

ENGL-280 **3 units**

Multiethnic Literature

LEC 48-54

(formerly Multi-Ethnic Literature)

This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, American Indians and Chicana/o 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. Prerequisite: ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2

ENGL-280H **3 units**

Honors Multiethnic Literature

LEC 48-54

(formerly Honors Multi-Ethnic Literature)

This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, American Indians and Chicana/o 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. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2

ENGL-285 **3 units**

World Literature: Antiquity to 1650

LEC 48-54

This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. Prerequisite: ENGL-101 (with a grade of C or better). --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-285H **3 units**

Honors World Literature: Antiquity to 1650

LEC 48-54

This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better). --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-286 **3 units**

World Literature: 1650 to Present

LEC 48-54

This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. Prerequisite: ENGL-101 (with a grade of C or better). --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-286H **3 units**

Honors World Literature: 1650 to Present

LEC 48-54

This course surveys, interprets, and compares the variety of texts written by global authors, exploring the experiences of a variety of world cultures across the ages as represented in literature. Presentations will focus on the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ. Prerequisite: Acceptance in the Honors Enrichment Program and ENGL-101 (with a grade of C or better). --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-299 **1-3 units**

Special Projects: English

IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous English classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

English As a Second Language

ESL-050 **4 units**

English As a Second Language - Level 1 LEC 64-72
(formerly ESL-050A-ESL 1: Sentence Structure)

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 increase overall language fluency for students who wish to prepare for college-level coursework. Offered as pass/no pass only. Prerequisite: Appropriate placement based on the CELSA placement instrument. --Not transferable

ESL-051 **4 units**

English As a Second Language - Level 2 LEC 64-72
(formerly ESL-051A-ESL 2: Paragraph 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 **2 units**

English Pronunciation

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. Offered as pass/no pass only. *Cross-listed as COMM-055. 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

ESL-056 **3 units**

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. Offered as pass/no pass only. *Cross-listed as COMM-056. Prerequisite: Appropriate placement on the CELSA placement instrument (or other approved ESL placement instrument) or ESL-050 or higher. --Not transferable

ESL-062W **4 units**

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, expressive 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 **4 units**

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 **4 units**

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 **4 units**

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 **3 units**

Humans and Scientific Inquiry LEC 48-54

This introductory course explores the physical, chemical, biological, anthropological and earth sciences as they relate to human inquiry focusing on the inter-relationships of the physical and natural sciences as they affect everyday human life. The course introduces students to the basic principles of scientific study using human issues as its main theme. It is recommended for students with limited previous experience in science and students majoring in the technical, professional or social sciences. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A, --CSU Area(s): B1, E1

ENVS-101 **3 units**

Environmental Science LEC 48-54

An introductory course exploring current environmental issues emphasizing their relationship to the physical, chemical and biological sciences. This 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 abiotic factors of the biosphere as they are influenced by human action. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A, --CSU Area(s): B1, E1

ENVS-101H **3 units**

Honors Environmental Science LEC 48-54

An introductory course exploring current environmental issues emphasizing their relationship to the physical, chemical and biological sciences. This 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 abiotic factors of the biosphere as they are influenced by human action. 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

Course Descriptions

ENVS-102 **1 unit** **Environmental Science Laboratory** **LAB 48-54**

This introductory course explores laboratory techniques used in environmental studies. The course emphasizes laboratory techniques and field-based experiences to investigate the physical, chemical, biological and earth science components of environmental science. Field trips are required. Prerequisite/Corequisite: ENVS-101 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A,--CSU Area(s): B3

ENVS-102H **1 unit** **Honors Environmental Science Laboratory** **LAB 48-54**

This introductory course explores laboratory techniques used in environmental studies. The course emphasizes laboratory techniques and field-based experiences to investigate the physical, chemical, biological and earth science components of environmental science. Field trips are required. Prerequisite: Acceptance in the Honors Enrichment Program. Prerequisite/Corequisite: ENVS-101 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A,--CSU Area(s): B3

ENVS-110 **4 units** **Natural Resources** **LEC 48-54/LAB 48-54**

Introductory course with a lab/field component designed for science majors or non-majors. This course focuses on sustainable management principles with application to the harvest and extraction of natural resources, particularly forest resources. Principles covered include human interactions with forest resources, forest ecology and management, 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. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU

ENVS-190 **4 units** **Watershed Resource Management** **LEC 48-54/LAB 48-54**

Introduction to the foundations of watershed hydrology and management. This course covers the hydrologic cycle, water quality, aquatic ecosystems, social and economic systems, point and nonpoint source pollution, and laws and institutions for managing water resources. It explores the process of developing and implementing a watershed management plan, from problem definition through data collection, public consultation, and program evaluation. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to CSU only

ENVS-299 **1-3 units** **Special Projects: Environmental Science** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Environmental Science class; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Fire Technology

FIRE-101 **3 units** **Introduction to Fire Technology** **LEC 48-54**

This course provides an introduction to fire protection; career opportunities; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; fire strategy and tactics. This course is intended for students pursuing a certificate or degree in Fire Technology. Prerequisite: None. --Transfers to CSU only

FIRE-102 **3 units** **Fundamentals of Fire Prevention** **LEC 48-54**

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education, detection and suppression systems. This course is intended for students pursuing a certificate or degree in Fire Technology. Prerequisite: None. --Transfers to CSU only

FIRE-103 **3 units** **Fire Hydraulics** **LEC 48-54**

This course prepares the student for career opportunities in fire protection and related fields. The course emphasizes the principles of fire pump theory, construction, operations and preventative maintenance. The course analyzes the principles of hydraulics, hydraulic measurement, and engine and hose appliance calculations. Students apply mathematical formulas and examine the physical characteristics of water and water supply system throughout the course. This course is intended for students pursuing a certificate or degree in Fire Technology. Prerequisite: FIRE-101 (with a grade of C or better). --Transfers to CSU only

FIRE-106 **3 units** **Fundamentals of Fire Behavior and Combustion** **LEC 48-54**

This course provides the student with fundamental information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, and extinguishing agents, and fire control techniques. This course is intended for students pursuing a certificate or degree in Fire Technology. Prerequisite: None. --Transfers to CSU only

FIRE-107 **3 units** **Fire Apparatus and Equipment** **LEC 48-54**

Introduces the student to the Driver/Operator job position in the fire service. This course will analyze fire apparatus design, specifications and performance capabilities; effective utilization of apparatus in fire service emergencies. Students will solve hydraulics calculations and examine the physical characteristics of water and water supply systems. Prerequisite: FIRE-101 (with a grade of C or better). --Transfers to CSU only

FIRE-108 **3 units** **Fundamentals of Fire Investigation** **LEC 48-54** **(formerly Fire Investigation IA)**

This course provides information for determining causes of fires that may be accidental, suspicious and/or incendiary. This course also provides information on different types of arson fires, related laws, introduction to arson, and incendiaism; recognizing and preserving evidence; interviewing witnesses and suspects; arrest and detention procedures, court procedures and giving court testimony. Prerequisite: FIRE-101 (with a grade of C or better). --Transfers to CSU only

FIRE-109 **3 units** **Fundamentals of Fire Protection and Equipment** **LEC 48-54**

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course is intended for students pursuing a certificate or degree in Fire Technology. Prerequisite: FIRE-101 (with a grade of C or better). --Transfers to CSU only

FIRE-115 **3 units** **Building Construction for Fire Protection** **LEC 48-54**

This course studies the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires

in residential, commercial, and industrial occupancies. Prerequisite: None. Recommended Preparation: Concurrent enrollment in FIRE-101 or be a volunteer or career firefighter. --Transfers to CSU only

FIRE-117 **1 unit**
Hazardous Materials First Responder Operational LEC 16-18

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. 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-122 **3 units**
Principles of Fire and Emergency Services Safety and Survival LEC 48-54

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services. Prerequisite: FIRE-101 (with a grade of C or better). --Transfers to CSU only

FIRE-149 **1-4 units**
Occupational Internship: Fire Technology OI 60-300
 (75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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

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. --Transfers to CSU only

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

Course Descriptions

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 --Transfers to both UC/CSU --IGETC Area(s): 5A

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 ghettos, and the politics and policies of urban change. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4E, --CSU Area(s): D5

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 Information Systems

LEC 32-36/

LAB 48-54

This intermediate geographic information systems course prepares students for advanced geographic analysis. Students will integrate geographic concepts and techniques used in spatial analysis, network analysis and 3D analysis with other raster and vector data. Advanced geographic concepts of spatial statistics, network routing and surface modeling are emphasized. Prerequisite: GEOG-115 (with a grade of C or better). --Transfers to CSU only

GEOG-120H **3 units**

Honors Intermediate Geographic Information Systems

LEC 32-36/

LAB 48-54

This intermediate geographic information systems course prepares students for advanced geographic analysis. Students will integrate geographic concepts and techniques used in spatial analysis, network analysis and 3D analysis with other raster and vector data. Advanced geographic concepts of spatial statistics, network routing and surface modeling are emphasized. Prerequisite: Acceptance in the Honors Enrichment Program; GEOG-115 (with a grade of C or better). --Transfers to CSU only

GEOG-125 **3 units**

Advanced Geographic Information Systems: Applications

LEC 32-36/

LAB 48-54

This course provides practical experience in designing a Geographic Information Systems model. Implementing a research design with spatial data relevant to their field of interest, students sharpen their GIS technical and problem-solving skills. GIS models useful to government, private industry and academic research are examined. Students are prepared with the advanced practical skills necessary to independently plan, implement and manage a GIS project. Prerequisite: GEOG-120 (with a grade of C or better). --Transfers to CSU only

GEOG-130 **3 units**

Geographic Information Systems: Science, Business and Government

LEC 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

IO 60-300

(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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: LEC 48-54/
Programming for GIS LAB 48-54**

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-

**Maximum of 3 units per offering*

Course Topics:

- 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
- H. GIS in Utilities
- I. GIS and Fire Management
- J. GIS and Parcel Management
- K. Geodatabase Design
- L. Web Page Design
- M. Interactive Mapping
- N. Virtual Reality and Animated Mapping
- O. Security Systems – Local, National and International
- P. Computer Aided Drafting
- Q. Water Technology
- R. Landscape Architecture
- S. Tracking Analysis
- T. Survey Analysis
- U. Crime Analysis
- V. Emergency Management
- W. Municipal Government
- X. Map Publication
- Y. Environmental Management
- Z. Urban Planning and Community Development

GEOG-299 1-3 units

Special Projects: Geographic Information Systems IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Geography classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Geology

GEOG-100 4 units

**Physical Geology: Dynamic Planetary Systems LEC 48-54/
of Spaceship Earth LAB 48-54**

(formerly Physical Geology)

We live 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 material

s in the earth (sparkling crystals and rocks), to planet processes (explosive 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 LEC 48-54
And Disasters**

(formerly Environmental Geology)

Disasters such as earthquakes, hurricanes, landslides, volcanoes, floods, tsunamis, and the collisions of asteroids and comets with earth are all topic that are explored in Environmental Geology. Emphasis will be placed on the causes and effects of natural hazards, and the dramatic 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, Dinosaurs, LEC 48-54/
and Homo Sapiens LAB 48-54**

(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 LEC 24-27
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

Course Descriptions

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 course is an introductory course intended for both the science and non-science student that will complement Geologic Field Studies (Geology 107). Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A,--CSU Area(s): B1

GEOL-299 **1-3 units**

Special Projects: Geology **IS 16-54**
Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Geology classes. Note: A contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Gerontology

GER-103 **3 units**

Elder Law **LEC 48-54**
This course presents the contemporary world of elder law, with a comprehensive legal overview of the most important laws that affect the elderly. The multi-disciplinary approach will analyze the legal needs relevant to the elderly, as well as, the ethical, social, and physical needs associated with aging. This course is for students seeking employment in the helping professions related to the elderly. *Cross-listed as LEG-103. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

GER-110 **3 units**

Physiology of Aging **LEC 48-54**
A core course in the Gerontology Certificate/Degree program 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(s): 4I,--CSU Area(s): D9, E1

GER-130 **3 units**

Sociology of Aging **LEC 48-54**
Presents social, economic and political factors, related to the aged in their changing family and social roles. Includes demographics, aging and adaptation, needs, resources and social support systems. *Cross-listed as SOCI 130. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4J,--CSU Area(s): D0

GER-146 **3 units**

Overview/Standards of Practice for the Social Services Designee **LEC 48-54**

Meets requirements for those working in a Services Designee position in a skilled nursing facility. Topics included are those that meet Title 22 and COBRA regulations: job descriptions, basic medical terminology, care planning, programming, documentation, working with residents and volunteers, quality assurance, risk management, styles of leadership, and an overview of the functions of the interdisciplinary team. This is a career pathway course in the Gerontology Certification/Degree program. Prerequisite: None. Recommended Preparation: GER-100. --Transfers to CSU only

GER-149 **1-4 units**

Occupational Internship: Gerontology **OI 60-300**
(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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

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

Course Descriptions

GUID-151A-0 **0.50-1 units**

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

Specific Topics

- A. Orientation for Parents of College Students
- B. The Instructor/Student Relationship
- C. Classroom Etiquette
- D. Learning Styles
- E. Attitude, Motivation, and Values for Learning
- F. The Diverse Student
- G. Distance Education Learning
- H. (H not used)
- I. Learning Disabilities
- J. Learning Skills
- K. Multiple Intelligences
- L. Student Services
- M. Student Life
- N. College/University Transfer Transitions
- O. Special Projects

GUID-152A-T **0.50-1 units**

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

Specific Topics

- 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 units**

Topics in Guidance: Personal 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-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

Specific Topics:

- 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. (not used)
- I. Managing Your Finances
- J. Managing Your Time
- K. Resolving Conflicts

GUID-154A-Y **0.50-1 units**

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

Specific Topics

- 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 units

Topics in Guidance: Wellness 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-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
 Specific Topics

- A. Achieving Life Balance
- B. Coping with Chronic Illness
- C. Coping with Traumatic Incidents
- D. Creating Healthy Leisure Activities
- E. Emotional Fitness
- F. Grief and Loss
- G. Healthy Lifestyles
- H. (not used)
- I. Making Use of Community Resources
- J. Managing Your Stress
- K. Moving Beyond Destructive Behaviors
- L. Relaxation and Rejuvenation Strategies
- M. Spiritual Wellness
- N. Students with Disabilities

GUID-299 1-3 units

Special Projects: Guidance IS 16-54
 Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Guidance classes; a contract must be completed with the instructor prior to enrollment. --Not transferable

Health Science

HS-121 3 units

Fundamentals of Healthful Living LEC 48-54
 This course offers a comprehensive overview of human health from a multidimensional perspective (physical, psychological, social, spiritual, intellectual and environmental health). It provides students with an opportunity to learn about the maintenance and improvement of their health and wellness. Topics include psychological health/problems, stress management, physical fitness, nutrition, substance use and abuse, infectious/non infectious diseases, cancer, cardiovascular disease, reproductive health, relationships, human sexuality, health and wellness related to the human lifecycle and environmental health issues. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS E --Transfers to both UC/CSU--CSU Area(s): E1

HS-123 3 units

Drugs: Use and Abuse LEC 48-54
 This course offers a comprehensive understanding of drug and alcohol use and abuse in our society. It includes the history, composition, use and effects of commonly abused drugs. It meets the drug education requirements for teacher credentialing and is one sequential course in the MSJC Alcohol and Drug Studies certificate program. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS E --Transfers to both UC/CSU--CSU Area(s): E1

HS-299 1-3 units

Special Projects: Health Science IS 16-54
 Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Health Science classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

History

HIST-101 3 units

Western Civilization I: to 1500 LEC 48-54
 History 101 is the first course in a two-semester series. This semester traces the economic, social, political and cultural developments in the Western Cultural sphere from the rise of civilization in the Near East to approximately 1500. Prerequisite: None. Recommended Preparation: Collegiate level reading and writing skills. --AA/AS General Education: AA/AS B2 or AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F --CSU Area(s): C2, D6

HIST-102 3 units

Western Civilization II: from 1500 to the Present Era LEC 48-54
 History 102 is the second in a two-semester series. This semester traces the economic, social, political and cultural trends in the Euro-American sphere from the Reformation to world of the late 20th century. Prerequisite: None. Recommended Preparation: College level reading and writing skills. --AA/AS General Education: AA/AS B2 or AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F --CSU Area(s): C2, D6

HIST-103 3 units

History of World Civilizations to 1500 LEC 48-54
 The course explores the origin and development of civilizations in Europe, the Near East, India, Africa, the Americas and East Asia. Using a comparative approach between the world's major civilizations, students will examine social structure and daily life, political systems, cultural values and assumptions, and economic development. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F --CSU Area(s): C2, D6

HIST-103H 3 units

Honors History of World Civilizations to 1500 LEC 48-54
 The course explores the origin and development of civilizations in Europe, the Near East, India, Africa, the Americas and East Asia. Using a comparative approach between the world's major civilizations, students will examine social structure and daily life, political systems, cultural values and assumptions and economic development. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F --CSU Area(s): C2, D6

HIST-104 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

Course Descriptions

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 readings and written assignments, students will explore scholarship on recent world history, probe the origins of current world problems, and acquire a greater appreciation of international affairs. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F --CSU Area(s): C2, D6

HIST-106H **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 readings 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 survey course explores the major themes in the development of Chinese, Japanese, Korean, and Vietnamese societies from the beginning of the 17th century to the present. Emphasis will be placed on the Communist Revolution in China, political modernization and imperialism in Japan, and the social, economic, technological, ecological and cultural impact of extended contact with the West upon China, Korea, Vietnam and Japan. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F --CSU Area(s): C2, D6

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 in 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 nation's history. Prerequisite: None. --AA/AS General Education: AA/AS B1 or AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4F,--CSU Area(s): D6

HIST-111 **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. 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

HIST-119 **3 units**
Civil War and Reconstruction, 1860-1876 **LEC 48-54**
 HIST 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-119H **3 units**
Honors Civil War and Reconstruction, 1860-1876 **LEC 48-54**
 HIST 119H 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: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

HIST-120 **3 units**
California History **LEC 48-54**
 A survey of California History from its geological origins to the present, this course explores the state's past by examining politics, economic trends, ethnicity and migration, cultural developments, and California's relationship to the rest of the United States and the Pacific Rim. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4F,--CSU Area(s): D6

HIST-120H **3 units**
California History **LEC 48-54**
 A survey of California History from its geological origins to the present, this course explores the state's past by examining politics, economic trends, ethnicity and migration, cultural developments, and California's relationship to the rest of the United States and the Pacific Rim. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

HIST-121 **3 units**
California Indians **LEC 48-54**
 This is a survey course about the culture and society of Native Californians in prehistory, during the Spanish period, during the Mexican period, and under the government of the United States. Special emphasis is given to the effects of introduced diseases, religions, governments, and 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 units**
Recent America: The U.S. Since 1945 **LEC 48-54**
 This course explores in depth the most recent trends and developments in U.S. history, including foreign and military policy, social and economic change, and culture and intellectual developments from the immediate post-war years to the present. Prerequisite: None. Recommended Preparation: Collegiate-level reading and writing skills are strongly recommended. --AA/AS General Education: AA/AS B1 or AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4F,--CSU Area(s): D6

HIST-125 **3 units**
Military History of the United States **LEC 48-54**
 History 125 introduces the student to the military history of the United States from the colonial period to the present with emphasis on institutional, technological, social, political, cultural, and diplomatic contexts in times of peace and conflict. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 4F,--CSU Area(s): D6

HIST-126 **3 units**
History of Great Britain to 1714 **LEC 48-54**
 This course analyzes the growth of British civilization from prehistory to the beginning of the Hanoverian Dynasty. The course covers the significant political, economic, social, religious, intellectual and government facets of British culture during this period and places them with the larger context of Western Civilization. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4F, 3B --CSU Area(s): D6, C2

Course Descriptions

HIST-127 **3 units**

History of Great Britain From 1714 **LEC 48-54**

A history of Britain from 1715 through the cold war. This course covers the major political, economic, religious and military facets of British civilization during this period and studies the connection between Britain and its colonial empire. Themes of colonization, industrialization, imperialism and the loss of its hegemony in the 20th century will be examined in depth. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F --CSU Area(s): C2, D6

HIST-136 **3 units**

Cultural History of American Motion Pictures **LEC 32-36/ LAB 48-54**

In considering the history of American commercial motion picture culture from its origins to the present, students will study film language, the social composition of audiences, the economics of the film industry, major themes and genres that have appeared in American films, and the relationship between politics and American motion pictures. *Cross-listed as THA-136. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F --CSU Area(s): C2

HIST-140 **3 units**

History of Mexico **LEC 48-54**

This course examines the history of Mexico from its pre-Columbian roots to the present. Topics will include the social, economic and cultural aspects of colonialism; imperial reform; collapse of empire; independence and the problems of nation building; Liberalism and Conservatism; foreign intervention; Mexican Revolution; industrialization; and neo-liberalism. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F --CSU Area(s): C2, D6

HIST-141 **3 units**

History of Latin America to 1820 **LEC 48-54**

History 141 analyzes the history of colonial Latin America from ancient America and pre-contact fifteenth-century Europe through to the nineteenth-century independence revolutions. The focus is on how the admixture of European and New world inputs gave rise to unique Latin American cultures. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4F, --CSU Area(s): D6

HIST-142 **3 units**

History of Latin America Since 1820 **LEC 48-54**

History 142 examines the history of modern Latin America from the nineteenth-century independence revolutions through to the 1990's. The course focuses on Latin America's political, economic, and social attempts to modernize. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4F, --CSU Area(s): D6

HIST-150 **3 units**

Race and Ethnicity in U.S. History **LEC 48-54**

In HIST-150, students are introduced to the history of interaction between ethnic groups in the United States. The course material allows students to develop theories and constructs regarding what leads to intercultural collaboration or confrontation. The course also encourages an understanding of the similarities and differences in racial ethnic experiences in the U.S. Prerequisite: None. Recommended Preparation: Collegiate level reading and writing skills. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4F, --CSU Area(s): D6

HIST-150H **3 units**

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. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4C, 4F --CSU Area(s): D3, D6

HIST-151 **3 units**

History and Appreciation of Dance **LEC 48-54**

Through videotapes, lectures, readings and in-class discussions, the universal human activity known as dancing is explored in this cross-cultural course which looks at the myriad ways in which dance functions in societies. The histories, theories, techniques and purposes of various theatrical, religious and social dances from around the world are compared, contrasted and inter-related to reveal the universal as well as the culture-specific nature of the dancing body and its audiences. This is a requirement for dance majors and meets graduation requirement for a multicultural and/or humanities course for the non-major. *Cross-listed as DAN-100. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS E --Transfers to both UC/CSU --IGETC Area(s): 3A, 3B --CSU Area(s): C1

HIST-154 **3 units**

Theater History **LEC 48-54**

This survey course approaches world theater history from Ancient Greece through contemporary theater in the early 21st century. Comparative historical studies of Asian, Byzantine, European, African, Latin American and American theater are included. The complexity of theater as an art form, from its function in a given era and culture to its many component parts including acting, audiences, theatrical spaces, texts, playwriting, production design, machinery, special effects, music, dance, directing, management, and criticism are examined. *Cross-listed as THA-102. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, --CSU Area(s): C2

