

# CATALOG 2019-2020

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



**Effective Fall 2019-Summer 2020**

## **San Jacinto Campus**

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

## **Menifee Valley Campus**

28237 La Piedra Road, Menifee, CA 92584  
(951) 672-MSJC (6752)

## **San Geronio Pass Campus**

3144 W. Westward Avenue, Banning, CA 92220  
(951) 922-1327

## **Temecula Higher Education Center**

43200 Business Park Drive, Temecula, CA 92590  
(951) 506-MSJC (6752)

Mt. San Jacinto College complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because they are 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. Inquiries regarding compliance activity may be directed to the District's Title IX Officer at (951) 639- 5301 or the Section 504 Coordinator at (951) 639-5302.

## A Message from the President...

Welcome to Mt. San Jacinto College, one of the fastest-growing community colleges in California! In keeping with our mission and vision, MSJC provides an increasing number of educational opportunities for the diverse communities we serve. MSJC offers classes at four locations across our 1,700-square-mile district: the San Jacinto Campus, the Menifee Valley Campus, the San Geronio Pass Campus and the Temecula Higher Education Center (THE Center). MSJC also offers a number of online classes to provide students with even greater flexibility. This catalog contains all of the information you need, including campus telephone numbers, student resources, course descriptions and district, state and federal policies.

MSJC courses and programs are designed to meet the needs of students. MSJC offers the required undergraduate classes to prepare you for transfer to a four-year institution. The college also provides pathways for students to begin new careers, develop or upgrade occupational skills, improve basic skills and to seek opportunities for personal enrichment and lifelong learning. Courses and programs 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 Board of Governors.

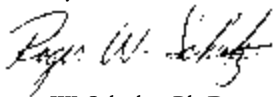
To ensure that students have the opportunity to take advantage of quality educational experiences, MSJC has created an environment that promotes student success, equity, diversity and access. That environment, anchored by the excellent faculty and MSJC support services, will assist each student to achieve their individual goals.

The future looks very bright for the college with its growing region, its expanding student base, and the addition of incredibly talented faculty and staff. We have enjoyed unprecedented growth in students and staff over the last few years, and we are about to embark on a period of dramatic facilities expansion in order to meet the needs of our dynamic region thanks to the passage of the \$295 million Measure AA facilities bond approved in 2014 and the purchase of a building in Temecula in March 2018 that is scheduled to open in fall 2020.

MSJC has been recognized regionally as a “readers’ choice” favorite school or college and nationally by the Aspen Institute as a “Top 150” community college in 2015 and 2017. Ultimately though, our efforts are most evident in our graduates who go on to achieve and enhance the world around them.

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.

Sincerely,



Roger W. Schultz, Ph.D.  
Superintendent/President



### Vision

Transforming Learners. Transforming Communities.  
Transforming Lives.

### Mission Statement

Mt. San Jacinto College offers accessible, equitable and innovative educational programs and services to students aspiring to achieve their academic, career and personal development goals. We provide students a safe environment in which to pursue basic skills, career and general education pathways. Our programs lead to transfer, associate degrees and certificates, which meet workforce development needs in our diverse communities. Our commitment to student success empowers students with the skills and knowledge needed to participate meaningfully in today’s complex world.

### Board of Trustees

**Sherrie Guerrero**, Ed.D. (Area 1), President

**Dorothy McGargill** (Area 2), Clerk

**Vicki Carpenter** (Area 3)

**Ann Motte** (Area 4)

**Tom Ashley** (Area 5)

# Board of Trustees



Board of Trustees (left to right): Dorothy McGargill (Area 2), Vicki Carpenter (Area 3), Ann Motte (Area 4), Tom Ashley (Area 5); Sherrie Guerrero, Ed.D. (Area 1)





# ACADEMIC CALENDAR

## 2019-2020

	S	M	T	W	Th	F	S
JUN 2019							1
1	2	3	4	5	6	7	8
2	9	10	11	12	13	14	15
3	16	17	18	19	20	21	22
4	23	24	25	26	27	28	29
	30						

Summer Session

JUL 2019		1	2	3	4	5	6
5	7	8	9	10	11	12	13
6	14	15	16	17	18	19	20
7	21	22	23	24	25	26	27
8	28	29	30	31			

Fall semester commences 2019-2020 AY

	S	M	T	W	Th	F	S
AUG 2019							1
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