HIST-155 **3 units**

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-098. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4F, --CSU Area(s): D6

HIST-158 **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 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 **3 units****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-161 **3 units****Global History of World War I** **LEC 48-54**

HIST 161 examines World War I from a global perspective, beginning with major changes and developments that emerged in the late nineteenth century, continuing with the war itself and the peace process that followed, and concluding with major trends and developments that emerged in the years following the war. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C --Transfers to CSU only

HIST-161H **3 units****Honors Global History of World War I** **LEC 48-54**

HIST 161H examines World War I from a global perspective, beginning with major changes and developments that emerged in the late nineteenth century, continuing with the war itself and the peace process that followed, and concluding with major trends and developments that emerged in the years following the war. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 or AA/AS C --Transfers to CSU only

HIST-162 **3 units****History of the Vietnam War** **LEC 48-54**

HIST 162 examines the causes and consequences of the Vietnam War, emphasizing the origins, diplomacy, combat operations, and impact on civilian populations in Vietnam and the United States. By investigating the wider implications of the war (from colonial, post-colonial, and cold war perspectives), the students will emerge with a global perspective on this conflict. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C --Transfers to CSU only

HIST-162H **3 units****Honors History of the Vietnam War** **LEC 48-54**

HIST 162H examines the causes and consequences of the Vietnam War, emphasizing the origins, diplomacy, combat operations, and impact on civilian populations in Vietnam and the United States. By investigating the wider implications of the war (from colonial, post-colonial, and cold war perspectives), the students will emerge with a global perspective on this conflict. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 or AA/AS C --Transfers to CSU only

HIST-299 **1-3 units****Special Projects: History** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous History classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Honors Enrichment Program**HEP-200** **3 units****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** **3 units****Introduction to the Humanities to 1500** **LEC 48-54**

This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations to 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. Prerequisite: None. Recommended Preparation: ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student's own insights. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, --CSU Area(s): C2

HUM-101H **3 units****Honors Introduction to the Humanities to 1500** **LEC 48-54**

This interdisciplinary humanities course covers a wide range of topics during the period from the earliest civilizations to 1500, as it examines the cultures of various nationalities, ethnicities, and historical periods through the spectrum of time, place, race, class, and gender within literary, philosophical, artistic, and historical frameworks. Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101; students should be able to read and respond analytically, conduct academic-level research, and write a research paper integrating primary and secondary source material with the student's own insights. --AA/AS General Education: 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

Course Descriptions

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

Learning Skills

LNSK-051 **.5 unit**

Learning Disabilities Workshop **LEC 8-9** **(formerly LNSK-071 Learning Skills: Assessment Workshop)**

The course focuses on understanding learning differences, and strategies related to specific learning disabilities. Cognitive and achievement assessment will be provided as needed to identify student's learning profile. Offered as pass/no pass only. May be taken 2 times for credit. Prerequisite: None. --Not transferable

LNSK-053 **3 units**

Study Skills **LEC 48-54** **(formerly LNSK-073 Learning Skills: Study Skills)**

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. Offered as pass/no pass only. May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: LNSK-051. --Not transferable

LNSK-054 **1 unit**

Language Arts Lab **LAB 48-54** **(formerly LNSK-074 Learning Skills: Language Arts Lab)**

The course is designed to provide remediation and intervention to learning disabled students who have been identified through diagnostic testing. A study plan is developed to target specific areas and remediate weaknesses related to language arts including reading and writing. Offered as pass/no pass only. May be taken an unlimited number of times. Prerequisite: None. Recommended Preparation: LNSK-051. --Not transferable

LNSK-055 **2 units**

Language Arts **LEC 24-27/LAB 24-27** **(formerly LNSK-075 Learning Skills: Language Arts)**

This course is designed to provide individualized and small group instruction to learning disabled students who need remediation in the following language skills: listening comprehension, reading, written expression, spelling, and oral comprehension. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: LNSK-051. --Not transferable

LNSK-056 **2 units**

Vocabulary Development for LD **LEC 24-27/LAB 24-27** **(formerly LNSK-076 Expressive and Receptive Vocabulary Development for LD Students)**

This 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. Offered as pass/no pass only. May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: LNSK-051. --Not transferable

LNSK-057 **2 units**

Pre-Algebra Support for LD **LEC 24-27/LAB 24-27** **(formerly Pre-Algebra Support for LD Students)**

The course is designed to provide individualized and small group instruction to learning disabled students who need remediation in basic math skills. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: LNSK-071. --Not transferable

LNSK-077 **2 units**

Algebra Support for LD **LEC 24-27/LAB 24-27** **(formerly Algebra Support for LD Students)**

The course is designed to provide individualized and small group instruction to learning disabled students who need remediation in algebra. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: LNSK-051. --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, including voice activation. Offered as pass/no pass only. May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: LNSK-051. --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, including voice activation and read options. May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: LNSK-079A. --Not transferable

Legal Assistant

LEG-100 **3 units**

Foundations of the Legal System **LEC 48-54**

Explores the legal system including basic legal terminology, sources of law, legal reasoning, federalism, court structure, the rules of procedure and ethical standards for lawyers and legal assistants. Includes substantive introduction to the law of contracts and torts, crimes of common law, U.S. Constitution, and the two legal concentration areas of family law and immigration law. A core course in the Legal Assistant Certificate/Degree program. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only--CSU Area(s): D8

LEG-103 **3 units**

Elder Law **LEC 48-54**

This course presents the contemporary world of elder law, with a comprehensive legal overview of the most important laws that affect the elderly. The multi-disciplinary approach will analyze the legal needs relevant to the elderly, as well as, the ethical, social, and physical needs associated with aging. This course is for students seeking employment in the helping professions related to the elderly. *Cross-listed as GER-103. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

LEG-104 **3 units**
Law Office Management **LEC 48-54**

This course is designed to examine the role of a legal assistant in law office management, office organizations and the relationship to attorneys and other support staff. Subjects include accounting, scheduling, calendaring and coordinating schedules, cost control and database use. Prerequisite: None. --Transfers to CSU only

LEG-107 **3 units**
Research and Writing for Legal Assistant **LEC 48-54**

This course 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. Course topics include critical reading, principles of legal construction and interpretation, and drafting basic legal documents. Prerequisite: LEG-104 (with a grade of C or better). --Transfers to CSU only

LEG-110 **3 units**
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 **3 units**
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 **3 units**
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 **3 units**
Family Law I **LEC 48-54**

This course explores fundamental principle and practice issues in family law, with emphasis on California practice. It acquaints students with primary source materials and the courts and agency which administer the law. Also reviews laws governing marriage, divorce, annulment, child custody, guardianship, paternity, child support, adoption, and family violence. Prerequisite: None. --Transfers to CSU only

LEG-132 **3 units**
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 **3 units**
Bankruptcy Law **LEC 48-54**

This course introduces the fundamental principles and basic analysis of bankruptcy theory and practices. The course will provide an overview of the bankruptcy system's internal logic, processes and basic steps to complete court forms, research statutory materials, and obtain an understanding of local court rules. Prerequisite: None. --Transfers to CSU only

LEG-149 **1-4 units**
Occupational Internship: Legal Assistant **OI 60-300**
(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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 **3 units**
Probate Law and Procedures **LEC 48-54**

This course examines the role of a legal assistant in the probate law office environment. 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. Elements of trusts and the benefits of estate planning will be investigated. Students will prepare legal forms and documents related to estate planning, probate and trust administration. Prerequisite: None. --Transfers to CSU only

Library Science

LIB-100 **3 units**
Introduction to Library Research and **LEC 48-54**
Information Competency

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 resources. The research process will be applied to a variety of 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 **LEC 16-18**
Information Competency

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

Course Descriptions

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**

Honors 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 in the Honors Enrichment Program. --Transfers to CSU only

MGT-108 **3 units**

Organizational Behavior **LEC 48-54**
This course is designed to give students an understanding of and methods to react to various behaviors encountered in the 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. *Cross-listed as ENGR-108. Prerequisite: None. --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 and the passing of labor legislation. The supervisor's responsibility for good labor relations, union contract and grievance procedures will be discussed as well as ethical issues associated with labor relations. The course will also analyze bargaining and grievance procedures. Prerequisite: MGT-103 (with a grade of C or better). --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-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, outplacement, safety and security. Management of the human resource function is covered. Prerequisite: MGT-103 (with a grade of C or better). --Transfers to CSU only

MGT-149 **1-4 units**

Occupational Internship: Management **OI 60-300**
(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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

Mathematics

MATH-041 **1 unit**

Pre-Algebra Lab **LEC 8-9/LAB 24-27**

This course explores and reinforces the math concepts taught in MATH-051, Pre-Algebra. Activities will help the students gain a better understanding of concepts. Assistance from professional experts, peer tutors, and computer-assisted tutorials will be available. Prerequisite: MATH-050. Corequisite: MATH-051. --Not transferable

MATH-042 **1 unit**

Elementary Algebra Lab **LEC 8-9/LAB 24-27**

This course explores and reinforces the math concepts taught in MATH-090, Elementary Algebra. Activities will help the students gain a better understanding of concepts. Assistance from professional experts, peer tutors, and computer-assisted tutorials will be available. Prerequisite: MATH-051. 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/**
(Pre-Algebra) **LAB 48-54**

Mathematics 051LL is designed to prepare students for elementary algebra. The course covers basic arithmetic, working with whole numbers, integers, fractions, decimals, and percentages. Other topics taught will include conversions within and between the metric and standard systems. Topics in geometry and algebra will be introduced. In addition to lecture, the students will also work on lab activities. This course is designed to give students ample time in class to understand the concepts covered in the lecture. Prerequisite: MATH-050 (with a grade of C or better) or equivalent assessment score. --Not transferable

MATH-090 **4 units**
Elementary Algebra **LEC 64-72**

Mathematics 90 is the first course in the algebra sequence. Students will solve linear equations and applications, graph lines, solve systems of linear equations, perform polynomial and rational expression arithmetic, solve equations involving algebraic fractions, factor polynomials, and solve quadratic equations by factoring and utilizing the Quadratic Formula. 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. --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**

MATH 105 covers graphing of polynomials, rational and transcendental functions and conic sections, solving of polynomial, rational, exponential and logarithmic equations and related applications, solving of 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). --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**

MATH 105H covers graphing of polynomials, rational and transcendental functions and conic sections, solving of polynomial, rational, exponential and logarithmic equations and related applications, solving of 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 Enrichment Program; MATH-096 (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

Course Descriptions

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 Enrichment Program and completion of MATH-096 (with a grade of C or better) or equivalent assessment score. --AA/AS General Education: AA/AS G --Transfers to both UC/CSU --IGETC Area(s): 2A,--CSU Area(s): B4

MATH-155 **3 units**

Mathematics for Elementary Teaching I **LEC 48-54**

By reviewing and reinforcing the mathematical knowledge necessary for effective mathematics instruction, Mathematics 155 serves as the first course of preparation for the teaching of elementary school mathematics. Mathematical topics include sets, reasoning and proof, the four arithmetic operations, number theory, the real numbers and ratio, proportion and percent. Mathematical education topics include the NCTM standards, problem-solving, pattern recognition, teaching techniques, lesson planning and evaluation. Prerequisite: MATH-096 (with a grade of C or better) or equivalent assessment score. --AA/AS General Education: AA/AS G --Transfers to both UC/CSU

MATH-156 **3 units**

Mathematics for Elementary Teaching II **LEC 48-54**

Math 156 serves as the second course in preparation for the teaching of elementary school mathematics. As an extension of Math 155 mathematical topics covered in this course include proportion and percent, probability, statistics, geometry as shape, geometry as transforming shapes, and geometry as measurement. Prerequisite: MATH-155 (with a grade of C or better). --AA/AS General Education: AA/AS G --Transfers to both UC/CSU

MATH-211 **5 units**

Analytic Geometry and Calculus I **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

MATH-212 **5 units**

Analytic Geometry and Calculus II **LEC 80-90**

Concluding the first-year calculus sequence, this course covers differentiation of exponential, logarithmic and inverse trigonometric functions, logarithmic differentiation, techniques of integration, improper integrals, indeterminate forms, L'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 **5 units**

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: H3 --Transfers to both UC/CSU --IGETC Area(s): 2A,--CSU Area(s): B4

MATH-213 **5 units**

Analytic Geometry and Calculus III **LEC 80-90**

Vectors in 2 and 3 dimensions, quadric surfaces, partial differentiation, multiple integration, volumes and surface areas, line and surface integrals, Green's and Stoke's Theorem. 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 **5 units**

Honors Analytic Geometry and Calculus III **LEC 80-90**

Vectors in 2 and 3 dimensions, quadric surfaces, partial differentiation, multiple integration, volumes and surface areas, line and surface integrals, Green's and Stoke's Theorem. 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 **4 units**

Differential Equations **LEC 64-72**

The course covers linear 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 **4 units**

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-299 **1-3 units**

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 **1 unit**

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. This course is offered as Pass/No Pass only. May be taken 4 times for credit. Prerequisite: None. --Not transferable

MUL-081 **1 unit**

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 **1 unit**

Digital Imaging Studio Laboratory **LAB 48-54**

This lab makes the Digital Light Room and Digital imaging studio available to the intermediate and advanced digital photography students. Students enroll in MUL-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 or MUL-225. --Not transferable

MUL-110 **3 units**

Introduction to Multimedia **LEC 48-54**

Multimedia 110 is an overview of the computer-based design industry, introducing digital image creation and output options. It presents foundation design software and hardware necessary for raster and vector based image production and gives an overview of careers in the field. It is designed for students who may be considering digital graphics as a career, or anyone interested in design application software. May

be applied toward Multimedia Certificate and Associate of Science degree. Prerequisite: None. Recommended Preparation: Knowledge of general computer use. --Transfers to CSU only

MUL-112 **3 units**

Interactive Media Design I **LEC 48-54**

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

MUL-114 **3 units**

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 **3 units**

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 **3 units**

Digital Photography Production I **LEC 48-54**

This course provides critical, practical, technical, and creative instruction, in addition to guided practice pertaining to digital photographic theory and practice utilizing digital imaging software and digital photographic equipment. It covers fundamental photographic principles and theory as well as a comprehensive introduction into the realm of the digital Light room (photography in the age of new media). The processes involved with digital photographic production will be covered along with their relationship to traditional photography. *Cross-listed as PHOT-125. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: MUL-110. --Transfers to both UC/CSU

MUL-125 **3 units**

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

Course Descriptions

MUL-126 **3 units**

Time Based Media **LEC 32-36/LAB 48-54**

This course investigates multiple contexts of video from an artistic point of view. The student will gain a clear understanding of the relationship between the narrative and the visual structure of film/video. Lectures will show many developments and movements of the video medium as well as design elements used to control the narrative content. Students will also develop a work that is experimental in nature, focusing on the sequential process and editing decisions in Time Based Media. *Cross-listed as ART-124. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

MUL-127 **3 units**

Production Development **LEC 48-54**

This course covers the development of content for multimedia production, particularly writing and directing. Specific topics in writing include an introduction to communication, the elements of story creation and correct formats for linear and interactive scripts. Additional issues in directing include direction planning, continuity supervision and personnel direction. This course will provide the student with the necessary writing and directing skills to create a multimedia product from concept through development. Prerequisite: MUL-110 or MUL-131 (with a grade of C or better). --Transfers to CSU only

MUL-131 **3 units**

3D Animation I **LEC 48-54**

This course covers the process of 3D computer graphics. Issues related to cinematic staging and lighting are a particular focus. Modeling, material texture and animation are also covered topics. Still and animated imagery will be created using industry software. This course is designed for the student with a general computer knowledge who wishes to begin the basic skills courses concentrating on 3D animation and applicable to the animation and multimedia certificates and/or degrees. May be taken 2 times for credit. Prerequisite: None. --Transfers to CSU only

MUL-137 **3 units**

3D Animation II **LEC 48-54**

This course extends the study of 3D computer graphics. Issues related to modeling and animating is a particular focus. Covered topics include compositing, polygon and patch modeling, material texture and hierarchical animation. Still and animated imagery will be created using industry standard computer animation software. This course completes the basic skill courses concentrating on 3D animation. May be taken 2 times for credit. Prerequisite: MUL-131 (with a grade of C or better). --Transfers to CSU only

MUL-139 **3 units**

3D Topic - Character **LEC 48-54**

The course focuses on the advanced skill of character rigging and animation. Covered topics include character personality, posing, body language and lip synchronization. Imagery will be created using industry standard computer animation software. This course adds valuable character skills to the student's basic skill set. May be taken 3 times for credit. Prerequisite: MUL-137 (with a grade of C or better). --Transfers to CSU only

MUL-140 **2 units**

Digital Art - Illustration **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-130A 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 **3 units**

3D Topic - Effects **LEC 48-54**

The course focuses on the special skills of visual effects. Covered topics include particle, paint and optical effects and rigid body dynamics. Imagery will be created using industry standard computer animation software. This course expands the level of training beyond the basic skills to the professional levels required for employment in this specialty. May be taken 3 times for credit. Prerequisite: MUL-137 (with a grade of C or better). --Transfers to CSU only

MUL-143 **3 units**

3D Topic - Rendering **LEC 48-54**

The course focuses on developing advanced skill in compositing and the use of complex shading networks. Covered topics include multiple-pass rendering and shader modification using the 3D scripting language. Imagery will be created using industry standard computer animation software. This course adds valuable rendering skills to the student's basic skill set. The course is applicable to the animation and multimedia certificates and/or degrees. May be taken 3 times for credit. Prerequisite: MUL-137 (with a grade of C or better). --Transfers to CSU only

MUL-149 **1-4 units**

Occupational Internship: Multimedia **OI 60-300**

(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. --Transfers to CSU only

MUL-150 **3 units**

Portfolio Preparation **LEC 48-54**

This course prepares the student for eventual transition into the job market. Students profile themselves and research the job markets available. They prepare the documents required, such as cover letter and resume. They develop their demo reels, flat portfolios and web portfolios. This course is designed for the student at any level within the program, who wishes to prepare for the job market. May be taken 2 times for credit. Prerequisite: MUL-110 (with a grade of C or better). --Transfers to CSU only

MUL-158 **3 units**

Internet Scripting With Javascript **LEC 48-54**

(formerly Internet Scripting - Java I)

This course teaches students the basic concepts of client-side JavaScripting used in designing Web pages for the Internet. Students will learn about the JavaScript object model, how to develop interactive forms, how to handle JavaScript security issues, and how to create JavaScript objects. *Cross-listed as CSIS-116C. Prerequisite: CSIS-101, CSIS-103 or MUL-110 (with a grade of C or better). --Transfers to CSU only

MUL-160 **3 units**

Technology in the Classroom **LEC 48-54**

This course focuses on the use of educational technology to facilitate the teaching and learning process. Students will learn to use and integrate technology appropriately into curriculum across disciplines and grade levels. The course will cover systems, hardware, software, peripherals

and the Internet as they relate to education. This course partially satisfies the specialization requirements for the Master Level of the Child Development Permit, and it can be used to satisfy professional growth requirements. *Cross-listed as ED-160. Prerequisite: None. --AA/AS General Education: AA/AS B2 --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- a process similar to industry practice. --Transfers to CSU only

MUL-218 **3 units**
Dynamic Web Design LEC 48-54
(formerly Creating & Managing Dynamic Websites)

This course provides students with advanced web authoring skills for designing, building and managing dynamic web sites. These skills include Web 2.0, ecommerce, and social networking design, search engine optimization techniques and usability studies. In addition, students will modify templates, apply CSS, install interactive modules and components within a website, and explore and apply electronic marketing principles and theories. Prerequisite: None. Recommended Preparation: MUL-112. --Transfers to CSU only

MUL-223 **3 units**
Video Production II LEC 48-54

This advanced course will cover the use of digital video production software and hardware (editing, effects, filters, color correction, compression output processes). Students work on projects using non-linear video editing software techniques. Related topics include preparing video production for television broadcasting and DVD authoring. *Cross-listed as AUD-153. May be taken 2 times for credit. Prerequisite: 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, Sub-division surface modeling using Standard mode, and re-building and reducing geometry. Models will also be created using a 3D scripting language. This course adds valuable modeling skills to the student's basic skill set. May be taken 2 times for credit. Prerequisite: MUL-137 (with a grade of C or better). --Transfers to CSU only

MUL-299 **1-3 units**
Special Projects: Multimedia IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Multimedia classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Music

MUS-081 **3 units**
Popular Music Theory: Songwriting LEC 48-54

Melody, harmony and rhythm used in contemporary music and elementary arranging concepts will be emphasized. Popular song forms will be studied and imitated in class projects. Prerequisite: MUS-101 (with a grade of C or better) or by audition. Recommended Preparation: A working knowledge of melodic instrument or voice. --Not transferable

MUS-100 **3 units**
Introduction and Appreciation of Music LEC 48-54

This course provides students with a survey of European music styles concentrating on Baroque, Classical, Romantic, and Modern music. The purpose of the course is to develop an understanding of various styles, to develop an understanding of the elements of music; its history, and aesthetics. *Cross-listed as HIST-113. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

MUS-100H **3 units**
Honors Introduction and Appreciation of Music LEC 48-54

This course provides students with a survey of European music styles concentrating on Baroque, Classical, Romantic, and Modern music. The purpose of the course is to develop an understanding of various styles, to develop an understanding of the elements of music; its history, and aesthetics. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

MUS-101 **3 units**
Music Fundamentals LEC 48-54

This introductory course is designed for students who have no formal background in music. It is also a preparatory course for music students without formal theory training. The course covers reading and writing pitches, rhythms, meters, keys, key signatures, scales, intervals, triads and 7th chords. Also covers musical timbre and dynamics. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

MUS-102 **3 units**
History and Appreciation of Music LEC 48-54

The history of music is a survey of European music styles and literature and covers music of the Middle Ages, Renaissance, Baroque, Classical, Romantic and 20th Century. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A, 3B --CSU Area(s): C1

Course Descriptions

MUS-103 **3 units**

Music Theory I: Diatonic Harmony **LEC 48-54** (formerly Beginning Music Theory)

Includes review of pitch and rhythm notation, major and minor scales and key signatures, triads and V7 chords. Teaches 18th century Common Practice, including diatonic 4-part harmonic techniques, progressions, inversions and figured bass, voice leading, non-harmonics, introduction to basic language of counterpoint, cadences, phrase structures, and elementary analysis. Prerequisite: None. Recommended Preparation: MUS-101 or equivalent and concurrent enrollment in MUS-175. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

MUS-104 **3 units**

Music Theory II: 18th and 19th Century Harmony **LEC 48-54** (formerly Intermediate Music Theory)

Includes continued study of four-part 18th century style writing and 19th century harmony, with some additional work in other writing forms. Harmonic content extends to chromaticism, modulation, secondary harmonies, Neapolitan 6th and augmented 6th chords. Includes some original composition as well as harmonization of given lines, both bass and soprano. Includes voice leading and simple species counterpoint. Prerequisite: MUS-103 (with a grade of C or better). Recommended Preparation: Concurrent enrollment in MUS-176. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

MUS-106 **3 units**

History of Rock & 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. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