SEP 2019	1	2	3	4	5	6	7
4	8	9	10	11	12	13	14
5	15	16	17	18	19	20	21
6	22	23	24	25	26	27	28
7	29	30					

Fall Semester 2019

OCT 2019			1	2	3	4	5
9	6	7	8	9	10	11	12
10	13	14	15	16	17	18	19
11	20	21	22	23	24	25	26
12	27	28	29	30	31		

NOV 2019						1	2
13	3	4	5	6	7	8	9
14	10	11	12	13	14	15	16
15	17	18	19	20	21	22	23
16	24	25	26	27	28	29	30

DEC 2019	1	2	3	4	5	6	7
17	8	9	10	11	12	13	14
18	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

**88 Service Days**  
(1 Conv, 86 Teaching, 1 Flex)

#	= Fall Semester
#	= Spring Semester
#	= Final Exams
#	= Holiday - College Closed
#	= 6 Week Summer Session
#	= 8 Week Summer Session

	S	M	T	W	Th	F	S
JAN 2020							
			16	18	18	17	16
			1	2	3	4	
	5	6	7	8	9	10	11
1	12	13	14	15	16	17	18
2	19	20	21	22	23	24	25
3	26	27	28	29	30	31	

JAN 2020

FEB 2020							1
4	2	3	4	5	6	7	8
5	9	10	11	12	13	14	15
6	16	17	18	19	20	21	22
7	23	24	25	26	27	28	29

FEB 2020

MAR 2020	1	2	3	4	5	6	7
8	8	9	10	11	12	13	14
9	15	16	17	18	19	20	21
10	22	23	24	25	26	27	28
11	29	30	31				

MAR 2020

Spring Break

APR 2020							
			1	2	3	4	
	5	6	7	8	9	10	11
12	12	13	14	15	16	17	18
13	19	20	21	22	23	24	25
14	26	27	28	29	30		

APR 2020

MAY 2020						1	2
16	3	4	5	6	7	8	9
17	10	11	12	13	14	15	16
18	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

MAY 2020

JUN 2020							
			1	2	3	4	5
	6	7	8	9	10	11	12
1	13	14	15	16	17	18	19
2	20	21	22	23	24	25	26
3	27	28	29	30			

JUN 2020

JUL 2020							
			1	2	3	4	
	5	6	7	8	9	10	11
6	12	13	14	15	16	17	18
7	19	20	21	22	23	24	25
8	26	27	28	29	30	31	

JUL 2020

**88 Service Days**  
(1 Grad, 85 Teaching, 2 Flex)

9	= Convocation - Required Faculty Day
#	= Optional Instructional Improvement Days
25	= Classified Staff Development Day
21	= Commencement - Required Faculty Day
#	= No Classes - College Closed
5	= Voting Day - College Open and Classes in Session

BOT Approved 10/11/18  
Revisions BOT Approved 5/16/19

## 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

<b>Frequently Dialed Numbers</b>		
	San Jacinto Campus	Menifee Valley Campus
College Switchboard	(951) 487-6752, Ext. 0	(951) 672-6752, Ext. 0
Campus Safety	(951) 639-5188	
Box Office/Theatre	(951) 487-3790	(951) 639-5790
CalWORKS	(951) 487-3475	
Child Development	(951) 487-3605	(951) 639-5605
Continuing Education & Workplace Training	(951) 487-3707	
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
Extended Opportunity Programs & Services (EOPS)/ Cooperative Agencies Resources for Education (CARE)	(951) 487-3295	
Financial Aid	(951) 487-3245	(951) 639-5245
Human Resources	(951) 487-3150	
Jobline	(951) 487-3165	
Learning Resource Center/Tutoring	(951) 487-3480	(951) 639-5480
Library	(951) 487-3455	(951) 639-5455
Bookstore: One Stop Eagle Shop	(951) 487-3130	(951) 639-5130
Outreach (Campus Tours, High School & Community Visits)	(951) 639-5319	
San Geronio Pass Campus	(951) 922-1327	
Student Government Association (SGA)	(951) 487-3380	(951) 639-5260
Student Success and Support Program (formerly Matriculation)	(951) 487-3250	