MUS-107 **3 units**

Introduction and Appreciation of American Music **LEC 48-54**

This course is a survey of American styles including jazz, popular music, and art music. The purpose of the course is to develop knowledge of music history, an understanding of elements of music, and an aesthetic appreciation of various styles. *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(s): 3A,--CSU Area(s): C1

MUS-108 **3 units**

History of Jazz and Blues **LEC 48-54**

This course is designed to assist students in developing an appreciation and respect for jazz and blues music as original American art forms. The focus is on the evolutionary development of the music and artists responsible for its creation. Students will gain an understanding of basic musical concepts, as well as, the rich history of a purely American music. This course meets the humanities requirement at MSJC. *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(s): 3A,--CSU Area(s): C1

MUS-109 **3 units**

World Music **LEC 48-54**

This course is a historical and ethnomusicological exploration of music cultures around the world. It is designed to assist students in developing an appreciation and respect for those cultures. The music of Native America, Asia, India, Africa, South and Central Americas, Mexico, the Middle East, and the Caribbean are presented in conjunction with American and European folk traditions. Emphasis is placed on the development of skills needed to distinguish various musical styles and

instrumentation. Prerequisite: None. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

MUS-110 **3 units**

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

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

MUS-111 **1 unit**

Beginning Piano **LAB 48-54**

This course offers individual instruction to students who have no previous training. May be taken 3 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --CSU Area(s): C1

MUS-112 **1 unit**

Intermediate Piano **LAB 48-54**

This course is a continuation of beginning piano. May be taken 3 times for credit. Prerequisite: Two units of MUS-111 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --CSU Area(s): C1

MUS-113 **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 CDE-109. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only--CSU Area(s): C1

MUS-114 **2 units**

Jazz Improvisation **LEC 24-27/LAB 24-27**

This course is designed to teach improvisational techniques. Included in the course will be chords, scales and jazz literature. May be taken 3 times for credit. Prerequisite: Ability to play an instrument and read music. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --CSU Area(s): C1

MUS-115 **2 units**

Beginning Voice Class - Breath/Tone **LEC 24-27/LAB 24-27**

Beginning Voice Class provides the student with an understanding of the process of singing and develops the student's personal singing abilities. This course focuses on breathing and support, tone production and resonance. Students learn about the physiology of good singing and learn to sing in a large group and small group environments. Solo performance is available to those interested. This is one course of a two-semester package. The two courses may be taken in any order. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

MUS-116 **2 units**

Beginning Voice Class - Diction and Expression **LEC 24-27/LAB 24-27**

This Beginning Voice Class provides the student with an understanding of the process of singing and develops the student's personal singing abilities. This section focuses on diction, style and expression. However, all the elements of good singing are included. Students learn about the physiology of good singing and learn singing in large group and small group environments. Solo performance is available

to those interested. This is one course of a two-semester package. The two courses may be taken in any order. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

MUS-118 **1 unit**
Applied Music I: Instrumental **LAB 48-54**

This course provides individual or group instruction on musical instruments. Some techniques taught will be notation, style and performance practices. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --CSU Area(s): C1

MUS-125 **1 unit**
Guitar I **LAB 48-54**

For those who have never played before. A concise survey of songs, useful techniques, varied styles and basic theory. Strumming and picking patterns to accompany voice are taught. The student must provide a classical or folk guitar for his or her own use. May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: Concurrent enrollment in MUS-101. --AA/AS General Education: AA/AS C --Transfers to CSU only

MUS-127 **1 unit**
Guitar II **LAB 48-54**

This course presents a continuation of skills learned in Music 125. May be taken 2 times for credit. Prerequisite: MUS-125 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

MUS-140 **3 units**
Beginning Studio Recording **LEC 48-54**

This course offers instruction in the basic concepts of multi-track recording. Instruction includes an examination of basic acoustics, microphones, mixers, monitors, signal processors, and recording techniques. *Cross-listed as 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

MUS-141 **3 units**
Intermediate Studio Recording **LEC 48-54**

This course continues, at a more advanced level, the instruction from MUS-140, Beginning Studio Recording. Students must have received a C or better in MUS-140 for admission to this course. This course offers instruction in multi-track recording techniques. Other techniques for this class include: equalization, mixing, microphone techniques, Foley, signal processing, and 3-dimensional recording. *Cross-listed as 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

MUS-142 **3 units**
Advanced Studio Recording I **LEC 48-54**

This course is the study of techniques used for audio-for-video. Students must have completed MUS-140 and 141 to be admitted to this class. Study will include: multi-track recording, mixing, Foley, signal processing, and ADR. *Cross-listed as AUD-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

MUS-143 **3 units**
Advanced Studio Recording II **LEC 48-54**

Advanced studio recording offers students experience in digital editing using computers and software. This class includes digital recording techniques. *Cross-listed as AUD-143. May be taken 2 times for credit. Prerequisite: MUS/AUD-141 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only

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

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

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

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 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

MUS-147 **3 units**
The Music & Audio Business **LEC 48-54**

This course acquaints students with business practices in the music & audio industries. The course covers areas such as, contracts, copyright, publishing, and industry trends. *Cross-listed as AUD-147 and BADM-147. Prerequisite: None. --Transfers to CSU only

MUS-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 AUD-148. Prerequisite: AUD-141 or MUS-141 (with a grade of C or better). --Transfers to CSU only

MUS-150 **1 unit**
Intermediate Voice Class **LAB 48-54**

This course is designed for students who have had at least one year of voice class or private voice instruction. Emphasis is placed upon performance and application of the theories of good singing as presented in the Beginning Voice classes. Students select their own song materials, as well as receive assigned songs from the instructor. Regular vocal solo performance and critique are major components of the course. Students concentrate on improving tone, breath control, diction, artistry and style. May be taken 4 times for credit. Prerequisite: MUS-115 and 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

MUS-151 **1 unit**
Applied Music: Voice **LAB 48-54**

This course is designed for the vocal music major or minor who has significant experience and vocal instruction and who needs to continue to advance skills and develop repertoire, technique and style. Students participate in a group recital at the end of the term. May be taken 4 times for credit. Prerequisite: MUS-150 (with a grade of C or better) or 2 years of private vocal instruction. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

MUS-175 **2 units**
Musicianship I **LEC 24-27/LAB 24-27**

Students learn to identify by ear, analyze, and write melodies, harmonies and rhythms in dictation as well as how to sight sing diatonic melodies using solfeggio. Materials include simple conjunct and disjunct diatonic melodies, primary harmonies, basic rhythms, and singing diatonic melodies. This course requires sufficient hearing ability to detect differences in pitch and also the ability to accurately reproduce vocal pitch. Prerequisite: 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

Course Descriptions

MUS-176 **2 units**

Musicianship II **LEC 24-27/LAB 24-27**
Continues skills taught in Music 175 using more advanced diatonic and chromatic melodies, harmonies and complex rhythms. Includes both dictation and sight singing. This course requires sufficient hearing ability to detect differences in pitch and also the ability to accurately reproduce pitches vocally. Prerequisite: MUS-175 (with a grade of C or better). --Transfers to both UC/CSU

MUS-201 **1 unit**

Orchestra **LAB 48-54**

Rehearsal and performance of orchestral literature. Participation in music productions and concerts. May be taken 4 times for credit. Prerequisite: By audition. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

MUS-203 **1 unit**

Concert Band **LAB 48-54**

A wind ensemble open to brass, woodwind and percussion players. Its primary purpose is to expose students to band literature. Previous playing experience required. May be taken 4 times for credit. Prerequisite: By audition. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

MUS-204 **1-3 units**

Musical Theater Workshop **LAB 48-162**

A course in the fundamentals of acting, music, dance, and the responsibilities of chorus, parts, leads in musicals, culminating in a performance. May be taken 4 times for credit. Prerequisite: By audition. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

MUS-205 **1 unit**

College Singers **LAB 48-54**

The College Singers is a collegiate choral ensemble that rehearses and performs a variety of choral music styles and formats ranging from traditional Baroque and Classical through Twentieth Century in both concert and popular genres. The organization performs at concerts both on and off campus, and additionally provides opportunities for solo and small ensemble singing. May be taken 4 times for credit. Prerequisite: Student must be able to match pitch and sing in tune. Audition is held at first class meeting. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

MUS-206 **1 unit**

Chamber Choir **LAB 48-54**

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

MUS-207 **3 units**

Techniques of Musical Theater **LEC 48-54**

This course will introduce performance techniques in musical theater. While emphasizing the musical aspects, will also cover dramatic and movement techniques. May be taken 4 times for credit. Prerequisite: By audition. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

MUS-209 **1-4 units**

Musical Production **LAB 48-216**

This course is designed for the presentation of a musical. Students will learn the preparation of a production including: rehearsal technique, acting, movement, music, dramatic text, and technical theater. *Cross-listed as DAN-209 and THA-209 May be taken 4 times for credit. Prerequisite: By audition and/or interview. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

MUS-210 **1 unit**

Jazz Ensemble I **LAB 48-54**
(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 **1 unit**

Jazz Ensemble II **LAB 48-54**

This class is a continuation of Jazz Ensemble I and focuses on the practices and styles of the professional jazz musician. Jazz Ensemble II reinforces the main concepts discussed in Jazz Ensemble I and students are expected to demonstrate 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 **1 unit**

Instrumental Chamber Music **LAB 48-54**

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 --Transfers to CSU only

MUS-214 **1 unit**

Guitar Ensemble **LAB 48-54**

This course is a study of classical guitar technique and performance practice within an ensemble. Different genres of guitar related music will be explored through concerts, master classes, and workshops designed to promote the awareness of the guitar through group participation. May be taken 4 times for credit. Prerequisite: MUS-125 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only

MUS-253 **3 units**

Music Theory III: Analysis and Chromatic Harmony **LEC 48-54**

Includes continued study of chromatic harmony with emphasis on analysis of harmonic forms as well as compositional forms and techniques in 18th and 19th century music literature. Students analyze works by major composers and write a simple Sonata Allegro composition for any instrument demonstrating understanding of the form. Harmony includes greater chromaticism, including linear chromaticism, distant key relationships and non-related notes and lines. Prerequisite: MUS-104 (with a grade of C or better). Recommended Preparation: Previous or current enrollment in advanced musicianship course. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --CSU Area(s): C1

MUS-299 **1-3 units**
Special Projects: Music **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Music classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Nursing

NURS-064R **0.50-1 units**
Nursing Skills Laboratory-Remediation **LAB 24-54**

This course provides the student with an opportunity to enroll in the Nursing Skills Laboratory for remediation in the practice and mastery of skills necessary for safe patient care. Remediation activities will follow the student learning outcomes addressed in the course the student was enrolled in prior to dismissal from program. May be taken 2 times for credit. Prerequisite: Nursing (RN and LVN) Program Probationary. Requires Instructor Consent. Other Enrollment Criteria: Enrollment shall occur during the same semester that they were dismissed from the Associate Degree Nursing or Vocational Nursing Program. --Not transferable

NURS-084A **0.50-2 units**
Nursing Skills Lab - Certified Nursing Assistant **LAB 24-108**

This course provides the opportunity for students enrolled in skill-based certified nursing program to practice and master skills necessary for safe patient care. Materials used include practice medical supplies and equipment, models and manikins, multimedia, computer-based instruction and clinical supervision. Approved as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. Corequisite: NURS-085, NURS-087, or enrollment in a phlebotomy program. --Not transferable

NURS-084B **0.50-2 units**
Nursing Skills Lab - Vocational Nurse **LAB 24-108**

This course provides the opportunity for students enrolled in skill-based Vocational Nursing classes to practice and master skills necessary for safe patient care. Materials used include practice medical supplies and equipment, models and manikins, multimedia, computer-based instruction and clinical supervision. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. Corequisite: Must be enrolled in the VN program. --Not transferable

NURS-084C **0.50-2 units**
Nursing Skills Lab - Registered Nurse **LAB 24-108**

This course provides the opportunity for students enrolled in the skill-based Registered Nursing courses to practice and master skills necessary for safe patient care. Materials used include practice medical supplies and equipment, models and manikins, multimedia, computer-based instruction and clinical supervision. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: None. Corequisite: Must be enrolled in the RN program. --Not transferable

NURS-085 **7.5 units**
Certified Nursing Assistant and Home Health Aide **LEC 80-90/**
LAB 120-135

This is a 200-hour course including lecture and clinical practice which prepares students to take the state certification as a Nursing Assistant and Certified Home Health Aide. Prerequisite: None. Corequisite: NURS-084A; Admission to the class is pending successful completion of Department of Justice fingerprint clearance, current level C CPR card, proof of negative TB skin test and a physician certificate of adequate physical health for enrollment. --Not transferable

NURS-086 **2 units**
Home Health Aide **LEC 32-36**

This course including theory and clinical practice which prepares the Certified Nurse Assistant for the expanded role of Certified Home Health Aide. Home Health Aides work in a variety of health care settings, but are found predominantly in the field of home care. The general topics of study include medical and social needs of clients, personal care services, nutrition, and cleaning and care tasks in home settings. Clinical sites vary each semester. Prerequisite: Must be a Certified Nurse Assistant (required by Title XXII, Department of 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. --Not transferable

NURS-087 **3 units**
CNA to Acute Care Nursing Aide **LEC 24-27/LAB 72-81**

This course provides training in fundamental nursing skills and theory. The course is designed for the certified nurse assistant who desires to supplement training with emphasis in acute care. May be taken 4 times for credit. Prerequisite: CNA Certification. --Not transferable

NURS-090 **1 unit**
CNA Review and Assessment **LEC 16-18**

This course prepares the CNA for the written and laboratory assessment. Offered as pass/no pass only. Prerequisite: Must be a CNA accepted to the VN program. --Not transferable

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

This course provides a basic overview of the structure and function of the body for allied health students or those who desire a basic understanding of the human body. The content includes the anatomy and physiology as systems approach and includes selected homeostatic mechanisms and pathologies where appropriate. *Cross-listed as ANAT-100. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5B, --CSU Area(s): B2

NURS-170 **7 units**
Part-Time Vocational Nursing I **LEC 64-72/LAB 144-162**

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. There is an emphasis on the physiological and nursing concerns of adult client's needs relating to respiratory, gastrointestinal, and fluid and electrolyte and urinary problems. Age specific pediatric problems are covered. Prerequisite: AH-070, NURS-090, NURS-100, NURS-170, NURS-171, NURS-182, NURS-183, NURS-192, NURS-193 (with a grade of C or better). Corequisite: NURS-084B. --Transfers to CSU only

Course Descriptions

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 relating to reproductive problems. Leadership and professional responsibilities are emphasized. Prerequisite: Completion of all previous part-time LVN courses. Corequisite: NURS-084B. --Transfers to CSU only

NURS-180 10 units

Vocational Nursing I LEC 80-90/LAB 240-270

This is the foundation course of the VN program which introduces basic nursing concepts and rationale for nursing skills and interpersonal communication. Special emphasis is in nursing, nutrition, gerontology, chronic and terminal illness. Correlated laboratory experience focused on basic and intermediate procedural skills and introduction to total patient care. Prerequisites: AH-070, NURS-100, NURS-182, ENGL-098 (with a grade of C or better). Corequisites: NURS-084B and NURS-183 or prior enrollment within two years of registration. --Transfers to CSU only

NURS-182 1 unit

Dosage Calculations for Allied Health LEC 16-18

This course is for students in Allied Health who will administer medications. Calculations are taught using one simple formula, desired over have (D/H). Prerequisite: None. --Transfers to CSU only

NURS-183 2 units

Understanding Human Behavior for Allied Health LEC 32-36

This is a course to introduce the basic principles of human behavior and relate these principles to the interaction process of health care providers and their clients. Prerequisite: Admission to the VN program. --Transfers to CSU only

NURS-190 16 units

Vocational Nursing II LEC 144-162/LAB 336-378

Emphasizing the physiological understanding and nursing concerns of adult client's needs relating to pre and post op, musculoskeletal, endocrine, cardiovascular, respiratory, neurosensory and gastrointestinal problems. Correlated clinical laboratory experiences involve application of the nursing process. Prerequisite: AH-070, NURS-100, NURS-180, NURS-182, NURS-183. Corequisite: NURS-084B, NURS-192, and NURS-193 (with a grade of C or better). Please note that NURS-192 and NURS-193 may be taken as prerequisites within 2 years of enrollment into this course. --Transfers to CSU only

NURS-192 2 units

Introduction to Pharmacology for Allied Health LEC 32-36

This course is designed for any student who will be administering medications or caring for clients receiving medications. It introduces the student to the basic drug classifications and their nursing implications. Prerequisite: Admission to the VN or RN program. --Transfers to CSU only

NURS-193 2 units

Understanding Human Development for Allied Health LEC 32-36

This course gives an overview of human development, focusing on the psycho-social influences as well as maturation. Inter-related health issues of each stage of life will be integrated. Prerequisite: Admission to the VN program. --Transfers to CSU only

NURS-194 3.5 units

Pharmacology & Dosage Calculations for Nurses LEC 56-63

This course provides nursing students with a methodical approach for calculating medication dosages, selecting and administering drugs, and monitoring the patient's response to drug therapy. Content includes general principles of pharmacology, legal, ethical, and safety

aspects of medication administration, and drug calculations. 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

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 on the concepts and skills related to age-appropriate family centered care. Prerequisite: Admission requirements to the RN program. Corequisite: NURS-084C. --Transfers to CSU only

NURS-224 5 units

Beginning Medical-Surgical Nursing II LEC 40-45/LAB 120-135

Medical Surgical Nursing II develops the first year nursing student's knowledge and skills as they relate to the adult non-critical moderately complex medical-surgical patient. Through utilization of the nursing process, the student will recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Psychomotor skills associated with moderately complex needs, medication administration and intravenous therapy will be studied and practiced. The impact of multiple nursing diagnoses on patient outcomes will be introduced. Prerequisite: NURS-214 (with a grade of C or better). Corequisite: NURS-084C. --Transfers to CSU only

NURS-226 **3.5 units**
Nursing of Childbearing & Families LEC 32-36/LAB 72-81
 This course will enable the student to obtain knowledge and skills necessary to provide safe, effective, culturally sensitive physiological and psychosocial care using the nursing process and family centered approach for childbearing clients and their families. Clinical experiences emphasizes refinement of critical thinking, decision making, psychomotor skills and management of care for evidence based practice in the roles of professional nursing. Prerequisite: Admission requirements to the RN program. Corequisite: NURS-084C. --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. Corequisite: NURS-084C. --Transfers to CSU only

NURS-234 **5 units**
Intermediate Medical-Surgical Nursing III LEC 40-45/
 LAB 120-135
 Students in this course will synthesize and correlate nursing knowledge and skills in providing care to multiple patients who have complex, multi-system illnesses. Focus will be for the students to predict patient needs and priorities, and evaluate outcomes on care. Associated psychomotor skills will be integrated and practiced. Prerequisite: NURS-224 (with a grade of C or better). Corequisite: NURS-084C. --Transfers to CSU only

NURS-236 **3 units**
Mental Health Nursing LEC 24-27/LAB 72-81
 The course provides an introduction to Mental Health Nursing using the nursing process to promote psychosocial integrity within the context of the health illness continuum across the life span. Emphasis is on therapeutic interactions and communications, bio-psychosocial rehabilitation and therapeutic use of self. Clinical experiences will provide opportunities for students to participate in therapeutic activities in a variety of mental health settings. Prerequisite: PSYC-101 (with a grade of C or better). Corequisite: NURS-084C. --Transfers to CSU only

NURS-238 **2 units**
Gerontology and Community Nursing LEC 16-18/LAB 48-54
 This course builds on previous knowledge and skills in applying the nursing process to older adults living in the community. Gerontological nursing theory is stressed with emphasis on lifestyle and physical changes that occur with aging, the process of initiating health referrals for the older adult, and the outcome criteria for evaluating the aging 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). --Transfers to CSU only

NURS-299 **1-3 units**
Special Projects: Nursing IS 16-54
 Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Nursing classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Nutrition

NUTR-100 **3 units**
Family Nutrition LEC 48-54
 This course covers basic principles of nutrition. It includes the study of the essential nutrients, food labels and consumer protection laws, meal planning, dietary considerations for various stages of life, dietary recommendations for disease prevention, and weight control methods. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS E --Transfers to both UC/CSU--CSU Area(s): E1

NUTR-100H **3 units**
Honors Family Nutrition LEC 48-54
 This course covers basic principles of nutrition. It includes the study of the essential nutrients, food labels and consumer protection laws, meal planning, dietary considerations for various stages of life, dietary recommendations for disease prevention, and weight control methods. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 or AA/AS E --Transfers to CSU only

NUTR-101 **3 units**
Nutrition and Foods LEC 48-54
 This course examines the science of nutrition and overviews the macro and micro nutrients. Exploration of the role of nutrition throughout the life span and the effects of exercise on overall wellness are also covered. Nutrition 101 is designed for students and health-care workers in beginning assistance level programs. This course is also intended to meet the introductory nutrition requirements for practical or licensed vocational nurses as well as diet technicians or diet aides. Nutrition 101 is also for non-professional students who wish to gain more knowledge regarding their own nutritional status and the application of this knowledge to improve their health and wellness. Prerequisite: None. --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 60-300
(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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 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-108 **3 units**
Contemporary Religions in the United States of America **LEC 48-54**

A study of religious beliefs and practices in United States of America with special reference to proliferation of Protestant, Catholic, Jewish and Eastern religions of European and Asian origins. Insights of religious and philosophic undertones of the American society will be highlighted in this course. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2

PHIL-109 **3 units**
Ancient and Medieval Philosophy **LEC 48-54**

Critical study of the origin and development of major philosophical views from the period of the ancient Greeks and Romans and continuing through the Middle Ages, with special emphasis on Socrates, Plato, Aristotle, St. Augustine, Boethius and St. Thomas. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2

PHIL-110 **3 units**
Renaissance and Modern Philosophy **LEC 48-54**

Critical study of the philosophic systems and ideas from the renaissance through the modern period which have had a dominant impact on Western civilization, with special emphasis on Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume and Kant. Prerequisite: None. Recommended Preparation: Eligibility for ENGL-101. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2

PHIL-111 **3 units**
Contemporary Philosophy **LEC 48-54**
 Critical study of the major philosophical movements of the late 19th, 20th and early 21st centuries, including existentialism and continental philosophy, linguistic analysis, hermeneutics, positivism, and pragmatism. Contemporary issues in philosophy of mind, epistemology, and political and social philosophy are also studied. Some philosophers that may be studied include Soren Kierkegaard, Friedrich Nietzsche, Jean-Paul Sartre, 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 **3 units**
Honors Contemporary Philosophy **LEC 48-54**
 Critical study of the major philosophical movements of the late 19th, 20th and early 21st centuries, including existentialism and continental philosophy, linguistic analysis, hermeneutics, positivism, and pragmatism. Contemporary issues in philosophy of mind, epistemology, and political and social philosophy are also studied. Some philosophers that may be studied include Soren Kierkegaard, Friedrich Nietzsche, Jean-Paul Sartre, Bertrand Russell, Ludwig Wittgenstein, Jurgen Habermas, Daniel Dennett, John Hospers, James Rachels, Peter Singer, Ayn Rand, and John Rawls. Prerequisite: Acceptance in the Honors Enrichment Program and 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-112 **4 units**
Critical Thinking and Composition **LEC 64-72**
(formerly Methods of Argument)
 This course focuses on studying the structure of argument, the detection of common argument fallacies, the creation of cogent, valid argument, and the acquisition of skills needed to translate clearly constructed arguments into argumentative essays. Students will study inductive and deductive logic, valid and invalid argument forms, the difference between fact, judgment and belief, and the importance definition plays in constructing strong arguments. Prerequisite: ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C or AA/AS D2 --Transfers to both UC/CSU --IGETC Area(s): 1B,--CSU Area(s): A3