## Department Telephone Directory

	San Jacinto Campus	Menifee Valley Campus
College Switchboard	(951) 487-6752, Ext. 0	(951) 672-6752, Ext. 0
Campus Safety	(951) 639-5188	
Academic Senate	(951) 487-3500	
Art Gallery	(951) 487-3586	
Athletic Department	(951) 487-3591	
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) 487-3707	
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
Extended Opportunity Programs & Services (EOPS)/ Cooperative Agencies Resources for Education (CARE)	(951) 487-3295	
Facilities	(951) 487-3105	(951) 639-5105
Financial Aid	(951) 487-3245	(951) 639-5245
Foundation	(951) 487-3171	
Human Resources	(951) 487-3150	
Information Technology	(951) 639-5344	
Instruction	(951) 487-3400	(951) 639-5400
Instructional Technology Support	(951) 487-3767	
Job Connect	(951) 487-3471	
Jobline	(951) 487-3165	
Learning Resource Center/Tutoring	(951) 487-3480	(951) 639-5480
Learning Skills Program	(951) 487-3491	(951) 639-5485
Library	(951) 487-3455	(951) 639-5455
Math Center	(951) 487-3480	(951) 639-5480
Nursing & Allied Health	(951) 639-5577	
Outreach (Campus Tours, High School & Community Visits)	(951) 639-5319	
Phi Theta Kappa	(951) 487-3276	
Placement and Proctoring Center	(951) 487-3310	(951) 639-5310
Public Information & Marketing	(951) 487-3060	
President's Office	(951) 487-3001	
Print Shop	(951) 487-3120	(951) 639-5122
San Geronio Pass Campus	(951) 922-1327	
Student Government Association (SGA)	(951) 487-3380	(951) 639-5260
Student Judicial Affairs	(951) 639-5301	
Student Success and Support Program (formerly Matriculation)	(951) 487-3250	
Talent Search	(951) 487-3274	
Technology Support Line	(951) 487-3411	
Upward Bound	(951) 487-3270	
Veteran's Services	(951) 487-3247	(951) 639-5237
Writing Center	(951) 487-3480	(951) 639-5488

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## **Guarantee of Nondiscrimination**

The Mt. San Jacinto Community College District does not discriminate in its admissions, education programs, activities or employment policies on the basis of race, age, sex, sexual orientation, religion, color, national origin, Vietnam era veteran's status or disability. The District is subject to Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964 and 1972 and the Rehabilitation Act of 1973, Sections 503 and 504. Inquiries concerning the application of said regulations as they apply to employment should be referred to the Equal Employment Opportunity Officer, Vice President of Human Resources in the Human Resources Office, located in the Administration Building on the San Jacinto Campus. Inquiries regarding admissions, education programs, or student activities should be directed to the Title IX Officer at (951) 639-5301.

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 Director 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 empleo, basándose en raza, edad, sexo, religion, color, nacionalidad, status como veterano de guerra en Vietnam, o discapacidad. El distrito está sujeto al Título IX de la Enmienda Educativa de 1972, Título VII del Dictamen de los Derechos Civiles de 1964 y 1972, y el Dictamen de Rahabilitación de 1973, secciones 503 y 504. Información concerniente a la aplicación de dichos reglamentos, en relacion al empleo, deberá ser dirigida al Oficial de Equidad de Oportunidades de Empleo, el Vicepresidente de Recursos Humanos en el Departamento de Recursos Humanos, ubicado en el edificio administrativo del Plantel San Jacinto. Información a sobre admisiones, programas educativos o actividades escolares deberan estar dirigidas al oficial del Título IX a (951) 639-5301.