PHIL-112H **4 units**
Honors Critical Thinking and Composition **LEC 64-72**
 This course focuses on studying the structure of argument, the detection of common argument fallacies, the creation of cogent, valid argument, and the acquisition of skills needed to translate clearly constructed arguments into argumentative essays. Students will study inductive and deductive logic, valid and invalid argument forms, the difference between fact, judgment and belief, and the importance definition plays in constructing strong arguments. Prerequisite: Acceptance in the Honors Enrichment Program; ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C or AA/AS D2 --Transfers to both UC/CSU --IGETC Area(s): 1B,--CSU Area(s): A3

PHIL-299 **1-3 units**
Special Projects: Philosophy **IS 16-54**
 Students with previous 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 **1 unit**
Digital Imaging Studio Laboratory **LAB 48-54**
 This lab makes the Digital Light Room and Digital imaging studio available to the intermediate and advanced digital photography students. Students enroll in MUL-90 to be eligible to reserve the Digital Studio for production project work assigned throughout the program. *Cross-listed as MUL-090. May be taken 4 times for credit. Prerequisite: MUL-124/PHOT-125 (with a grade of C or better). Corequisite: MUL-224 or MUL-225. --Not transferable

PHOT-118 **3 units**
Beginning Photography **LEC 16-18/LAB 96-108**
 This course is an introduction to traditional chemistry-based black and white 35mm photography. Concepts include exposure control, chemical mixing, technical issues relating to 35mm black and white emulsion-based film development, Black and White enlarger printing, image archiving, and technical and aesthetic black and white photographic image creation are covered. The course includes written research covering historical and contemporary photographers and photographic techniques. *Cross-listed as ART-128. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

PHOT-125 **3 units**
Digital Photography Production I **LEC 48-54**
 This course provides critical, practical, technical, and creative instruction, in addition to guided practice pertaining to digital photographic theory and practice utilizing digital imaging software and digital photographic equipment. It covers fundamental photographic principles and theory as well as a comprehensive introduction into the realm of the digital Light room (photography in the age of new media). The processes involved with digital photographic production will be covered along with their relationship to traditional photography. *Cross-listed as 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 60-300**
(75-300 Paid/60-240 Unpaid)
 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. Other Enrollment Criteria: 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

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 and self-assignment. High quality digital output is integral to this course. *Cross-listed as MUL-225. May be taken 4 times for credit. Prerequisite: MUL-224/PHOT-224 (with a grade of C or better). --Transfers to CSU only

PHOT-299 **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-124, PHOT-224, and PHOT-225 (with a grade of C or better). A contract must also be completed with the instructor prior to enrollment. --Transfers to CSU only

Physical Education

PE-090 **2 units**

Pep Squad **LEC 16-18/LAB 48-54**

This course is designed to develop leadership and cooperation within the pep squad, structure rehearsals and improve school spirit. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Not transferable

PE-100 **3 units**

Introduction to Physical Education **LEC 48-54**

This is an orientation course designed to survey the history, philosophy and related sport and fitness issues related to physical education. The responsibilities of the physical education instructor and sports coach will be investigated and the role of the physical educator within recreation, school and community health services will be researched and identified. Prerequisite: None. Recommended Preparation: READ-063. --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

PE-110 **3 units**

Prevention and Care of Athletic Injuries (formerly Prevention and Care of Injuries) **LEC 48-54**

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 or AA/AS 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-112A **1 unit**
Beginning Step Aerobics **LAB 48-54**
 This course is designed to provide the students the opportunity to learn basic step aerobics routines and training techniques used to achieve optimal fitness. The student will benefit from comprehensive weight training and cardiovascular endurance activities. Proper warm up and cool down, intensity monitoring, and fitness testing and evaluation for aerobic exercise will be included. The student will explore the health benefits of aerobic fitness to facilitate personal health and wellness. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to CSU only

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 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-114A **1 unit**
Strength Training: Circuit **LAB 48-54**
 Circuit weight training is a combination of high-intensity aerobics and resistance training designed to target fat loss, increase muscular strength and endurance, improve cardiovascular endurance and flexibility. Training techniques involve moving from one exercise to another, identifying and working different muscle groups while incorporating cardio stations and stretch stations with an understanding of the target heart rate training zone. Proper safety precautions will be introduced and implemented throughout this course. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to CSU only

PE-114B **1 unit**
Strength Training: Free Weights **LAB 48-54**
 An introduction and review of equipment, safety techniques, correct exercise technique and the basic anatomy used for specific exercises. Proper diet and nutritional principles applicable to strength training will be introduced and applied to the individual needs of each student. This class will provide the opportunity to further develop strength, flexibility and cardiovascular fitness by developing an individualized program that will incorporate daily record keeping, evaluation and measurement to ensure success in meeting personalized objectives. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to CSU only

PE-114C **1 unit**
Powerlifting **LAB 48-54**
 An introduction and review of basic weight training principles, the history of powerlifting, equipment, safety techniques, and the basic anatomy used for specific exercises. Students will be instructed in the proper protocols to successfully execute basic explosive and powerlifting exercises. Nutritional factors related to strength and fitness performance will be identified and applied to the individual needs of each student. Daily record keeping, evaluation and measurement will be implemented to ensure success in meeting personalized and course objectives. May be taken 4 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to CSU only

PE-115 **3 units**
First Aid and CPR **LEC 48-54**
(formerly First Aid)
 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 CSU only

Course Descriptions

PE-123 **2 units**

Football II **LEC 16-18/LAB 48-54**
This course provides instruction in the skills, techniques, strategy, etiquette, and rules football. This course is designed to be interesting, to improve physical fitness, and to teach carryover skills. Course includes beginning levels. Prerequisite: PE-122 (with a grade of C or better). --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-124A **3 units**

Theory of Football-Offense **LEC 48-54**
This course is an advanced course in classical offensive football theory emphasizing alignment, assignments, and techniques. Basic offensive football theory will be followed by advanced personnel theory, down and distance theory, and situational theory. Throughout the course, particular attention will be placed on offensive football strategy through video study and situational reaction simulation. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: PE-122. --AA/AS General Education: AA/AS E --Transfers to CSU only

PE-124B **3 units**

Theory of Football-Defense **LEC 48-54**
This course is an advanced course in classical defensive football theory emphasizing alignment, assignments, and techniques. Basic defensive football theory will be followed by advanced personnel theory, down and distance theory, and situational theory. Throughout the course, particular attention will be placed on defensive football strategy through video study and situational reaction simulation. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: PE-122. --AA/AS General Education: AA/AS E --Transfers to CSU only

PE-125 **3 units**

Strength and Conditioning for Football **LEC 16-18/LAB 96-108**
This course is a high level strength and conditioning course which will aid in power, explosion, as well as injury prevention for football. Emphasis will be placed on Olympic lifting knowledge and technique. In addition, plyometric training will be utilized along with foot speed training, linear speed, and change of direction training. The Cycling concept will be utilized with the periodized training philosophy. Particular attention is placed on core strength and flexibility. May be taken 4 times for credit. Prerequisite: None. Recommended Preparation: PE-150. --AA/AS General Education: AA/AS E --Not transferable

PE-132 **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

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. --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

PE-148 **3 units**
Intercollegiate Sports: Softball (Women) **LAB 144-162**

This advanced course in softball is designed for students with significant training in softball to participate in NCAA Fastpitch Softball. Season of competition begins in January and ends in May. Course includes rigorously intense preparation in fitness and the development and perfecting of softball skills and techniques. Enrollment in the class only counts towards one year of athletic eligibility if one enters an official game. Redshirt players may be part of the team, but not compete in games. May be taken 3 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to both UC/CSU

PE-150 **2 units**
Intercollegiate Sports: Conditioning and Strength Training **LEC 16-18/ LAB 48-54**

Course is designed for out of season intercollegiate sports conditioning and strength training. It accommodates the need of entry level and returning student athletes to improve anatomical flexibility, cardiovascular endurance, running speed and agility, and muscle strength. Activities are directed, measured and closely supervised. Activities are oriented toward individual and similar group student athlete development. Although no prerequisite is established, the tempo, intensity and duration of activities 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 **3 units**
Introduction to Physical Training I **LEC 16-18/LAB 96-108**

A course designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in intensely vigorous physical activity. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. Prerequisite: None. --AA/AS General Education: AA/AS E --Transfers to CSU only

PE-161 **3 units**
Physical Training II **LEC 16-18/LAB 96-108**

This course is designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in some vigorous physical activity such as, but not limited to, varsity athletics. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. Prerequisite: PE-160 (with a grade of C or better). --AA/AS General Education: AA/AS E --Transfers to CSU only

PE-162 **3 units**
Physical Training III **LEC 16-18/LAB 96-108**

A course designed to meet the needs of those students who wish to gain a high level of fitness in order to participate in intensely vigorous physical activity, such as, but not limited to, varsity athletics. The course is set up to achieve the desired physiological results in a short time through concentrated effort. Due to the time involved and the nature of the experience, it will be offered at times not to conflict with regular semester classes. Prerequisite: PE-161 (with a grade of C or better). --AA/AS General Education: AA/AS E --Transfers to CSU only

PE-180 **2 units**
Methods of Teaching Golf **LEC 16-18/LAB 48-54**

This course is the study of the methods used in teaching the game of golf. The course emphasizes rational and objective analysis of relevant information in order to formulate solutions for improving all aspects of an individual's golf game. The course includes the factors involved in the analysis of the golf swing and techniques used for correction of errors. This course is intended for students pursuing a career in golf. May be taken 2 times for credit. Prerequisite: None. --Transfers to CSU only

PE-181 **2 units**
Methods of Teaching Golf: Short Game and Putting **LEC 16-18/ LAB 48-54**

This course is the study of the golf techniques used to develop an effective short game and putting stroke. The course emphasizes basic swing fundamentals and the modern approach to specific aspects of the short game including chips, pitches, greenside sand shots and putting. The course includes methods used to demonstrate these techniques and is intended for students pursuing a career teaching golf. May be taken 2 times for credit. Prerequisite: None. --Transfers to CSU only

PE-182 **1 unit**
Golf Academy Practicum **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

Course Descriptions

PE-299 **1-3 units**

Special Projects: Physical Education

IS 16-54

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Physical Education classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Physics

PHY-100 **3 units**

Conceptual Physics

LEC 48-54

This course provides a conceptual introduction to the basic physics of everyday life. Topics include mechanics, heat, electricity and magnetism, optics and sound, and other modern physics topics. The course is designed for liberal art majors and medical technicians. Prerequisite: None. --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A,--CSU Area(s): B1

PHY-101 **4 units**

Basic Physics: Energy and Motion

LEC 48-54/LAB 48-54

This course provides a non-calculus based introduction to the basic physics of motion and thermodynamics. It covers the general principles of mechanics, heat and fluid dynamics. The course is designed for pre-dental and pre-optometry students, as well as for students with a general interest in science. Prerequisite: MATH-105 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A,--CSU Area(s): B1, B3

PHY-102 **4 units**

Basic Electricity and Modern Physics

LEC 48-54/LAB 48-54

This course is the study of the principles of electricity and magnetism, the properties of light, the theory of relativity and nuclear physics. It is designed for pre-dental and pre-optometry students, as well as for students with a general interest in science. Prerequisite: PHY-101 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A,--CSU Area(s): B1, B3

PHY-201 **4 units**

Mechanics and Wave Motion

LEC 48-54/LAB 48-54

This course is a calculus based study of statics and dynamics of particles, solid bodies, along with fluid mechanics and wave motion. It is designed primarily for students who plan to major in physics, engineering, chemistry, mathematics or life sciences. It is also designed for pre-medical students. Prerequisite: MATH-211 (with a grade of C or better). --AA/AS General Education: AA/AS A --Transfers to both UC/CSU --IGETC Area(s): 5A,--CSU Area(s): B1, B3

PHY-202 **4 units**

Electricity and Magnetism

LEC 48-54/LAB 48-54

Designed for engineering and physical sciences students. Covers topics in thermodynamics including temperature, heat, and the laws of thermodynamics; and the kinetic theory of gases. Also covers topics in electricity and magnetism including electric fields and potential; Gauss' law; capacitance; magnetic fields; Ampere's law; Faraday's law and induction; electromagnetic oscillations; dc and ac current; and circuits. Prerequisite: PHY-201 (with a grade of C or better). Corequisite: MATH-212 or higher. --AA/AS General Education: 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 the problems of developing-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

the problems of developing-world nation building. Prerequisite: Acceptance in the Honors Enrichment Program and 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**

The course will examine the role of ethnic minorities in the political process and their relationship to and role in government and include a discussion of ethnic empowerment, major ethnic based political and community organizations, the philosophies of major ethnic group leaders, and current political issues and trends as they impact ethnic groups and their future. The ethnic groups to be reviewed will include Blacks, Latinos, Asians, and Native Americans. Their experience will be compared and contrasted to that of European immigrant ethnic groups. Prerequisite: 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): 4C, 4H --CSU Area(s): D3, D8

PS-103H **3 units**
Honors Ethnic Politics in America **LEC 48-54**

The course will examine the role of ethnic minorities in the political process and their relationship to and role in government and include a discussion of ethnic empowerment, major ethnic based political and community organizations, the philosophies of major ethnic group leaders, and current political issues and trends as they impact ethnic groups and their future. The ethnic groups to be reviewed will include Blacks, Latinos, Asians, and Native Americans. Their experience will be compared and contrasted to that of European immigrant ethnic groups. Prerequisite: PS-101 (with a grade of C or better) and acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to CSU only

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

PS-120H **3 units**
Honors 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: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 --Transfers to CSU only--CSU Area(s): D8

PS-149 **1-4 units**
Occupational Internship: Political Science **OI 60-300**
(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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

PS-299 **1-3 units**
Special Projects: Political Science **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Political Science classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Psychology

PSYC-101 **3 units**
Introduction to Psychology **LEC 48-54**

This course is designed to introduce students to the core themes of introduction to psychology, the scientific study of behavior and mental processes in context. Contemporary theories and research methods will be explored. Topics will range from the study of learning-cognitive principles to brain physiology and psychopathology. The aim of this course is to promote the intellectual development of students by broadening their understanding of the fundamental aspects of human behavior and cognitive processes. Prerequisite: None. Recommended Preparation: ENGL-098 (with a grade of C or better). --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4I,--CSU Area(s): D9, E1

PSYC-101H **3 units**
Honors Introduction to Psychology **LEC 48-54**

This course is designed to introduce students to the core themes of introduction to psychology, the scientific study of behavior and mental processes in context. Contemporary theories and research methods will be explored. Topics will range from the study of learning-cognitive principles to brain physiology and psychopathology. The aim of this course is to promote the intellectual development of students by broadening their understanding of the fundamental aspects of human behavior and cognitive processes. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4I,--CSU Area(s): D9

PSYC-102 **3 units**
Personal Growth **LEC 48-54**

The major points of view in psychology will be presented as pathways toward personal growth. The course will explore psychological health and mental illness from different perspectives. Psychological principles that can be useful to the individual in achieving personal growth will be emphasized. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4I,--CSU Area(s): D9, E1

Course Descriptions

PSYC-103 **3 units**
Human Development **LEC 48-54**
This course is a life span course, which looks at the psychological, intellectual, physical and social development of individuals from conception to the end of the life journey. Contemporary developmental theories and research methods will be introduced. The focus of this course will be in presenting an ecological and a multicultural approach to human development. Parenting skills and personal development will be emphasized throughout the course. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4I, --CSU Area(s): D9, E1

PSYC-103H **3 units**
Honors Human Development **LEC 48-54**
This 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: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4I, --CSU Area(s): D9, E1

PSYC-104 **3 units**
Psychology of Gender **LEC 48-54**
This course is designed to introduce students to traditional and contemporary psychological theory and research in relation to the impact that gender has on women's and men's thought processes, behaviors and emotions in different social contexts. The topics covered in this course address gender issues at both the individual and the social context level. Some of the topics covered in this course are gender role development and stereotypes, sex differences in cognitive ability, aggression, mental health and family roles. The aim of this course is to promote the intellectual and personal development of students by broadening their understanding of the fundamental aspects of gender identity. The course is designed to satisfy General Education requirements for the Associate Degree. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4D, 4I --CSU Area(s): D4, D9, E1

PSYC-104H **3 units**
Honors Psychology of Gender **LEC 48-54**
This course is designed to introduce students to traditional and contemporary psychological theory and research in relation to the impact that gender has on women's and men's thought processes, behaviors and emotions in different social contexts. The topics covered in this course address gender issues at both the individual and the social context level. Some of the topics covered in this course are gender role development and stereotypes, sex differences in cognitive ability, aggression, mental health and family roles. The aim of this course is to promote the intellectual and personal development of students by broadening their understanding of the fundamental aspects of gender identity. The course is designed to satisfy General Education requirements for the Associate Degree. Prerequisite: 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

PSYC-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

PSYC-105H **3 units**
Honors 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-105H. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

PSYC-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

PSYC-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

PSYC-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

PSYC-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

PSYC-112 **3 units**
Gender and Social Interaction **LEC 48-54**
This course explores the micro-social and structural aspects of gender both in the U.S. and around the world. Micro-social aspects include the 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_ opportunity. *Cross-listed as SOCI-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

PSYC-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

PSYC-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

PSYC-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

PSYC-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

Public Administration

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

PA-103 **3 units**
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 **3 units**
Organizational Problems in Public Administration **LEC 48-54**

This course covers administrative and management problems as they exist within public organizations and agencies. Identifies theories and approaches which explain internal dynamics and behavior in public organization. It includes policy making analysis, and implementation. Prerequisite: None. --Transfers to CSU only

PA-149 **1-4 units**
Occupational Internship: Public Administration **OI 60-300**
(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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

Reading

READ-063 **4 units**
Reading Fundamentals **LEC 48-54/**
(formerly ENGL-063) **LAB 48-54**

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. --Not transferable

READ-064 **4 units**
Intermediate Reading **LEC 48-54/LAB 48-54**
(formerly ENGL-064)

This course is designed to develop effective reading and clear thinking skills. Students' vocabulary and comprehension are assessed, and individual 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. --Not transferable

READ-098 **3 units**
College Reading **LEC 48-54**

This course is designed for students who have a vocabulary base for college-level reading but need improved analytical reading and critical thinking skills. This course focuses on improving comprehension, critical thinking skills with application in the interpretation, analysis, criticism and advocacy of ideas encountered in academic readings. Students read college-level selections from different disciplines and content areas, applying critical analysis to argument validation, tone, source evaluation, patterns of organization, fact and opinion, inferences, and others. Prerequisite: READ-064 (with a grade of C or better) and ENGL-062 or placement test eligibility. Recommended Preparation: ENGL-098. --Not transferable

Course Descriptions

Real Estate

RE-045 **3 units**

Introduction to Real Estate Economics **LEC 48-54**

Basic material covered in RE-145 with less detailed and technical requirements. This course is for students wishing to prepare for Real Estate Economics wanting a better understanding of our real estate markets. Prerequisite: RE-140 or RE-141 (with a grade of C or better). --Not transferable

RE-140 **3 units**

Real Estate Principles **LEC 48-54**

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

RE-141 **3 units**

Real Estate Practice **LEC 48-54**

This course provides an analysis of the real estate business as conducted in California, establishing the real estate office, listings, appraisal methods, prospecting, advertising, selling, closing (listing and sales), financing, escrow procedures, exchanges, taxes, and real estate (general taxation and income tax); business opportunities; property management and leases. A required course to maintain salesperson's license or apply to take broker's exam. Prerequisite: None. Recommended Preparation: RE-140 or Real Estate License. --Transfers to CSU only

RE-142 **3 units**

Legal Aspects of Real Estate **LEC 48-54**

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

RE-143 **3 units**

Real Estate Finance **LEC 48-54**

This course provides an analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, and special purpose properties. Included are instruments of real estate finance, sources of financing, techniques of loan origination and servicing, plus the role of federal and state governments. This course is required to obtain the California Real Estate Broker License. Prerequisite: None. Recommended Preparation: RE-140 or Real Estate License. --Transfers to CSU only

RE-144 **3.5 units**

Basic Appraisal Principles and Procedures **LEC 56-63** **(formerly Real Estate Appraisal)**

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

RE-145 **3 units**

Real Estate Economics **LEC 48-54**

A practical study of the economic aspects of real estate and land use designed to provide a grasp of the dynamic factors which create real estate values and establish trends in real estate markets. Prerequisite: RE-140 or RE-141 (with a grade of C or better). --Transfers to CSU only

RE-146 **3 units**

Real Estate Mortgage Broker **LEC 48-54**

This course will provide students with a broad technical knowledge of the state and federal laws which govern the practice of mortgage loan brokering and lending in the state of California. Students will learn lending laws, regulations, disclosures, and the lending process. The course will partially satisfy California Real Estate Department licensing requirements, and it will qualify for forty-five hours of continuing education credit. Prerequisite: None. --Transfers to CSU only

RE-149 **1-4 units**

Occupational Internship: Real Estate **OI 60-300** **(75-300 Paid/60-240 Unpaid)**

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. Other Enrollment Criteria: 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

RE-150 **3 units**

Escrow I **LEC 48-54**

An applied study of use and operation of the escrow function in real estate transactions, including the study of preparation of escrow instructions and similar documents, computation of pro-rations of real property taxes, insurance premiums, interests and making closing statements, ordering and reviewing title insurance policies and preliminary title reports. Prerequisite: RE-140 (with a grade of C or better). --Transfers to CSU only

RE-151 **3 units**

Escrow II **LEC 48-54**

An applied study of use and operation of the escrow function in real and personal property transactions, including the study of preparation of escrow instructions, documents and closing statements. Students will become involved in escrows as to real property, sales of notes and trust deeds and exchanges and mobile homes. Prerequisite: RE-150 (with a grade of C or better). --Transfers to CSU only

RE-152 **3 units**

Escrow III **LEC 48-54**

An advanced course in escrow procedures dealing with complex escrows of subdivisions, condominiums, bulk transfers, etc. Prerequisite: RE-151 (with a grade of C or better). --Transfers to CSU only

RE-153 **3 units**

Real Estate Exchanges and Taxation **LEC 48-54**

This course is a study of the importance of taxation as a consideration in real estate investment and sales. An up-to-date coverage of recent legislation concerning federal income tax, which affects the aspects of real estate including: depreciation recapture, gains and losses, deferred payments, as well as other decision making factors. Special emphasis and detailed examples are given concerning the exchange methods

of transferring real estate ownership and its relationship to taxation. Prerequisite: RE-140 (with a grade of C or better). --Transfers to CSU only

RE-154 **3 units**
Property Management **LEC 48-54**

This course is an analysis of the principles and practices of managing income properties, including types of property management, collections, leases, tenants and purchases. Prerequisite: None. --Transfers to CSU only

RE-155 **3.5 units**
Residential Real Estate Appraisal

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

RE-156 **1 unit**
Residential Appraisal Report Writing **LEC 16-18**

This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. It emphasizes residential report writing and case studies and includes writing and reasoning skills, common writing problems, and appraisal form reports. This course meets the license requirements for all levels of appraisal licensure. It is required for the trainee, residential and certified residential license. Prerequisite: None. --Transfers to CSU only

RE-157 **1 unit**
Uniform Standards of Professional Appraisal Practice (USPAP) **LEC 16-18**

This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation for state licensing and certification. This course includes the national examination as required by the AQB. Completion of this course and successful completion of the three-hour national examination (the course final examination) are required by the California Office of Real Estate Appraisers (OREA) for initial trainee licensure. Prerequisite: None. --Transfers to CSU only

RE-158 **1 unit**
Appraisal Statistics, Modeling and Finance **LEC 16-18**

This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation for the Certified Residential & Certified General License. The California Office of Real Estate Appraisers (OREA) requires completion of this course for the Certified Residential and Certified General licensure. Prerequisites: None --Transfers to CSU only

RE-159 **1 unit**
Advanced Residential Applications and Case Studies **LEC 16-18**

This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation for the Certified Residential License. The California Office of Real Estate Appraisers (OREA) requires completion of advanced residential applications and case studies for Certified Residential licensure. Prerequisite: None --Transfers to CSU only

RE-299 **1-3 units**
Special Projects: Real Estate **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Real Estate classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Sociology

SOCI-095 **1 unit**
Survey of Human Services **LEC 16-18**

This survey course provides an overview of the field of Human Services and an outline of the Human Services Certificate program including program expectations, prospects for employment, California state legal requirements and restrictions, examination of service populations and their challenges as they relate to the field of Human Services. Offered as pass/no pass only. Prerequisite: None. --Not transferable

SOCI-101 **3 units**
Principles of Sociology **LEC 48-54**

This course is the scientific study of human society and behavior in social settings. It is a survey of the basic characteristics and dynamics of society and culture from the sociological perspective. Topics include culture, socialization and personality development, social interaction, deviance, group dynamics, social structure, social institutions, inequality, social change and collective behavior. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4J,--CSU Area(s): D0

SOCI-101H **3 units**
Honors Principles of Sociology **LEC 48-54**

This course covers the scientific study of human society and behavior in social settings. It is a survey of the basic characteristics and dynamics of society and culture from the sociological perspective. Topics include culture, socialization and personality development, social interaction, deviance, group dynamics, social structure, social institutions, inequality, social change and collective behavior. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4J,--CSU Area(s): D0

SOCI-102 **3 units**
Contemporary Social Problems **LEC 48-54**

In this course, students will be introduced to major sociological theories (i.e. structural-functionalist, conflict, and social-interactionist theories), concepts, and other sociological perspectives useful to the study of contemporary social problems. Special emphasis will be placed upon the identification, description, and evaluation of emerging social and chronic social problems. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4J,--CSU Area(s): D0, E1

SOCI-103 **3 units**
Marriage and the Family **LEC 48-54**

This course is an analysis and exploration of the contemporary American family and intimate relationships with comparisons of family structures in the US and abroad. This course will examine the research data, practices used and methods of developing intimate relationships in the social atmosphere. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU--CSU Area(s): D0, E1

SOCI-105 **3 units**
Social Psychology **LEC 48-54**

Social psychology involves the analysis of relationships between the behavior of individuals and the structure, functions, and processes of society. Topics to be covered in this course include: attitude formation and change, beliefs, attribution, social persuasion, social facilitation, group influences, prejudice, aggression, attraction, altruism, and conflict. *Cross-listed as PSYC-105. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4I, 4J --CSU Area(s): D0, D9

Course Descriptions

SOCI-105H **3 units**

Honors 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-105H. Prerequisite: Acceptance in the Honors Enrichment Program. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

SOCI-106 **3 units**

Intercultural Relations

LEC 48-54

The study, functions, and consequences of culture in inter - and - intra - group relations among various racial/ethnic, sex/gender, social class, religious, ability, and nationality groups in the United States and selected other countries around the world. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4J,--CSU Area(s): D0

SOCI-108 **3 units**

Human Sexuality

LEC 48-54

This course helps students better understand human sexuality in relation to oneself and society in general. To achieve this, a multi-disciplinary approach will be taken with perspectives in sociology, medical/biology, psychology, and anthropology, giving students an opportunity to learn basic 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

SOCI-110 **3 units**

Media and Society

LEC 48-54

This course explores the evolution of contemporary television, film, and publishing industries, as well as the virtual communities of the Internet and the World Wide Web. The effects and consequences of the media in society will be explored. Emphasis will be on representations of various cultures and subcultures in the United States and abroad from World War II to the present. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4J,--CSU Area(s): D0

SOCI-112 **3 units**

Gender and Social Interaction

LEC 48-54

This course explores the micro-social and structural aspects of gender both in the U.S. and around the world. Micro-social aspects include the 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_ opportunity. *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

SOCI-115 **3 units**

Contemporary Chicano in Society

LEC 48-54

This course explores the micro-sociological and institutional aspects of contemporary Chicanos/as in the U.S., particularly in California from the 1930s to present. Topics include an exploration of identity formation, 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. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 4J,--CSU Area(s): D0, D3

SOCI-124 **3 units**

Foundations of Social Research Methodology

LEC 48-54

This course is an introduction to sociological research. It will provide students with an in depth analysis of both qualitative and quantitative social research methods. Students will have the opportunity to design, conduct and analyze an experimental research. Prerequisite: SOCI-101 (with a grade of C or better). --AA/AS General Education: AA/AS B2 --Transfers to CSU only

SOCI-125 **3 units**

Crime and Society

LEC 48-54

This course examines crime in American society with an emphasis on diversity, including an analysis of how race/ethnicity, sex/gender, social class, and sexual orientation affect the interpretation of criminal laws, sentencing, and prevention. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to both UC/CSU --IGETC Area(s): 4J,--CSU Area(s): D0

SOCI-130 **3 units**

Sociology of Aging

LEC 48-54

Presents social, economic and political factors, related to the aged in their changing family and social roles. Includes demographics, aging and adaptation, needs, resources and social support systems. *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 **3 units**

Introduction to Applied Human Services

LEC 48-54

This course is an introduction to the sociological explanations of employment and workforce development from an applied human services perspective. It 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. This course includes topics related to the historical perspectives of career development theory, and the role of para-professionals. Focus is on assisting special populations. Prerequisite: None. Corequisite: SOCI-095. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

SOCI-141 **3 units**

Case Services and Advocacy in Human Services

LEC 48-54

This course provides an overview and foundation in case management and advocacy in applied Human Services professions. Essential case management and advocacy skills are studied including: screening, intake, resource identification, comprehensive needs assessment, and service coordination. The legal and ethical elements of case management are studied including: documentation, legal rights and responsibility, and confidentiality. Advocacy is studied both on an individual client centered advocacy and on a system and community advocacy level. Prerequisite: None. Corequisite: SOCI-095. --Transfers to CSU only

SOCI-150 **3 units**

Introductory Field Work in Human Services

LEC 48-54

This course in the Human Services certificate program provides field experience at approved community based organizations, health centers, or social service agencies. Under supervision, students have an opportunity to practice sociological theories, techniques and job skills including, screening, intake, program orientations, supervised advisements, referrals and resource recommendations. Broad practical experience is gained in areas of interview, assessment, client communication, case management, documentation, confidentiality and scheduling. Emphasis is on professionalism, legal mandates, reporting and confidentiality. Prerequisite: SOCI-140 or SOCI-141 (with a grade of C or better). Corequisite: SOCI-095. --Transfers to CSU only

SOCI-299 **1-3 units**
Special Projects: Sociology **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 Sociology classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Student Government Association (ASB)

SGA-101 **3 units**
Leadership Development **LEC 48-54**
 This course is designed to provide emerging and existing student leaders the opportunity to analyze the theoretical aspects of leadership and apply those concepts to improve their leadership and apply those concepts to improve their leadership skills. The course prepares students to assume leadership position in campus organizational goal setting, decision-making strategies, team building, and organizational ethics, initiating change and conflict management. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

SGA-102 **3 units**
Personal Leadership Development **LEC 48-54**
 This course will explore advanced topics in leadership and the application to the personal lives, and careers in private or public sector organizations. Topics will include crisis in leadership, being a positive change agent, conflict resolution, power and influence, diversity, leadership roles, ethics and leading teams. Students will develop and implement a plan to apply new skills and knowledge to an organization they belong to. Prerequisite: None. --AA/AS General Education: AA/AS B2 --Transfers to CSU only

SGA-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 CDE-105. May be taken 4 times for credit. Prerequisite: None. --Transfers to CSU only

SGA-299 **1-3 units**
Special Projects: Special Topics in Leadership **IS 16-54**
 Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: A contract must be completed with the instructor prior to enrollment. --Not transferable

Teaching Assistant

TA-080 **2 units**
Tutor Training **LEC 32-36**
 This course is designed for those who want to tutor adult students with emphasis on developing instructional skills to meet individual needs. The course addresses tutoring techniques, effective communication, personality and learning styles. Additionally, strategies for tutoring students with special needs such as ESL, learning disabilities, math anxiety, and cultural differences are included. This is a required class for all tutors working in the Learning Center. Offered as pass/no pass only. Prerequisite: None. --Not transferable

TA-081 **1 unit**
Introduction to Math Tutoring **LEC 16-18**
 This course clarifies the role and responsibility of a math tutor. The course includes training in individualized and small group instruction, communication skills, learning styles, problem solving techniques, new technologies, and an overview of math curriculum. Offered as pass/no pass only. May be taken 4 times for credit. Prerequisite: TA-080. --Not transferable

TA-082 **1 unit**
Introduction to Tutorial Writing **LEC 16-18**
 TA-082 is an interactive course that clarifies the techniques, roles and responsibilities of a peer writing tutor. Students will examine the role of peer writing tutors in one-on-one conferences, discuss tutoring theory, and observe tutors in the Writing Center. The course includes training in individualized and group instruction, communication skills, and the theory of writing as a process. May be taken 3 times for credit. Prerequisite: TA-080 or equivalent. --Not transferable

TA-101 **3 units**
Introduction to Teaching Assistant **LEC 48-54**
 This course will explore the role of the para-professional in assisting the classroom teacher. Emphasis will be on developing specific instructional and non-instructional skills to help the student become an effective member of the educational team. Prerequisite: None. --Transfers to CSU only

TA-102 **3 units**
Advanced Teaching Assistant Techniques **LEC 48-54**
 This course is designed for the student seriously considering education as a profession. Emphasis will be on developing in the student a sound philosophy of education, good interpersonal relationships, a basic understanding of educational accountability, theories of learning and the refinement of the student's instructional skills in language arts and mathematics. Prerequisite: None. --Transfers to CSU only

TA-149 **1-4 units**
Occupational Internship: Teaching Assistant **OI 60-300**
(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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 **1-3 units**
Special Projects: Teaching Assistant **IS 16-54**
 Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Teaching Assistant classes; a contract must be completed with the instructor prior to enrollment. --Not transferable

Theater Arts

THA-101 **3 units**
Introduction to Theater **LEC 48-54**

Through lectures, readings, videotape, live theatrical experiences, class discussions, and activities, this introductory course emphasizes the value and importance of theater as a fine art and metaphor for society and life. Emphasis is placed on the role of theater as a source and reflection of ideas, cultural values, and human understanding. Contributions of the playwright, director, actor, designer, technician, and audience are explored. This course is a requirement for the Theater Arts major and meets the general education graduation requirement for Arts and Humanities. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

THA-101H **3 units**
Honors Introduction to Theater **LEC 48-54**

Through lectures, readings, videotape, live theatrical experiences, class discussions, and activities, this introductory course emphasizes the value and importance of theater as a fine art and metaphor for society and life. Emphasis is placed on the role of theater as a source and reflection of ideas, cultural values, and human understanding. Contributions of the playwright, director, actor, designer, technician, and audience are explored. This course is 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 **3 units**
Theater History **LEC 48-54**

This survey course approaches world theater history from Ancient Greece through contemporary theater in the early 21st century. Comparative historical studies of Asian, Byzantine, European, African, Latin American and American theater are included. The complexity of theater as an art form, from its function in a given era and culture to its many component parts including acting, audiences, theatrical spaces, texts, playwriting, production design, machinery, special effects, music, dance, directing, management, and criticism are examined. *Cross-listed as HIST-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 **3 units**
Voice and Diction **LEC 48-54**
(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 **3 units**
Improvisation for Dance and Theater **LEC 48-54**

Through structured and unstructured movement and vocal improvisations drawing on the theories and practices of action theater, mask work, 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

THA-109 **3 units**
Movement for Actors **LEC 48-54**

This introductory course in movement for actors focuses on the development of an articulate body with dynamic and expressive range. Drawing from the acting techniques and theories of Laban, Adler, Hagen, Spolin, and Stanislavski and the body therapies and disciplines of yoga, Bartenieff and Sweigard Fundamentals, and Alexander and Feldenkrais techniques, students will explore and identify their individual movement preferences and habits. This work will prepare the student for the organic characterization and authentic intention required in acting. This course is for the theatre major and general interest student and fulfills a requirement for the theatre major, the musical theatre certificate, and MSJC humanities requirement. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

THA-110 **3 units**
Fundamentals of Acting **LEC 48-54**

Through lecture, class discussion, improvisation and exercises, analysis of live and video taped performance, scene work and solo study, the student will learn about the separate parts of the craft of acting--thought, emotion, movement and voice--and begin to explore the tools necessary for creating a character. Warm-up techniques, theater etiquette, safety, and the acting profession are emphasized, along with the development of the artist's critical eye. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

THA-111 **3 units**
Intermediate Acting **LEC 48-54**

This course offers a continuing study of acting technique for the serious theatre student preparing for advanced work at the university or professional levels. Emphasis is placed on developing multi-dimensional characters, objectives, playable actions, believability and the working rehearsal process in both scene and solo study. Particular attention is paid to audition preparation, resume, and portfolio development. May be taken 2 times for credit. Prerequisite: THA-110 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

THA-112 **3 units**
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 **3 units**
Oral Interpretation of Literature **LEC 48-54**

This course analyzes the art of communicating works of literary merit to an audience. The appropriate literary selection, the use of vocal skills and facial and body expression will be developed in order to present works of literature to a theatrical audience. Individual and group performances of poetry, prose, and drama are included. *Cross-listed as COMM-113. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

THA-117 **3 units**
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--CSU Area(s): C1

THA-118 **3 units**
Theater Production **LEC 40-45/LAB 24-27**

This course presents practical application in the basic skills of organizing and producing plays and musicals. Through the study of stage managing, backstage operations, technical crews and equipment, budget and house managing, the student experiences how to run a theater effectively. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-120 **3 units**
Lighting **LEC 32-36/LAB 48-54**

Students will learn the basic concepts of stage lighting. Study includes the operation of lighting equipment and control systems, theory of lighting design, color media, rigging and planning, light plots, and technical rehearsal and performance procedures. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-121 **3 units**
Costume **LEC 32-36/LAB 48-54**

Students will learn the basic concepts of the design and construction of costumes for the stage. Topics will include research, costume organization - pattern and construction techniques, sewing equipment use and maintenance and the function of costume personnel in production work. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-122 **3 units**
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 **3 units**
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

THA-124 **3 units**
Scenic Painting **LEC 32-36/LAB 48-54**

This course is an introduction to the basic techniques and materials used in the painting of scenery for the stage. Demonstration of techniques will culminate in hands-on assignments that make extensive use of these materials to achieve a scenic effect. Students will learn color mixing, base, lay-out, lay-in, detail and the use of standard brushes and tools. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-127 **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 COMM-129. May be taken 2 times for credit. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-132 **3 units**
Acting for the Classical Theater **LEC 32-36/LAB 48-54**

This course is an introduction to the challenge of acting for the classical theater. Students will study the technique/skills required for performing such period styles as Greek Tragedy, Shakespeare, Commedia Dell'Arte and Restoration. Involves close reading and study of text for meaning. Students will prepare scenes and monologues to be performed for class discussion and analysis. May be taken 2 times for credit. Prerequisite: THA-110 (with a grade of C or better). Recommended Preparation: THA-111 and ENGL-203. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C1

THA-135 **3 units**
Introduction to Film **LEC 48-54**

This is an introductory course in film aesthetics and theory which focuses on the art, technology, and business of filmmaking. Elements of film production (mise-en-scene, cinematography, composition, lighting and sound) are explored for the purpose of film analysis. Analyses of filmic 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

THA-136 **3 units**
Cultural History of American Motion Pictures **LEC 32-36/LAB 48-54**

In considering the history of American commercial motion picture culture from its origins to the present, students will study film language, the social composition of audiences, the economics of the film industry, major themes and genres that have appeared in American films, and the relationship between politics and American motion pictures. *Cross-listed as HIST-136. Prerequisite: None. --AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, 4F --CSU Area(s): C2

THA-137 **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 HUM-137. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

THA-150 **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 ENGL-200. 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

THA-155 **3 units**
Musical Theater History **LEC 48-54**

Musical Theater History is the study of the evolution of the American theatrical art form from its European beginnings in nineteenth-century theatrical genres as, opera-comique, opérette, pantos, and vaudeville. The course surveys American Musical Theater from 1850 to the present day, in social, economic, and cultural contexts. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3A,--CSU Area(s): C1

Course Descriptions

THA-160 **3 units**

Dramatic Writing for Stage and Screen **LEC 48-54**

Beginning playwrights and screenwriters explore the fundamentals of creating scripts for stage and screen. The course will focus on elements of form, style, structure, and character development in published/produced dramatic literature. The students will generate scripts that require the synthesis and application of various approaches to writing. *Cross-listed as ENGL-160. Prerequisite: ENGL-101 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to CSU only

THA-200 **3 units**

Actor's Workshop **LEC 48-54**

This advanced course is for students, with significant actor training and/or theatre experience, who wish to improve their acting and performance skills. The primary focus is on ensemble acting, textual analysis, with concentration on in-depth study of subject material, intensity of action, freedom of emotional context, and clarity of expression. Classroom exercises and scene 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

THA-201 **3 units**

Rehearsal and Performance **LAB 144-162**

This course is a laboratory designed to give the student a variety of experiences in acting and production. The student will work on presenting plays through rehearsal techniques that build skills in all areas of theater, including involvement in production, acting, and artistic teams. This course culminates in public performance. May be taken 4 times for credit. Prerequisite: By audition and/or interview. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-205 **3 units**

Summer Repertory Theater **LAB 144-162**

This is a summer course designed to produce and to present plays as part of a summer theater festival. Students are given opportunities to act, stage manage work crew and participate in all phases of creating plays and musicals for the public. May be taken 4 times for credit. Prerequisite: THA-110 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-209 **1-4 units**

Musical Production **LAB 48-216**

This course is designed for the presentation of a musical. Students will learn the preparation of a production including: rehearsal technique, acting, movement, music, dramatic text, and technical theater. *Cross-listed as DAN-209 and MUS-209. May be taken 4 times for credit. Prerequisite: By audition and/or interview. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU

THA-210 **3 units**

Fundamentals of Directing **LEC 32-36/LAB 48-54** **(formerly THA-119)**

This is an introductory course in the theory, process, and development of directorial skills for the stage. Primary focus is placed on the director's work with textual analysis, research, interpretation, collaboration and communication. Students will research, cast, rehearse, and present a piece for public performance. May be taken 2 times for credit. Prerequisite: THA-101 and THA-110 (with a grade of C or better). --Transfers to both UC/CSU--CSU Area(s): C1

THA-299 **1-3 units**

Special Projects: Theater Arts **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising

instructor. May be taken 3 times for credit. Prerequisite: Previous Theater Arts classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only

Turf & Landscape Management

HORT-101 **3 units**

Horticulture Science **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 nurseries, and maintenance for urban gardeners. This is a core course in the Golf Course/Turf Management Certification Program. Prerequisite: None. --Transfers to CSU only

HORT-102 **3 units**

Introduction to Turfgrass Management **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

HORT-103 **3 units**

Advanced Turfgrass Management **LEC 40-45/LAB 24-27**

(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 examines construction, budgeting, staffing, and equipment. This is an advanced course in the new Golf Course Management Program. Prerequisite: HORT-102 (with a grade of C or better). --Transfers to CSU only

HORT-104 **3 units**

Soil Science and Management **LEC 32-36/LAB 48-54**

(formerly AGTM-104)

This course is designed to present principles of soil and water conservation, land use, soil fertility and the physical and chemical relationships that govern soil reactions and interactions. Emphasis is given to management of various soil types; pH, salinity, texture, organic matter, and control. The lab will cover applied procedures, testing, land surveying, and nutritional management of landscape and horticultural settings. This Soil Science and Management course is a core course in the Golf Course/Turf Management Program. Prerequisite: None. Recommended Preparation: HORT 101. --Transfers to CSU only

HORT-105 **3 units**

Golf Course/Landscape Irrigation **LEC 48-54**

(formerly AGTM-105)

This course is an introduction to fundamental irrigation principles and practices for golf courses and other landscape management projects. The student will learn to read and interpret an irrigation blue print, calculate evapo-transpiration rate, perform a water audit, design an irrigation schedule, program an irrigation controller and troubleshoot and repair basic irrigation problems. Prerequisite: None. --Transfers to CSU only

HORT-106 **3 units**
Pesticide Law & Regulations - Turf & Landscape LEC 48-54
(formerly AGTM-106)

This course includes pesticide, safety and enforcement regulations pertaining to the turf and landscape manager. Presentation of the California Code Sections and study material prepare students for the Department of Pesticide Regulations Laws & Regulations exams. Prerequisite: None. --Transfers to CSU only

HORT-107 **3 units**
Arboriculture LEC 32-36/LAB 48-54
(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/Turf Management Program. Prerequisite: None. --Transfers to CSU only

HORT-109 **3 units**
Landscape Design LEC 48-54
(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

HORT-110 **3 units**
Laws and Regulations an Integrated Pest Management Approach
(formerly AGTM-110) LEC 48-54

This course focuses on laws and regulations as applied to common agricultural pests in Southern California and analyzes physical, biological and chemical pest control principles and practices. Prerequisite: None. --Transfers to CSU only

HORT-120 **3 units**
Sales and Marketing in Hospitality LEC 48-54
(formerly AGTM-120)

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

HORT-121 **2 units**
Sanitation and Safety in Resort Management LEC 32-36
(formerly AGTM-121)

This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers' responsibility in maintaining high sanitation and safety standards. *Cross-listed as BADM-121. Prerequisite: None. --Transfers to CSU only

HORT-122 **3 units**
Resort Food & Beverage Operation LEC 48-54
(formerly AGTM-122)

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

HORT-123 **2 units**
Menu Planning in Resort Management LEC 32-36
(formerly AGTM-123)

This course studies the basic principles of menu making for a variety of types of food service operations within the golf industry, considering the factors of clientele, types of operations, economic requirements, nutritional adequacy, skill of personnel, and equipment limitations. *Cross-listed as BADM-123. Prerequisite: None. --Transfers to CSU only

HORT-149 **0.50-4 units**
Occupational Internship: Turf and Landscape OI 30-300
Management (37.5-300 Paid/30-240 Unpaid)
(formerly AGTM-149)

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. Other Enrollment Criteria: Each student must be enrolled for the full semester and complete 7 units (including the occupational internship) or be enrolled in the Alternative Plan. A training agreement must be completed prior to registration. Please refer to the Occupational Internship Student Handbook for specific information. --Not transferable

HORT-299 **0.50-3 units**
Special Projects: Turf and Landscape Management IS 8-54
(formerly AGTM-299)

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 4 times for credit. Prerequisite: Previous Turf and Landscape Management classes; a contract must be completed with the instructor prior to enrollment. --Not transferable

Viticulture, Enology & Winery

VEW-100 **3 units**
Introduction to Viticulture LEC 48-54

An introduction to viticulture; historical perspective of grape cultivation for table grapes, wine and raisins; grape varieties and species; botany, anatomy, propagation, climate, cultivation, vineyard management, plant-soil-water relations, irrigation, fertilization and pruning; weed, disease and pest control; establishment, training and pruning grapevines; harvest and post-harvest operations. Prerequisite: None. --Transfers to both UC/CSU

VEW-102 **3 units**
Introduction to Enology LEC 48-54

An introduction to the science of winemaking, including history and geographical distribution; grape varieties and wine types; influence of climate and soil; wine fermentation, handling, storage and bottling methods; wine disorders; winery sanitation; legal compliance. Students must be 21 years or older to participate in wine tasting. Prerequisite: None. --Transfers to CSU only

VEW-106 **3 units**
Hospitality in the Winemaking Industry LEC 48-54

This course is an introduction to hospitality in the winemaking industry. Topics include tasting room and customer service skills, marketing, sales, staff development, events program coordination, food and beverage coordination, hospitality and alcoholic beverage law, tasting room design and organization, culinary arts, wine club development and management. The basic concepts of enology and viticulture will also be covered. Prerequisite: None. --Transfers to CSU only

Course Descriptions

VEW-108 **3 units**

Introduction to Winery Business Principles **LEC 48-54**

This course is an introduction to the business of winemaking. Topics include marketing, basic accounting, media relations, product management, inventory control, state and federal compliance licensing, industry trends, distribution channels, wine club development and management, human resources and ALC management, state and federal taxation, insurance, vintage forecasting, and industry contracts. Prerequisite: None. --Transfers to CSU only

VEW-149 **1-4 units**

Occupational Internship: Viticulture, Enology, and Winemaking **OI 60-300 (75-300 Paid/60-240 Unpaid)**

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. Other Enrollment Criteria: 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

Water Technology

WATR-100 **1 unit**

Introduction to Water/Wastewater Operations **LEC 16-18**

This course introduces water and wastewater operations and the basic skills and knowledge needed to advance in this industry. The course will provide an overview of water and wastewater treatment processes, distribution systems as well as terminology and equipment used in the wastewater and water industries. Regulations, licensing and the certification process will be discussed as a part of this course. Prerequisite: None. --Transfers to CSU only

WATR-102 **2 units**

Basic Waterworks Mathematics **LEC 32-36**

This course is an introduction to the mathematics used in water and wastewater industries. Students will learn the basic formulas and functions needed to calculate: area, volume, chemical dosage and other related problems. The course is intended to prepare the student for further water and wastewater courses. Prerequisite: None. --Not transferable

WATR-103 **3 units**

Water Treatment Plant Operations I & II **LEC 48-54**

This is a comprehensive course designed to teach the student the principles of water treatment plant operations. The course will cover sources of water, the treatment process, plant operations, safety, water quality regulations and waterworks Math. The course is designed to prepare the student to take the State of California, Water Treatment Operator exam for grades I&II (T-1&T-2). May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: WATR-102. --Transfers to CSU only

WATR-105 **3 units**

Water Treatment Plant Operations III, IV & V **LEC 48-54**

This is a comprehensive course designed to teach the student the principles of water treatment plant operations. The course will cover sources of water, the treatment process, plant operations, safety, water quality regulations and waterworks Math. The course is designed to prepare the student to take the State of California, Water Treatment Operator exam for grades III, IV & V (T-3, T-4 & T-5). May be taken 2 times for credit. Prerequisite: None. Recommended Preparation: WATR-102 and WATR-103. --Transfers to CSU only

WATR-107 **3 units**

Water Distribution I & II **LEC 48-54**

This comprehensive course teaches the students the course principles of operation and maintenance of a water distribution system. The course will cover sources of water, principles of design, installation, operation and maintenance of pipes, valves, meters and other related hydraulic units. Operation and maintenance safety considerations emphasized. This course is designed to prepare the student to take State of California Water Distribution Operator exam. Prerequisite: None. --Transfers to CSU only

WATR-109 **3 units**

Water Distribution III, IV & V **LEC 48-54**

This is an advanced course designed for the water professional. Prepares and qualifies (with repetition) the student for the State of California Water Distribution Operators Certificate, Grades D-3, D-4 and D-5, and/or the American Water Works Association, Grade III, IV or V. May be taken 3 times for credit. Prerequisite: None. Recommended Preparation: WATR-107. --Transfers to CSU only

WATR-120 **3 units**

Wastewater Treatment Plant Operations I & II **LEC 48-54**

This course is an introduction to wastewater treatment, including preliminary, primary, and secondary treatment processes. This course is specifically designed for individuals seeking employment or those who are already employed in the wastewater field. This course prepares students for the CSWRB Wastewater Treatment Plant Operator examinations. Prerequisite: None. Recommended Preparation: WATR-102. --Transfers to CSU only

WATR-122 **3 units**

Wastewater Plant Operations III, IV & V **LEC 48-54**

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

WATR-125 **3 units**

Laboratory Procedures for Water and Wastewater **LEC 48-54**

This course prepares students to safely perform laboratory tests and 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; 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: MATH-090, WATR-102 or WATR-103, WATR-107, or WATR-120. --Transfers to CSU only

WATR-130 **3 units**

Environmental Laws and Regulations **LEC 48-54**

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

WATR-140 **3 units**

Wells, Pumps and Motors **LEC 48-54**

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

WATR-149 **1-4 units**
Occupational Internship: Water Technologies **OI 60-300**
(75-300 Paid/60-240 Unpaid)

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. Other Enrollment Criteria: 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

WATR-299 **1-3 units**
Special Projects: Water 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 4 times for credit. Prerequisite: Previous Water Technology classes; a contract must be completed with the instructor prior to enrollment. --Not transferable

World Languages

CHIN-101 **5 units**
Elementary Chinese I **LEC 80-90**

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 both UC/CSU --IGETC Area(s): 6A,--CSU Area(s): C2

CHIN-102 **5 units**
Elementary Chinese II **LEC 80-90**

This course is a continuation of skills learned in Chinese 101. Students will become more proficient in the use of Mandarin Chinese through reading, writing, 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 both UC/CSU --IGETC Area(s): 3B,--CSU Area(s): C2

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 advance grammar, dialectal variations and further knowledge of Chinese culture and daily life. Prerequisite: CHIN-102 (with a grade of C or better) or four years of high school Chinese. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B,--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 both UC/CSU --IGETC Area(s): 3B,--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: France **LEC 8-9/**
LAB 72-81

Designed to develop historical and cultural awareness through individualized study, lectures, and class excursions, French 175 provides an opportunity for students to encounter French culture in francophone settings. To be offered in France, primarily during semester breaks and vacation periods. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to CSU only--CSU Area(s): C2

FREN-201 **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

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

Course Descriptions

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: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 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 both UC/CSU --IGETC Area(s): 6A,--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. Student will gain more knowledge of the Italian culture and civilization. Emphasis is placed on acquisition of vocabulary, proper uses of object pronouns and past verbal tenses. Prerequisite: ITAL-101 (with a grade of C or better) or two 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. Student will gain more knowledge of the Italian culture and civilization. Emphasis is placed on acquisition of vocabulary, proper uses of object pronouns and past verbal tenses. Prerequisite: Acceptance in the Honors Enrichment Program and ITAL-101 (with a grade of C or better) or two 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-201 **4 units**

Intermediate Italian I

LEC 64-72

This course is a continuation of skills learned in Italian 102. Students will become more proficient in the use of the Italian language through reading, writing, listening and speaking. Student will gain more knowledge of the Italian culture and civilization. Emphasis is placed on acquisition of vocabulary, subjunctive tense and reading and writing. Prerequisite: ITAL-102 (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-201H **4 units**

Honors Intermediate Italian I

LEC 64-72

This course is a continuation of skills learned in Italian 102. Students will become more proficient in the use of the Italian language through reading, writing, listening and speaking. Student will gain more knowledge of the Italian culture and civilization. Emphasis is placed

on acquisition of vocabulary, subjunctive tense and reading and writing. Prerequisite: Acceptance in the Honors Enrichment Program and ITAL-102 (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-202 **4 units**

Intermediate Italian II

LEC 64-72

This course is a continuation of skills learned in Italian 201. Students will become more proficient in the use of the Italian language through reading comprehension, writing, and speaking. Student will gain more knowledge of the Italian culture and civilization. Emphasis placed on reading and writing. Prerequisite: ITAL-201 (with a grade of C or better) or AP Italian. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

ITAL-202H **4 units**

Honors Intermediate Italian II

LEC 64-72

This course is a continuation of skills learned in Italian 201. Students will become more proficient in the use of the Italian language through reading comprehension, writing, and speaking. Student will gain more knowledge of the Italian culture and civilization. Emphasis placed on reading and writing. Prerequisite: Acceptance in the Honors Enrichment Program and ITAL-201 (with a grade of C or better) or AP Italian. --AA/AS General Education: AA/AS C --Transfers to CSU only --CSU Area(s): C2

JAPN-051 **2 units**

Elementary Conversational Japanese I

LEC 32-36

This is an introductory course for non-native speakers of Japanese in which the student learns to converse on a variety of everyday topics. Offered as pass/no pass only. Prerequisite: None. --Not transferable

JAPN-052 **2 units**

Elementary Conversational Japanese II

LEC 32-36

This course presents a continuation of skills learned in Japanese 051. Offered as pass/no pass only. Prerequisite: JAPN-051. --Not transferable

PORT-101 **5 units**

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 both UC/CSU --IGETC Area(s): 6A,--CSU Area(s): C2

PORT-101H **5 units**

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 --Transfers to both UC/CSU --IGETC Area(s): 6A,--CSU Area(s): C2

PORT-102 **5 units**

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 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 both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

PORT-102H **5 units**
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: 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 --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

PORT-201 **4 units**
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 both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

PORT-201H **4 units**
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: 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 both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

PORT-202 **4 units**
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 more 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-201 (with a grade of C or better) or four years of high school Portuguese. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

PORT-202H **4 units**
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 more 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-201 (with a grade of C or better) or four years of high school Portuguese. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

SPAN-051 **2 units**
Elementary Spanish Conversation I **LEC 32-36**
 This is an introductory course for non-native speakers of Spanish in which the student learns to converse on a variety of everyday topics. This course is not intended for native speakers. Offered as pass/no pass only. Prerequisite: None. --Not transferable

SPAN-052 **2 units**
Elementary Spanish Conversation II **LEC 32-36**
 This course presents a continuation of skills learned in Spanish 051. This course is not intended for native speakers. Offered as pass/no pass only. Prerequisite: SPAN-051 (with a grade of C or better) or one year of high school Spanish. --Not transferable

SPAN-055 **2 units**
Spanish for Health Services Personnel **LEC 32-36**
 An introductory course designed to provide basic grammar and vocabulary skills along with specific health-related vocabulary and terminology. Prerequisite: None. --Not transferable

SPAN-061 **3 units**
Spanish for Supervisors **LEC 48-54**
 With a large Spanish-speaking population in our area, the Spanish language is often used in the work place. Spanish for Supervisors is designed to help the beginner achieve an understanding of conversational Spanish, as used in business and industry. Prerequisite: None. --Not transferable

SPAN-070 **2 units**
Basic Spanish for Professionals **LEC 32-36**
 A course covering basic Spanish grammar and sentence structure; intended as a foundation for learning Spanish used in medical, safety, and supervisory situations. Prerequisite: None. --Not transferable

SPAN-071 **2 units**
Spanish for Medical Professionals **LEC 32-36**
 This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for medical professionals. Prerequisite: SPAN-070 (with a grade of C or better). --Not transferable

SPAN-072 **2 units**
Spanish for Public Safety Personnel **LEC 32-36**
 This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for public safety personnel. Prerequisite: SPAN-070 (with a grade of C or better). --Not transferable

SPAN-073 **2 units**
Spanish for Managers and Supervisors **LEC 32-36**
 This course presents a continuation of skills learned in Spanish 070 dealing with the specific vocabulary for managers and supervisors. Prerequisite: SPAN-070 (with a grade of C or better). --Not transferable

SPAN-101 **5 units**
Elementary Spanish I **LEC 80-90**
 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 units**
Introduction to Spanish 101 **LEC 32-36**
 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 both UC/CSU

Course Descriptions

SPAN-101B **3 units**

Introduction to Spanish 101 (Continuation) LEC 48-54

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 both UC/CSU --IGETC Area(s): 6A,--CSU Area(s): C2

SPAN-101H **5 units**

Honors Elementary Spanish I LEC 80-90

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 in the Honors Enrichment Program. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 6A,--CSU Area(s): C2

SPAN-102 **5 units**

Elementary Spanish II LEC 80-90

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 units**

Honors Elementary Spanish II LEC 80-90

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 in 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 --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

SPAN-103 **5 units**

Elementary Spanish for Spanish Speakers LEC 80-90

This beginning course corresponding to Spanish 101 is designed for students already able to understand and speak the language as used in everyday situations. Emphasis is on listening, speaking, reading, writing and special problems with structures and vocabulary. Prerequisite: None. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 6A,--CSU Area(s): C2

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-201H **4 units**

Honors Intermediate Spanish I

LEC 64-72

A continuation of Spanish 102, this course introduces more advanced grammar and vocabulary with added emphasis on reading and writing. Prerequisite: Acceptance in the Honors Enrichment Program; SPAN-102 (with a grade of C or better) or three years of high school Spanish. --AA/AS General Education: AA/AS C --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

SPAN-202 **4 units**

Intermediate Spanish II

LEC 64-72

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 in 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 --Transfers to both UC/CSU

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 --Transfers to both UC/CSU

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). --AA/AS General Education: AA/AS C --Transfers to both UC/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 in the Honors Enrichment Program; SPAN-104 or SPAN-201 (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-231 **3 units**
Spanish Composition II **LEC 48-54**
 This course is the continuation of SPAN-230, it is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. Prerequisite: SPAN-230 (with a grade of C or better). --AA/AS General Education: AA/AS C --Transfers to both UC/CSU--CSU Area(s): C2

SPAN-231H **3 units**
Honors Spanish Composition II **LEC 48-54**
 This course is the continuation of SPAN-230, it is designed for students wishing to further develop written communication as well as oral comprehension and fluency at a mid-intermediate level in Spanish through culturally relevant materials. This course is for students who want to enhance their Spanish skills and for students planning to transfer to a four-year institution. Prerequisite: Acceptance in 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 --Transfers to both UC/CSU --IGETC Area(s): 3B, --CSU Area(s): C2

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 --Transfers to both UC/CSU --IGETC Area(s): 3B, --CSU Area(s): C2

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 --Transfers to both UC/CSU --IGETC Area(s): 3B, 6A --CSU Area(s): C2

SPAN-270 **3 units**
Latin American Literature in Translation **LEC 48-54**
 Latin American Literature in Translation surveys Latin American literature from the Pre-Columbian oral tradition to the present. Lectures, discussions, and presentations analyze, interpret, and compare the various literary genres and movements in selected works of major Latin American authors within their historical, cultural, and socio-political contexts. This course is designed for students wishing to study Latin American literature, for students with a general interest in literature, and for students planning to transfer to a four-year institution. *Cross-listed as ENGL-270. Prerequisite: None. Recommended Preparation: ENGL-101. --AA/AS General Education: AA/AS C or AA/AS F --Transfers to both UC/CSU --IGETC Area(s): 3B, --CSU Area(s): C2

SPAN-299 **1-3 units**
Special Projects: Spanish **IS 16-54**
 Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor. May be taken 3 times for credit. Prerequisite: Previous Spanish classes; a contract must be completed with the instructor prior to enrollment. --Transfers to CSU only



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.

MUS-002X Golden Eagle Orchestra

This course is designed for all men and women who like to sign 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

Eugene V. Kadow, President (Trustee Area 1)
Dorothy J. McGargill (Trustee Area 2)
Ann Motte (Trustee Area 4)
Gwendolyn Schlange, Clerk (Trustee Area 3)
Joan F. Sparkman, (Trustee Area 5)



As of 04/22/10

ADMINISTRATIVE STAFF

Superintendent/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
 Interim Foundation Director Kristine DiMemmo

**Vice President, Human Resources,
 District Safety & Security Irma Ramos**
 Executive Assistant Faith Nobles
 Interim Chief of Police Terry Meadows

Vice President, Business Services Becky Elam
 Executive Assistant Jennifer Marrs
 Dean, Business Services Elisabeth Gomez
 Dean, Information Technology Susan Guarino
 Director, Procurement &
 General Services Teri Sisco

Vice President, Instruction Dennis Anderson
 Temporary Executive Assistant Jill Lanphere
 Dean of Instruction, Academic Programs,
 Menifee Valley Campus Richard Rowley
 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, Off-Site
 Programs Laurie McLaughlin
 Dean of Nursing & Allied Health Vacant

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 Services, Special
 Projects Camille Kraft
 Dean of Student Support Services, Athletics, Outreach &
 Student Life Patrick Springer
 Director of Enrollment Services,
 Menifee Valley Campus Susan Loomis
 Director of Enrollment Services,
 San Jacinto Campus Cheri Naish
 Director of EOPS & CARE Ketmani Kouanchao
 Director of TRIO Grant Programs Marisa Mendoza

As of 04/22/10

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.

2010 -2011 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

ALVIA, HYMAN

Assistant Professor, Counselor
A.A., Victory Valley College
A.S., Victory Valley College
B.A., California State University, San Bernardino
M.A., California State University, Dominguez Hills

AMEZCUA, ROSALVA

Assistant Professor, 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

Associate 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, Art/ Design
B.A., California State University, Long Beach
M.F.A., University of California, Los Angeles
M.A., University of California, Riverside

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, Counselor and EOPS
A.A., Riverside Community College
B.A., University of California, Riverside
M.S.W., University of Southern California

BARRAZA, LARRY

Assistant Professor, Business/Management
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
B.V.E., California State University, San Bernardino

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, Berkley
Ph.D., University of California, Davis

BORIN, ERIC

Associate Professor, Counselor DSP&S
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

BROSTRAND, CATHY C.

Associate Professor, English
B.A., University of Delaware
M.A., California State University, San Bernardino

BROWN, JEREMY

Assistant Professor, Music
B.M., Baylor University
M.M., University of Texas, Austin
Ph.D., University of Texas, Austin

BURLESON, JENNIFER

Assistant Professor, Counselor
B.S., Ohio State University
M.S., California State University, Fullerton

CANDELARIA, DAVID

Associate Professor, Accounting
B.A., California State University, Fullerton
M.S., California State University, Fullerton

CASTRO, LISSETTE

Assistant Professor, Spanish
A.A., Palomar College
B.A., California State University, San Marcos
M.A., University of California, Davis

CHARLES, KATHERINE

Associate Professor, Physical Education
B.A., Biola University
M.A., Azusa Pacific University
M.S., Cal Poly Pomona

CONNER, MICHAEL

Dean of Instruction, Career Education & Categorical Programs,
San Jacinto Campus
B.A., Loma Linda University
M.A., Loma Linda University
Ed.D., Argosy University

CORREIA-JORDAN, ELIZABETH

Associate Professor, Spanish
A.S., North Virginia College
B.A., University of California, Irvine
M.A., University of California, Irvine

CRANNEY, KAREN

Associate Professor, Guidance
B.S., Rider College
M.A., University of Colorado
Ed.D., University of Southern California, Los Angeles

CUATOK, ALEJANDRO

Student Success Coordinator
B.A., University of California, San Diego
M.S., National University

CVETKO, MARLENE

Associate Professor, Learning Disabilities
B.S., Portland State University
M.S., Portland State University
Ed.D., Oregon State University

DALAIMO, DENISE M.

Associate Professor, Sociology
B.A., University of Nevada, Las Vegas
M.A., University of Nevada, Las Vegas
Ph.D., University of Nevada, Las Vegas

DAVIS, JAMES R.

Associate Professor, History
B.A., St. Mary's College
Ph.D., Brandeis University

DECKER, JAMES

Associate Professor, Learning Disabilities
B.A., Southwestern College, Winfield
M.A., University of New Mexico
Ph.D., University of New Mexico

DI MEMMO, KRISTINE

Interim Foundation Director
A.A., Mt. San Jacinto Community College
A.S., Mt. San Jacinto Community College
B.A., California State University, San Bernardino
M.B.A., University of Phoenix

DOKTORSKI, EILEEN

Assistant Professor, Art
B.F.A., Parsons School of Design
M.F.A., Yale School of Art

DONOVAN III, THOMAS W.

Associate Professor, Philosophy
B.A., Michigan State University
M.A., Michigan State University
Ph.D., University of California, Riverside

DUFFIE, DWIGHT

Associate Professor, Computer Information Systems
B.S., Loma Linda University
M.S., Claremont Graduate School

DURBIN, ARTHUR

Associate Professor, Emergency Medical Technician
Program Director
A.S., Mt. San Jacinto Community College
B.S., University of Redlands

ELAM, BECKY

Vice President of Business Services
B.A., California State University, Fullerton
M.A., University of Phoenix

ESCAMILLA, ELIAS

Associate Professor, Counselor
A.A., Southwestern Community College
B.A., University of California, Riverside
M.A., California State University, San Bernardino

FARRELL, WILLIAM

Professor, English
B.A., Bemidji State University
M.A., Bemidji State University

FARRINGTON, SUSAN

Assistant Professor, Nursing
A.S., Riverside Community College
A.S.N., Riverside Community College
B.S.N., University of Phoenix
M.S.N., University of California, San Bernardino

District Personnel

FEARS, SHARTELLE

Assistant Professor, Counselor
A.A., Mt. San Jacinto Community College
A.S., Mt. San Jacinto Community College
B.A., Azusa Pacific University
M.A., Azusa Pacific University

FLEMING, MICHAEL

Assistant Professor, Communications
A.A., Chaffey College
B.A., California State University, San Bernardino
M.A., California State University, San Bernardino

FLORES, MONICA

Associate Professor, Library Science
B.A., Loma Linda University
M.L.S., San Jose State University

FLOURNOY, YULA D.

Associate Professor, English
A.A., Weatherford College, Texas
B.A., University of North Texas
M.A., University of North Texas

FORD, PAMELA J.

Professor, Anthropology
B.A., Chapman University, Orange
M.A., University of Washington, Seattle
Ph.C., University of Washington, Seattle

GANIM, BEATRICE A.

Associate Professor, English
B.A., California State University, Northridge
M.A., California State University, Northridge
Ph.D., University of California, Riverside

GENTRY, JUDY

Associate Professor, Nursing
B.S.N., Texas Women's University
M.Ed., Cleveland State University
M.S.N., California State University, Dominguez Hills
Ph.D., Capella University

GOETZ, RHONDA

Assistant Professor, Multimedia
B.A., California State University, San Bernardino
M.A., California State University, San Bernardino

GOMEZ, ELIZABETH

Dean of Business Services
B.A., California State University, San Bernardino
M.A., California Baptist University

GREER, LESLIE

Assistant Professor, American Sign Language
B.S., State University of New York, Empire State College
M.A., University of Rochester

GUARINO, SUSAN

Dean, Information Technology
B.S., Central Missouri State University
M.B.A., Rockhurst College

GUU, CHING-JUNG

Professor, Mathematics
B.A., University of California, Berkeley
Ph.D., University of California, Riverside

HAGAN, MANUAL

Associate Professor, Nursing
A.D.N., Mt. San Jacinto Community College
B.S., California State University, Carson
M.S., California State University, Carson
Ph.D., Capella University

HAMILTON, WILLIE

Professor, Political Science
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles

HAMMOCK, ANDREA

Assistant Professor, English
B.A., California State University, San Bernardino
M.A., California State University, San Bernardino

HANZ, KEITH

Associate Professor, Photographic Technology/Commercial
Photography
B.F.A., University of Illinois at Urbana-Champaign
M.F.A., University of Illinois at Urbana-Champaign

HARPER, MICHELLE

Assistant Professor, Child Development and Education
A.S., Moorpark College
M.S., California Polytechnic State University, San Luis Obispo

HAWKINS, CHARLES

Associate Dean of Institutional Research & Planning
B.S., California State University at Hayward
M.S., California State University at Hayward

HEIDEN SCOTT, BELINDA

Assistant Professor, Office Technologies
A. A., Mt. San Antonio College

HEINSMA, DEWEY

Associate Professor, Economics
A.A., Lane Community College
B.S., Portland State University
M.S., Portland State University

HELMS, DEL

Associate Professor, Health Science
B.A., Colorado State University
M.A., Azusa Pacific University
Ph.D., Pepperdine University

HENDRY, PAUL

Assistant Professor, English
B.A., Washington and Lee University
M.Ed., University of California, Los Angeles
M.A., University of California, Irvine

HENNESSY, CAREN

Associate Professor, Office Technologies
B.A., John Carroll University
M.B.A., Cleveland State University

HERT, PAUL

Associate Professor, Mathematics
B.S., California State University, San Bernardino
M.A., University of California, Riverside

HERT, THERESA M.

Associate Professor, Mathematics
A.A., Riverside Community College
B.A., California State University, San Bernardino
M.A., California State University, San Bernardino

HLEBAKOS, JASON

Assistant Professor, Environmental Sciences
B.A., University of California, Berkeley
Ph.D., University of California, Riverside

HOLTS, DONNA

Associate Professor, Office Technologies
B.S., California State University, Long Beach
M.B.A., National University, San Diego

ISH, MARY HELEN

Associate Professor, Counselor
A.A., Grossmont College
B.S., California State University, San Diego
M.A., California State University, San Jose

JAMES, PAMALA M.

Associate Professor, Counselor
B.A., California State University, Long Beach
M.S., California State University, Long Beach

JAMES, PATRICIA R.

Dean of Instruction, Library & Technology
A.A., Canada Community College, Redwood City
B.A., University of California, Santa Cruz
M.A., Capella University

JENKINS, DONALD

Assistant Professor, CIS
A.S., Mt. San Jacinto Community College
B.S., Azusa Pacific University
M.S., Capella University

JOHNSON, J. KEITH

Associate Professor, Physical Science
B.S., Western Kentucky University
M.S., Murray State University

JOHNSON, JOYCE

Dean of Instruction, Career Education & Categorical Programs,
Menifee Valley Campus
A.A., San Bernardino Valley College
A.S., Victor Valley College
B.S., University of Phoenix
M.S., California State University, Dominguez Hills

KANDUS, RICHARD J.

Associate Professor, Psychology
B.A., University of California, Los Angeles
M.A., Humboldt State University

KAZI, NIZAM U.

Professor, Mathematics
B.Sc., Chittagong University, Bangladesh
M.Sc., Chittagong University, Bangladesh
M.S., West Coast University, Los Angeles
Ph.D., University of Southern California

KING, DAVID

Associate Professor, Library Science
B.S., Royal Melbourne
M.S., University of Northern Texas

KOOBATIAN, JAMES

Associate Professor, Philosophy
A.A., Fresno City College
B.A., California State University, Fresno
M.S.L.S., University of Southern California
M.A., California State University, Long Beach

KOUANCHAO, KETMANI

Director of EOPS & CARE
B.A., University of Minnesota
M. Ed., University of Minnesota

KRAFT, CAMILLE

Dean of Student Services, Special Projects
B.A., Westmont College
M.S., Springfield College
Ed.D., University of Southern California

LAMBERT, TENNILLE

Assistant Professor, Dance
B.A., University of Alabama at Birmingham
M.F.A., Florida State University

LANG, LINDA

Associate Professor, Counselor
B.A., California State University, Chico
M.Ed., Montana State University

LEGARRA, RICHARD

Associate Professor, Administration of Justice
B.S., California State University, Los Angeles
M.A., California State University, Los Angeles
M.P.A., University of Southern California
M.S., California Polytechnic State University, Pomona

LOOMIS, SUSAN

Director of Enrollment Services, Menifee Valley Campus
B.S., Bellevue University
M.A., American Intercontinental University

LOPEZ, CARLOS

Dean of Instruction, Academic Programs, San Jacinto Campus
B.A., University of California, San Diego
M.S., University of California, Riverside

LOPEZ, MARIA

Associate Professor, Psychology
A.A., Chaffey College
B.A., California State University, Fullerton
M.S., California State University, Long Beach

MARDICHIAN, ANDREEA

Assistant Professor, Mathematics
B.S., California State University, Northridge
M.S., California State University, Northridge

MARRIOTT, KARIN

Director of Public Information & Marketing
A.A., Crafton Hills College
B.A., University of Redlands

MASON II, ROY

Professor, Biology/Environmental Science
B.A., University of Colorado
M.S., Oregon State University
Ph.D., Oregon State University

MAY, DEBORAH

Professor, Counselor
A.A., Long Beach City College
B.S., Arizona State University
M.A., California State University, San Bernardino

District Personnel

MAZZOTTA, CASEY

Assistant Professor, Physical Education
A.A., Cerritos Community College
B.S., Brigham Young University
M.Ed., Azusa Pacific University

MC LAUGHLIN, LAURIE

Dean of Instruction, External Programs
B.S., Suffolk University
M.A., California State University, San Bernardino

MEAD, CANDACE

Associate Professor, Nursing
B.A., California State University, Long Beach

MENDOZA, MARISA

Director of TRIO Grant Programs
B.A., California State University, Chico
M.A., California State University, Chico

MOORE, BRANDON

Assistant Professor, Mathematics
B.A., Point Loma Nazarene University
M.S., San Diego State University

MOORE, SHERRI

Associate Professor, Library Science
A.S., Mt. San Jacinto Community College
B.A., University of California, Riverside
M.L.S., San Jose State University

MORRIONE, PHILL

Professor, Music
B.A., California State University, Long Beach
M.A., California State University, Long Beach
Ed.D., University of Sarasota

MOSS, E. DAVID

Associate Professor, Communication
B.A., California State University, Long Beach
M.A., California State University, Long Beach

MYERS-DURBIN, SHARON

Associate Professor, Nursing
A.S., College of the Desert
B.S.N., University of Phoenix

NAGGI, PAULA

Assistant Professor, Theatre Arts/Dance
B.A., University of California, Riverside
M.A., California State University, Fullerton

NAISH, CHERI

Director of Enrollment Services
A.S., Mt. San Jacinto Community College
B.A., California State University, San Marcos

NANCE, CINDY

Associate Professor, Geography/GIS
B.A., University of California, Berkeley
M.A., Northern Arizona University
Ph.D., Louisiana State University

NANCE, MARLON

Associate Professor, Earth Science
B.S., Brigham Young University
M.S., University of California, Davis

NAPOLITANO, NANCY

Professor, Health Science
B.S.N., Trenton State College
M.S.N., California State University
Ed.D., University of Sarasota

NASR, FADI

Assistant Professor, Mathematics
B.S., University of California, Santa Barbara
B.S., University of California, Santa Barbara
M.A., University of California, Santa Barbara

NEY, PAUL

Associate Professor, Math/Physics/Astronomy
B.S., California Polytechnic State University, Pomona
M.S., University of California, Riverside

NORMAN, JOHN

Professor, Health
B.S., Oregon State University
M.A., Azusa Pacific University

O'CONNOR, LORNEY

Assistant Professor, Theatre Arts
A.A., Mt. San Jacinto Community College
A.S., Mt. San Jacinto Community College
B.A., California State University, San Bernardino
M.A., California State University, San Bernardino
M.F.A., University of Oregon

O'CONNOR, TRACI

Assistant Professor, Nursing
B.S., Park University

OLIVER, GINA

Associate Professor, Physical Education
B.S., University of California, Santa Barbara
M.S., San Diego State University
M.A., San Diego State University

ORCAJO, WENDY R.

Associate Professor, Child Development and Education
B.A., Whittier College
M.A., California State University, Los Angeles
Ph.D., Capella University

OZOLINS, ERIK G.

Associate Professor, Anthropology
B.A., Ft. Lewis College
M.S., University of New Mexico

PAMULA, SUJATHA

Associate Professor, Biological Sciences
B.S., Nizam College, Osmania University, India
M.S., University of Hyderabad, India
M.S., California State University, Los Angeles
Ph.D., University of California, Riverside

PAUOLE, M. ANNE

Professor, English/Reading
A.A., Mt. San Jacinto Community College
B.A., University of Redlands
M.A., California State University, San Bernardino

PEACE, DAN

Assistant Professor, English as Second Language
B.S., University of Illinois at Urbana-Champaign
M.A., Northeastern Illinois University

PLOTKIN, MICHAEL

Associate Professor, Biological Sciences
 B.S., University of Massachusetts, Amherst
 M.S., Lesley University
 M.S., University of California, Davis

QUEJADA, JOANNA E.

Dean of Outreach/Matriculation/Student Development
 B.A., California State University, Chico
 M.A., University of San Francisco

RAMIREZ, ALMA

Assistant Professor, Reading/English
 B.A., University of California, Riverside
 M.A., University of Illinois
 Ed.D., Pepperdine University

RAMOS, IRMA

Vice President of Human Resources, District Safety & Security
 B.S., DeVry University
 M.B.A., Keller Graduate School of Management

RAMPERSAD, OUDYALACK

Associate Professor, Automotive Technology – PACT Coordinator
 A.A., Cerritos College
 B.V.E., California State University, Long Beach (in progress)

RAZAVI, SHAHLA

Associate Professor, Mathematics
 B.S., University of Tehran
 M.A.T., Oklahoma City University

REAMS, GUYM.

Associate Professor CIS Microsoft Networking
 B.A., California State University, San Bernardino

REECE, DANA

Associate Professor, English
 A.A., Mira Costa College
 B.A., University of California, San Diego
 M.A., University of California, San Diego
 Ph.D., Claremont Graduate University, Claremont

REED, VALERIE

Associate Professor, Sociology
 A.A., Fashion Institute of Design
 B.A., California State University, San Marcos
 M.A., California State University, San Marcos

REEVES, NICK

Assistant Professor, Biological Sciences
 B.S., Western Washington University
 Ph.D. University of California, San Diego

ROSS, LORETTA

Associate Professor, English
 B.A., University of California, Davis
 M.A., California State University, San Diego

ROSSER MIDDLETON, LINDA

Associate Professor, Child Development and Education
 B.A., Pacific Oaks College
 M.A., Pacific Oaks College

ROULETTE, STERLING

Associate Professor, Anatomy and Physiology
 A.S., Mt. San Jacinto Community College
 B.S., California Polytechnic State University, San Luis Obispo
 M.S., California State University, San Bernardino
 Ed.D., University of LaVerne

ROWLEY II, RICHARD D.

Dean of Instruction, Arts, Humanities & Social Sciences,
 Menifee Valley Campus
 B.A., University of Michigan
 M.A., Central Michigan University
 Ph.D., University of Minnesota

RYCRAFT, RICKIANNE

Associate Professor, English
 B.A., California State University, San Marcos
 M.A., California State University, San Marcos
 M.F.A., Pacific University, Forest Grove

SANCHEZ, GLORIA

Assistant Professor, Accounting
 B.A., California State University, Fullerton
 M.B.A., National University

SANDOVAL, CHRISTINE

Assistant Professor, English
 B.A., University of California Riverside
 M.A., University of California, Riverside

SAUNDERS, COLLEEN

Assistant Professor, Ultra Sound Technology
 A.A., Orange Coast College

SCHAADT, BEVERLYANN

Associate Professor, Mathematics
 B.S., University of California, Riverside
 M.S., University of California, Riverside

SCHULER, JOHN

Associate Professor, Chemistry
 A.S., San Bernardino Valley College
 B.S., University of Southern California
 M.S., California Polytechnic State University, Pomona
 Ed.D, University of LaVerne

SCHULTZ, ROGER

Superintendent/President
 B.A., University of Southern California, Los Angeles
 M.A., University of Southern California, Los Angeles

SEARL-CHAPIN, STACEY

Assistant Professor, Political Science
 B.A., University of California, Riverside
 M.A., University of California, Riverside
 Ph.D., University of California, Riverside

SEED, JOHN

Professor, Art
 B.A., Stanford University
 M.A., University of California, Berkeley

SHERKAT, BAHRAM

Associate Professor, Mathematics
 B.A., UC San Diego
 M.A., UC San Diego

SISCO, TERI

Director of Procurement and General Services
 B.A., Strayer University

SISK, RICHARD

Associate Professor, English
 B.A., University of California, San Diego
 M.A., California State University, San Bernardino

District Personnel

SLATTERY-FARRELL, LORRAINE

Assistant Professor, Child Development & Education
B.A., California State University, San Bernardino
M.A., California State University, San Bernardino

SLEPSKI, JEFFREY M.

Professor, Biology
B.S., California State University, San Bernardino
M.A., Azusa Pacific University
M.S., University of Bridgeport
Ed.D., University of Sarasota

SMATHERS, JULIE

Associate Professor, Counselor
A.A., Mt. San Jacinto Community College
B.A., University of California, Irvine
M.A., University of Redlands

SMITH, DONALD E.

Associate Professor, Multimedia
A.A., Mt. San Antonio College
B.A., California Arts, Valencia
M.A., California State University, Fullerton

SMITH, PATRICK

Associate Professor, Geology/Environmental Science
B.S., Brigham Young University
M.A., California State University, Fresno
Ph.D., University of California, Riverside

SOMMERS, TATIANA

Assistant Professor, Counselor
A.A., Mt. San Jacinto Community College
B.A., California State University, Fullerton
M.A., University of Redlands

SPILLMAN, THOMAS

Dean of Student Support Services, Counseling
A.A., Mt. San Jacinto Community College
B.S., University of Utah
M.A., University of Phoenix

SPRINGER, PATRICK

Dean of Student Support Services, Athletics, Outreach & Student Life
B.A., University of Iowa
M.A., Mid-America Nazarene

STEVENSON, GLENN

Associate Professor, Computer Information Systems
B.A., University of California, Irvine
M.S., Azusa Pacific University

STEWART, MICHELLE P.

Associate Professor, English
B.A., Stanford University
M.A., University of Nevada, Reno
Ph.D., University of California, Riverside

STRATE, PATRICIA

Associate Professor, Spanish
B.A., Universite de Bordeaux III, Bordeaux, France
M.A., California State University, San Marcos

TAUSIG, MICHAEL R.

Associate Professor, Music
B.A., Whittier College, Whittier
M.A., California State University, Sacramento

TEAGUE, REBECCA

Director of Grant Development
B.A., University of California, Los Angeles

TOROK, LORI

Associate Professor, Dance/Theater
B.A., Niagara University
M.A., State University, New York

TURNER, KATHRYN

Associate Professor, Child Development and Education
A.A., Glendale College
B.A., California State University, Los Angeles
M.S., University of LaVerne

UHL, SUZANNE

Associate Professor, Communications
B.A., San Diego State University
M.A., San Diego State University
Ph.D., Regent University

VALDEZ ALVAREZ, JORGE

Assistant Professor, Mathematics
B.A., University of California, Riverside
M.S., University of California, Riverside

VARGAS, GARY

Assistant Professor, History
B.A., University of California, Santa Barbara
M.A., University of California, Riverside

VASEK, ANTHONY

Professor, Engineering/Mathematics
B.A., St Joseph's College
B.Ae.E., University of Detroit
M.S., University of Detroit
Exec. M.B.A., Michigan State University
D.Engr., University of Detroit

VINCENT, WILLIAM

Vice President of Student Services
B.S., University of Oregon
M.A., University of California, Long Beach
Ed.D., University of Southern California

VRTIS, APRIL

Assistant Professor, Counselor
A.A., Long Beach City College
B.S., University of Houston, Clear Lake
M.A., California State University, Dominguez Hills
M.A., California State University, Dominguez Hills

WELDEN, MICHAEL

Assistant Professor, Mathematics
B.S., University of Illinois at Urbana-Champaign
M.S., University of Illinois at Urbana-Champaign
WELLS, CAROL

ASSISTANT PROFESSOR, NURSING

A.D.N., Riverside City College
B.S.N., California State University, Dominguez Hills
M.S.N., California State University, Dominguez Hills

YAMANAKA, CHRISTINA

Assistant Professor, History
B.A., University of California, Los Angeles
M.A., University of California, Los Angeles

YOUNG, CORA

Assistant Professor, Nursing
A.A., Los Angeles Trade Tech
B.S.N., University of California, Los Angeles
M.S.N., University of California, Los Angeles

ZOGRAFOS, PETER

Associate Professor, Nursing
B.A., Concordia University
Diploma, Vanier College, Canada
M.S.N., University of Phoenix
Ph.D., Capella University

District Personnel

CLASSIFIED STAFF

*Indicates supervisory staff

BUSINESS SERVICES

Ciarlo, Cheryl
Crandell, Lilibeth
Esqueda, Kathryn
Hall, Martha
Hernandez, Maria
Jensen, Gail
*Jerabek, Teri
Marrs, Jennifer
Owen, Karen
Owen, Tracie
Pendergrass, Deborah
Richter, Karen
Shoffner, Cecilia
Stevens, Cheryl
Thornton, Selene
Venable, Julie
Watts, Karen
Woodford, Jeanine
Worthington, Elizabeth

CAMPUS POLICE

Felt, Deanna
Flores, Evelyn
Garcia, Karla
Mashuqa, Ahmad
May, Lana
*Meadows, Terry
Medina, Mark
Myers, Ryan
Neiberger, Nikole
Saucedo, Edward
Swanson, Gary

CONTINUING EDUCATION AND WORKPLACE TRAINING

Aguilar, Beatriz
*Dixon, Rhonda
Emmenegger, Terri
Fernandez, Elva
Gamez, Maria
Jimenez, Lupe
Ledesma, Soraya

FACILITIES AND GROUNDS

Aguilar, Julio
Bartel, Bobby
Belvin, William
Bittle, Ricky
Briones, Fred
Briones, Jose
Brooks, Joan
Campbell, Marcus
Cerde, Enrique
Ching, Steven
Gettman, Don
Gonzales, Alfonso
Johnson, Linda
*Kasper, Scott
*Larios, Frank
Leyva, Alejandro

Moore, Gerald
Nira, Ernesto
Palmer III, Travis
Pedersen, Scott
Ramirez Jr., Juan
Shehee, Thomas
Shoemaker, Elden
Smith, Terry
Son, Kenneth
Tillman, Gail
*Twitty, Brian
Vanbuskirk, Mark
Warner, Bruce
Weiand, Patrick
*Wilkes, Daryl

HUMAN RESOURCES

Bowdan, Adrienne
Fenter, Laurie
*Howard, Regina
Huerta, Marcy
Jones, Veronica
Nobles, Faith
Williams, Betty

INFORMATION TECHNOLOGY

*Bennett, Justin
Castellanos, Marcus
Ferris, Staci
Holman, Robert
*Madore, Frederick
Nguyen, Kimonah
*Orlauski, Brian
Platt, Christopher
Sanchez, Anthony
Smith, Lon
Stratton, Katherine
Wickman, Annette

INSTRUCTION

Abbondanza III, Nicholas
Abriam, Christine
Adams, Cinda
Alvarado, Nancy
Aquino, Maria
Boggs, Nancy
Bradfield, Tanisha
Brandenberg, Janet
Bremen, Paul
Bridge, Dawn
Brillinger, Laura
Briones, Kathryn
Brillinger, Laura
Bruce, William
Buchanan, Lynne
Burse Jr., Charles
Castaldo, Vicki
Chip, Velia
Cintron, Angela
Cliburn, Brandy
Connell, Karen
Conway, Susan
Coromandel, Kendra
Cox, Mary

Crimmey, Rosemarie
Cuevas, Araceli
Darnell, Sandy
Davis, Anita
Davis, Teresa
Depriest, Darren
Dillaway, Brandelyn
Dominguez, Alma
Dual, Toni
*Dumas, Mark
Duncan-Moses, Constance
Edghill, Hallam
Espejel, Miguel
Eshom, Elaine
Excell-Wertman, Shelley
Ferguson, Jonathan
Ferlisi, James
Giacalone, Susan
Grace, Debra
Hill, Constance
Hillis, Sheila
Hodge, Cheri
Hopkins, Kirstin
*Hurt, Rita
Ihrig, Betty
Jackson, Myesha
Jimenez, Alberto
King, Susan
Kiser, Christopher
Klampert, Dale
Kovalchuk, Vyacheslav
*Kramer, Sheila
Kuzminsky, Kathryn
Lanphere, Jill
Larmore, Lorraine
Lee, Randi
Lovato, Roxanna
Love, Monica
Mann, Lynnette
Marrs, Jamie
Mata, Susanne
Melsheimer, Ronda
Merha, Alan
Mulz, Eric
Munoz, Kathleen
Nevarez, JoAnn
Newman, Laura
Ney, Laurie
Norton, Dennis
Norton, Marcella
Olson, Shelley
Orloff, Micah
Ott, Melissa
Parrott, David
Perez, Debra
Pickens, Jennifer
Prentice, Cynthia
Putnam, Marta
Ramirez, Maria
Ramos, David
Randhawa, Amrik
Razavi, Roashan
Reyes, Milton
Rhodes, Diane
Rodriguez, Colleen
Rozo, Cindy

Rubio, Wanahakati
 Russell, Rose
 Sawyer, Sherri
 Sayama, Hiromi
 Seavey, Angela
 Son, Lina
 Stantz, Carrie
 Stolk, Robert
 Taylor, Sandra
 Thompson, Raquel
 Thorn, Vinson
 Torrence, Lily
 Turner, Tessa
 Uckert, Andre
 Valcarcel, Katheryn
 Vandever, Kristen
 Vandewater, Tina
 Vera, Rachael
 Vesey, Debra
 Vilchis, Evangelina
 Villafuerte, Julieanne
 Vilums, Robert
 Weiss, Stephanie
 Williams, Patricia
 Yarbrough, Cedric

LIBRARY

*Devenney, Cheryl
 Hedlund, Karen
 Maggard, Jeanne
 Pipes, Robert
 Pitt, Tracy
 Reese, Vali
 Walker, Adrienne

**PUBLIC INFORMATION/
 MARKETING**

Cason, Stephanie
 Lowery, Carol
 Ricks, Gloria

STUDENT SERVICES

Abernathy, Lorna
 Aceves, Eva
 Altree, Tara
 Armstrong, Sharon
 Barbera, Angela
 Boss, Diane
 Bowles, Elizabeth
 Bravo, Aimee
 Bravo, Esmeralda
 Breyette, Michael
 Brown, John
 Brunken, David
 Cabral, Paula
 Castillo, Liza
 Chea, Lota
 Ching-Lee, Cynthia
 Coumparoules, Dominique
 Crawford, Martha
 Daniely, Michelle
 Davis, Jared
 Dillard, Mary
 Farinas, Maria
 Feaster, Mary
 Frontino, Fred

Furr, Bernadette
 Garcia, Ermelinda
 Gleason, Debra
 Goebel, Meredith
 Hefley, Christine
 Hernandez, Dora
 Higuera, Araceli
 Howerton, Ray
 Iem, Dorany
 Jackson, Carla
 Jimenez, Rosetta
 Lample, Joseph
 Magana, Lydia
 Mapes, Mary
 Mascaro, Elizabeth
 Mata Leon Juan
 McCurdy, Janet
 Mitchell, Rebecca
 Montano, Mary
 Morales, Diane
 Mozga, Christopher
 Mozga, Fontay
 *Navarro, Lesia
 Orchard, Terri
 Orlauski, Rebecca
 Ortega, Karla
 Padilla, Jacqueline
 Parker, Robert
 Pieper, Edalina
 Plascencia, Michelle
 Ragsdale, Jennie
 Razavi, Roshan
 Rivero, Mayda
 Rodriguez, Vanessa
 Rosenberry, Janet
 Sarabia, Geraldine
 Shaw, Gregg
 Uhrig, Sandra
 Watson, Gary
 Wilder, Donna
 *Williams, Shanae
 Wirth, Escarlet
 Witt, Dawn
 Wong, Jeannie

**SUPERINTENDENT/PRESIDENT'S
 OFFICE**

*Donnell, Kathy
 Grimes, Kristen

SUPPORT SERVICES

Anderson, Myron
 Brady, Bruce
 Brissette, Helen
 Chum, Titou
 Donston, Nora
 Escalera, Rae
 *Gettman, Susan
 *Guglielmana, Ron
 Holt, Dorene
 Hornback, Ella
 Hornback, Mandie
 Kaiser, William
 Ledesma, Aristeo
 Long, Brett

Moore, Yolanda
 Naish, Justin
 Ramirez, Anthony
 Runner, Steven
 Tercero, Christian
 Walker-Leach, Patrice
 Wellington, Jordan
 *Wellington-Maxon, Kathleen

Symbols

2+2 Articulation43

A

AA/AS Degree70
 AA Degree General Education70
 A.A. in Advanced Audio Technology97, 151
 A.A. in Art.....94
 A.A. in Audio Technology.....97, 151
 A.A. in Communication Studies 113
 A.A. in Dance.....118
 A.A. in English125
 A.A. in Geography.....132
 A.A. in Humanities139
 A.A. in Liberal Arts
 Arts & Humanities Emphasis143
 Business & Technology Emphasis143
 Mathematics & Science Emphasis143
 Social & Behavioral Sciences Emphasis143
 A.A. in Music151
 A.A. in Musical Theater..... 151, 153, 176
 A.A. in Physical Education164
 A.A. in Social/Behavioral Sciences173
 A.A. in Theater Arts176
 A.A. in Visual Communication (Graphic Design)94
 About the College.....12
 Academic Dismissal.....32
 Academic Probation.....32
 Academic Renewal.....32
 Academic Standing35
 Academic Titles at MSJC.....286
 Accounting102
 Accreditation and Affiliations.....13
 Acquired Immune Deficiency Syndrome.....61
 Activities, Student Services &64
 Administration, Business.....102
 Administration, Office.....105
 Administration of Justice.....183
 Administrative Staff.....285
 Admission..... 17, 20, 22, 55
 Admissions 16, 18
 Advanced Placement.....38
 Advisement, Catalog Authority14
 Alcohol and Drug Free School.....63
 Alcohol/Drug Studies 89, 185
 Alliant Bound Scholarship Program74
 Allied Health90, 186
 American Sign Language.....92, 188
 Americans with Disabilities Act (A.D.A.).....61
 Anatomy & Physiology.....188
 Anthropology93, 189
 AP38
 Appeal52
 Application, Financial Aid.....67
 Application for Graduation.....73
 Art 94, 109, 191
 ASB Sticker.....24
 AS Degree General Education70
 A.S. in Administration of Justice.....87
 A.S. in Alcohol/Drug Studies.....89

A.S. in Automotive/Transportation Technology98
 A.S. in Business Administration102
 A.S. in Child Development and Education109
 A.S. in Computer Information Systems.....115
 A.S. in Diagnostic Medical Sonography120
 A.S. in Engineering: Drafting Technology124
 A.S. in Environmental Studies128
 A.S. in Fire Technology131
 A.S. in Geographic Information Systems.....132
 A.S. in Gerontology.....134
 A.S. in Legal Assistant141
 A.S. in Management/Supervision146
 A.S. in Mathematics147
 A.S. in Medical Assisting.....90
 A.S. in Multimedia.....149
 A.S. in Nursing.....155
 A.S. in Office Administration.....105
 A.S. in Photography.....162
 A.S. in Real Estate171
 A.S. in Science172
 A.S. in Technical Theater176
 A.S. in Turf & Landscape Management178
 A.S. in Water Technology.....181
 Assessment.....16, 17, 18, 79
 Assessment/Placement18
 Assessment Testing16
 Course Placement.....16
 Range of Scores16
 Type of Assessment.....16
 Associated Student Body (A.S.B.).....64
 Astronomy96, 195
 Athletics.....64
 Attendance Requirements.....29
 Audio & Video Technology..... 97, 195
 Auditing34
 Automotive/Transportation Technology98, 196

B

Bands284
 Basic Skills282
 Basic Skills Competency Requirements for Graduation73
 Mathematics.....73
 Reading73
 Biological Sciences.....100, 199
 Board of Trustees.....52, 285
 Book Buy-Back Policy26
 Books and Supplies26
 Brandman University
 (formerly Chapman University College)75
 Business201
 Business: Business Administration102
 Business: Office Administration105
 Business: Programs Overview.....101

C

Calculation of Grade-Point Average30
 California State University, San Bernardino.....74
 California State University, San Marcos74
 Campus Speaking Area62
 CAN.....77

Index

Descriptions, Course	79, 183
Determination of Residency	18
Diagnostic Medical Sonography	120, 222
Directory Information	27
Disabled Students Programs and Services (DSP&S)	65
Disciplinary Appeal Process	48
Discipline	60
Disclaimer	11
Disclosure	27
Disclosure, Record of Request for	28
Discrimination	53, 54, 55
Dismissal	32
District Personnel	285
District Responsibilities	17
Documentation Notice	32
Drafting Technology	124
Drops	24
DSP&S	65

E

Earth Science	122, 224
Economics	123, 224
Education, The Importance of	14
Elementary Education	109
eligibility, MSJC Standards of Satisfactory Progress for Financial Aid	67
Eligibility, Student	67
Employees	60
Employees, Students and	60
Employment Concentration Certificates	
Accounting and Tax Preparation ECC	102
Accounting Applications ECC	105
Activities Director ECC	134
Administration ECC	109
Alternative Fuels, Bus Transit and Heavy Duty Transportation ECC	98
Animation ECC	149
Art ECC	109
Assistant Teacher ECC	109
Associate Teacher ECC	109
Automotive Emission Technician ECC	98
Automotive Service Advisor/Automotive Service Shop Management ECC	98
Bus/Heavy Duty Vehicle Technician ECC	98
Certified Internet Webmaster (CIW) ECC	115
Certified Nursing Assistant/Home Health Aide (CNA/HHA) ECC	90
CIW ECC	115
Communication ECC	109
Computer Forensics ECC	87, 115
Computer Hardware Specialist ECC	115
Corrections ECC	87
C++ Programming ECC	115
Data Analysis and Modeling ECC	115
Database Administration ECC	115
Database Operator ECC	115
Database Programmer ECC	115
Database Programming ECC	115
Deaf Culture ECC	109
Digital Imaging Entrepreneur ECC	162
Digital Imaging Technician ECC	162
Dual Diagnosis ECC	89
Early Childhood Special Education ECC	109

Elementary Education ECC	109
Emergency Medical Technician (EMT) Advanced ECC	90
Emergency Medical Technician (EMT) ECC	90
Engineering ECC	132
Engine Performance Technician ECC	98
Entrepreneurship ECC	101
Fire Academy Preparation ECC	131
Fire Apparatus Operator Preparation ECC	131
First Aid ECC	109
General Technician ECC	98
Geographic Information Systems ECC	132
Golf and Grounds ECC	178
Graphic Design ECC	94
Green Collar Manufacturing ECC	124
Health & Safety ECC	109
Healthy Living ECC	109
Honda Fast Track ECC	98
Human Services ECC	174
Imaging ECC	149
inet+ ECC	115
Infant/Toddler ECC	109
Internet Authoring ECC	115
Irrigation Technician ECC	178
JAVA Programming ECC	115
K-12 Special Education ECC	109
Landscaping Operation ECC	178
Language and Literacy ECC	109
LAN/WAN Administration CCNA ECC	115
Legal Office Support ECC	141
Linux System Administrator ECC	115
Management Communications ECC	102
Manufacturing Quality Assurance ECC	124
MCSA ECC	115
Microsoft Certified Systems Administrator (MCSA) ECC	115
Microsoft Office Applications Developer ECC	115
Multimedia ECC	132
Music and Movement ECC	109
Networking Technologies Apprentice ECC	115
Nutrition ECC	109
Office Communications ECC	105
Office Technologies ECC	105
OpenOffice Specialist ECC	115
Oracle Developer ECC	115
Photography for Digital Video ECC	162
Photography for Graphic Design ECC	162
Production Management ECC	149
Professional Development ECC	102
Programming ECC	132
Project Management ECC	102
Python Programming ECC	115
Real Estate Appraisal ECC	171
Records Management ECC	105
Resort Operations ECC	102, 178
School-Age Child Care ECC	109
School-Age Permit ECC	109
Science ECC	109
Security Certified Network Professional (SCNP) ECC	115
Senior Nutrition ECC	134
Service Desk Hardware Support ECC	115
Service Desk Software Support ECC	115
Small Wind Energy Technology ECC	124
Social Services Designee ECC	134
Solar Photovoltaic Technology ECC	124
Solar Thermal Technology ECC	124
SQL Programming ECC	115

Substance Abuse Awareness ECC.....	109
Surveying ECC	124
Sustainable Energy Management for Business ECC	101
Videography ECC	149
Vineyard, Enology and Winery Technology ECC	180
Virtual Office Professional ECC	102
Visual Basic Programming ECC.....	115
Visual Design ECC.....	132
Web-Based Digital Imaging ECC.....	162
Web Design ECC.....	149
Engineering: Drafting Technology.....	124, 224
English.....	125, 127, 226, 231
Enrollment Fee Waiver.....	23
Enrollment, Other Limitations on.....	80
Enrollment, Policy on Open.....	16
Enrollment Priorities	18
Environmental Science	231
Environmental Studies	128
EOP&S.....	66
Equity, Student.....	68
Equivalent.....	33
ESL.....	32
Evaluation.....	71
Evaluative	30
Evening Classes	22
Examinations, Final.....	29
Exemption, California Non-Resident Tuition	23
Explanation of General Education Options.....	72
Extended Opportunity Programs & Services EOP&S	66
F	
Fall/Spring Terms	20
Family Educational Rights and Privacy Act (FERPA).....	26
FasTrac.....	22
Fees.....	21, 23
FERPA.....	26
Financial Aid	66
Fire Technology.....	131, 232
First Degree from Another College.....	71
First Degree from MSJC.....	71
Foreign Country Units	43
Formal Investigation.....	59
Foundation, Mt. San Jacinto College.....	15
Freedom of Speech.....	62
Frequently Dialed Numbers	4
Full-time.....	35, 69
G	
General Education.....	72
General Education-Breadth Agreements for Transfer	75
General Education Certification.....	73
Geographic Information Systems	132
Geography	134, 233
Geology	235
Gerontology.....	134, 236
Gironde De No Discriminación	11
GPA.....	30, 32, 35, 36, 38, 72, 73, 74, 138, 150, 156, 157, 159
Grade Change Policy.....	31
Grades, Alleviate Substandard.....	33
Grading Policy.....	30
Graduation	71
Graduation Honors.....	35
Graduation Requirements	71
Graphic Design.....	94
Grievable, Items That Are.....	51
Grievable, Items That Are Not.....	51
Grievance Levels.....	51
Guarantee of Nondiscrimination.....	11
Guidance	135, 236
H	
Harassment.....	53
Health and Nutrition.....	136
Health Science.....	239
High School Students.....	20
History	12, 137, 239
Honors Enrichment Program	35, 138, 243
Graduation Honors	35
President's Honor List	35
Horticulture	178
Housing.....	67
Humanities.....	139, 243
I	
IB	42
Initial Investigation	58
Instructional Programs	
Administration of Justice	87
Alcohol/Drug Studies.....	89
Allied Health.....	90
American Sign Language	92
Anthropology	93
Art.....	94
Astronomy.....	96
Audio & Video Technology	97
Automotive/Transportation Technology.....	98
Biological Sciences.....	100
Business: Business Administration	102
Business: Office Administration.....	105
Chemistry.....	108
Child Development and Education	109
Communication Studies.....	113
Computer Information Systems	115
Dance	118
Diagnostic Medical Sonography	120
Earth Science.....	122
Economics	123
Engineering: Drafting Technology	124
English	125
Environmental Studies	128
Fire Technology.....	131
Geographic Information Systems	132
Geography.....	134
Gerontology	134
Guidance	135
Health and Nutrition	136
History	137
Honors Enrichment Program	138
Humanities.....	139
Learning Skills Program.....	140
Legal Assistant.....	141
Liberal Arts	143

Index

Management/Supervision.....	146
Mathematics.....	147
Multimedia.....	149
Music.....	151
Musical Theater.....	153
Nursing, Registered.....	155
Nursing, Vocational.....	158
Occupational Internship.....	160
Philosophy.....	161
Photography.....	162
Physical Education.....	164
Physics.....	166
Political Science.....	167
Psychology.....	168
Public Administration.....	169
Reading.....	170
Real Estate.....	171
Science.....	172
Social/Behavioral Sciences.....	173
Sociology.....	174
Student Government Association.....	175
Theater Arts.....	176
Turf & Landscape Management.....	178
Viticulture, Enology and Winery Technology.....	180
Water Technology.....	181
World Languages.....	182
Intent.....	19
International Baccalaureate Examination Program.....	42
International Students.....	22
IP.....	31

K

Kaplan University.....	74
Knowing Your Responsibilities.....	29

L

Late Start.....	22
Law Enforcement.....	43
Learning Center.....	67
Learning Skills.....	244
Learning Skills Program.....	140
Learning Skills Program (LSP).....	67
Legal Assistant.....	141, 244
Liberal Arts.....	143
Library Science.....	245
Library Services.....	68
Limitations on Enrollment.....	18, 79
Limitations, Schedule.....	35
Load, Maximum Unit.....	22
Load, Minimum.....	35
Location.....	12
Lower Division Transfer Patterns (LDTP).....	76
LSP.....	67

M

Majors.....	70
Management/Supervision.....	146, 246
Manufacturing.....	124
Mathematics.....	73, 147, 246
Matriculation.....	17
Maximum Unit Load.....	22

MCSA.....	115
Measures, Multiple.....	17
Meeting, Attendance at First Class.....	29
Military.....	24
Military Credit.....	43
Minimum Load.....	35
Mission Statement.....	14
MSJC, First Degree from.....	71
Multi-Cultural/Gender Studies.....	72
Multimedia.....	149, 249
Music.....	151, 251
Musical Theater.....	153
Music: Programs Overview.....	151
MW.....	31
my.msjc.edu.....	69

N

National University.....	75
Non-Evaluative Symbols.....	30
Non-Residents.....	24
Non-Resident Tuition.....	23
Non-Transferable Courses.....	75
Notice.....	63
Nursing.....	155, 158, 255
Nursing Credit.....	43
Nursing, Registered.....	155
Nursing, Vocational.....	158
Nutrition.....	109, 136, 257

O

Obligations, Outstanding.....	25
Occupational Internship.....	43, 76, 160, 258
Off-Campus Centers.....	22
Officer, Grievance.....	51
Older Adult Program.....	283
One-half time.....	35
Online.....	22
Option A.....	72, 81
Option B.....	72, 83
Option C.....	72, 85
Other Fees.....	23

P

Pass/No Pass.....	31
Pay.....	23
Period, One-Year Waiting.....	20
Petition.....	31
Philosophy.....	161, 258
Photography.....	162, 259
Physical Education.....	164, 260
Physical Education and Healthful Living.....	72
Physics.....	166, 264
Placement, Course.....	16
Planning, Program.....	79
Policy Dissemination and Review.....	61
Policy, Financial Aid Refund/Repayment.....	67
Policy for Earning College Credit.....	36, 43
Advanced Placement.....	38
AP.....	38
CLEP.....	36

Credit by Examination.....	36
Enrollment	36
Foreign Country Units.....	43
IB	42
International Baccalaureate Examination Program.....	42
Law Enforcement	43
Military Credit.....	43
Nursing Credit	43
Occupational Internship	43
Petitions Procedure.....	43
Tech Prep	36
Testing.....	36
Political Science.....	167, 264
Posting, Campus	62
Preparation, Recommended.....	80
Prerequisite	80
Prerequisites, Challenging	80
Presence, Physical	19
President's Honor List.....	35
Privacy Act.....	26, 27
Probation, Removal from.....	32
Procedure, Petitions.....	43
Procedures	33, 34
Procedures, Complaint	58
Procedure to Inspect Records	
Fees for Copies of Records.....	27
Refusal to Provide Copies	27
Right to Refuse Access	27
Programs, Transfer	74
Progress Dismissal	32
Progress Probation	32
Prohibition.....	53
Psychology.....	168, 265
Public.....	267
Public Administration	169, 267
Puente Program	68
Q	
Qualification	22
R	
RD	31
Reading	73, 170, 267
Real Estate.....	171, 268
Reclassification	19
Recommended Preparation.....	80
Records.....	27, 61
Records, Fees for Copies of.....	27
Refund Policy	24
Registered Nursing	155
Registration, Priority	18
Registration Process.....	18
Regulations, Administrative	51
Regulations, College.....	63
Repeatable	33
Reports of Discrimination	54
Residence, Establishing	19
Residence Requirements for Graduation	73
Residency Requirements.....	18
Residents.....	24
Retaliation	60
Retesting.....	17
Revision of College Regulations	63
Right to Representation and Other Legal Rights	59
Rule, Exceptions to Residency.....	20
S	
Scholarship Requirements for Graduation.....	73
Scholarships.....	68
Science.....	172
SCNP	115
Services, Career	64
Services, Transfer.....	64
Sexual Harassment Policy.....	56
Short-Term.....	22
Skills, Basic.....	32
Smoking Policy.....	63
Social/Behavioral Sciences.....	173
Sociology	174, 269
Solomon Amendment.....	29
Special Needs.....	17
Special Projects	76
Special Students Below Grade 9	21
Spring/Fall Sessions Refund	24
SQL	115
Standards.....	32
Standards for Probation.....	32
Statement on Professional Ethics	13
Student	271
Student Code of Conduct.....	44
Disciplinary Appeal Process	47
Student Government Association	175
Student Grievance	51
Student Records.....	26
Student Responsibilities.....	17
Students, Process for All	21
Study Abroad.....	68
Summer Session.....	21
Summer Session Refund.....	24
Superintendent	52
Symbols, Non-Evaluative.....	30
T	
Teaching Assistant.....	271
Technical Theater	176
Tech Prep.....	36
Telephone Numbers.....	4
Textbook Refund Policy	26
Theater Arts	176, 272
Three-fourth time	35
time, ½	69
time, ¾	69
Total Non-Resident Tuition per unit.....	23
Training.....	60
Transcripts.....	34
Transferable	76
Transferable Curriculum	75
Transfer and Articulation	74
Alliant Bound Scholarship Program.....	74
Brandman University (formerly Chapman University College)	74

Index

California State University, San Bernardino	74
California State University, San Marcos.....	74
Chapman University College	74
Kaplan University.....	74
National University	75
University of California, Los Angeles.....	74
University of California Transfer Admission Guarantee Program (2010-11)	74
University of Redlands - School of Business - Temecula	75
Transfer Degrees	
A.A. in Communication Studies	113
A.A. in English.....	125
A.A. in Geography	132
A.A. in Liberal Arts.....	143
A.A. in Visual Communication	94
A.S. in Environmental Studies	128
Transfer Emphasis General Education.....	70
Transfer Services.....	64
Tuition, Resident	23
Turf & Landscape Management.....	178, 274
Types, Locations and Custodians of Education Records	27

U

Unacceptable Conduct	57
University, California State Transfer Admission Guarantee Program (2010-11)	74
University of California, Los Angeles (TAP)	74
University of California Transfer Admission Guarantee Program (2010-11)	74
University of Redlands - School of Business - Temecula.....	75
Unlawful.....	53
U.S. History and/or Political Science.....	73
Using the Guides	79

V

Verifying Prerequisites and Corequisite	80
Veterans Academic Progress.....	69
Veterans Educational Benefits	69
Viticulture, Enology & Winery	180, 275
Vocational Nursing.....	158

W

W	31
Water Technology.....	181, 276
Withdraw.....	31
World Languages.....	182, 277
www.msjc.edu	69

Y

You, Ways This Catalog Can Help	4
---------------------------------------	---

Mt. San Jacinto College

San Jacinto – Menifee – Beaumont/Banning – Temecula



MT. SAN JACINTO COLLEGE

1499 N. State Street
San Jacinto, CA 92583

College Catalog 2010 – 2011

www.msjc.edu



San Jacinto Campus

1499 N. State Street, San Jacinto, CA 92583
(951) 487-3215



Menifee Valley Campus

28237 La Piedra Road, Menifee, CA 92584
(951) 639-5215



Temecula Education Complex

27447 Enterprise Circle West, Temecula, CA 92590
(951) 308-1059, ext. 6300



San Geronio Pass Service Center

1735 W. Ramsey Street, #111, Banning, CA 92220
(951) 922-1327