De acuerdo con la Sección 504 del Dictamen de Rehabilitación, el distrito ha desarrollado un Programa para Estudiantes discapacitados. El distrito exorta a la integración de estudiantes discapacitados a clases regulares, y el colegio ofrece servicios de apoyo para hacer la educación accesible. Información concerniente a este programa puede ser requerida al Director(a) de Programas y Servicios para Estudiantes Discapacitados.

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

Si necesita ayuda en Español, por favor hable al numero (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.



# Mt. San Jacinto Community College District

## Vision

Transforming Learners. Transforming Communities.  
Transforming Lives.

## Mission Statement

Mt. San Jacinto College offers quality accessible, equitable and innovative educational programs and services to students aspiring to achieve their academic, career and personal development goals. We provide students a safe environment in which to pursue basic skills, career and general education pathways. Our programs lead to transfer, associate degrees and certificates, which meet workforce development needs in our diverse communities. Our commitment to learning and achievement empowers students to enrich our communities and to participate meaningfully in today's complex world.

## Values

We are students, employees and a community. We believe that the act of teaching and learning is vital to a thriving community that enriches and, at times, saves lives. We commit to opportunities that inspire the following values in ourselves:

**Excellence** – We challenge students by setting high standards for learning and critical thinking, which we model with action.

**Collaboration** – We believe the best results are achieved through communication and participation among students, employees, industry and the community we serve.

**Relationship** – We nurture a community built on positive interactions and a genuine concern for the welfare of others.

**Innovation** – We cultivate a creative environment that promotes the development of new ideas for continuous quality improvement.

**Relevance** – We create educational experiences that have meaningful applications in a local and global context, today and tomorrow.

**Access** – We ensure the equitable rights of all students by removing barriers to a quality education and promoting a network of support that improves learning opportunities.

**Leadership** – We empower people throughout the community to support and facilitate positive change.

**Diversity** – We respect and embrace the power of sharing our differences in thought, opinion, culture and background to optimize our collective strength.

**Integrity** – We believe in being true to our core values by consistently demonstrating our character, as well as an institutional commitment to do the right thing.

## Institutional Priorities

- Student Success
- Fiscally Sound Position
- Systematic Planning and Assessment
- Institutional Pride and Organizational Culture
- Community Partnerships and Service

## Core Competencies

Mt. San Jacinto College is dedicated to the following six Core Competencies:

**Communication:** The student will communicate effectively, expressing thoughts, goals and needs through use of appropriate modes and technologies.

**Critical Thinking:** The student will reason and think critically.

**Aesthetic Awareness:** The student will possess aesthetic awareness.

**Social Awareness:** The student will demonstrate societal awareness.

**Responsibility:** The student will display personal and civic responsibility.

**Scientific Awareness:** The student will possess an awareness of the physical and biological principles related to science.

**Information and Technology Literacy:** The student will access, interpret, evaluate, and apply relevant information sources and digital media effectively, and in an ethical and legal manner

## Location

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

Named for the majestic 10,000-foot peak that dominates the area's skyline, the District stretches 45 miles from east to west and includes the communities of Banning, Beaumont, Idyllwild, San Jacinto, Hemet, Perris, Sun City, Lake Elsinore, Wildomar, 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 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 is located approximately 25 miles to the southwest. It serves the growing communities along the Interstate 215/Interstate 15 corridors. The Temecula Higher Education Center provides a variety of services and an array of courses to serve residents the southern end of the district. A new facility purchased by the District in 2018 should be open by 2020, allowing the District to combine services for this area into one facility. The San Geronimo Pass Campus is located in Banning and allows students in the northern region of the district to take a variety of classes and receive a host of services, including enrollment, placement and counseling.

Total enrollment in credit, non-credit and community-services classes exceeds 27,000 students a year.

## History

The Mt. San Jacinto Community College District was formed in 1960 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 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. Unprecedented population growth in the region helped MSJC become one of California's fastest growing community colleges.

In response to this intense growth, MSJC 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 12,000-plus students each semester.

With the rapid growth in enrollments being experienced at both campuses, the District engaged in extensive planning and development for state-of-the-art learning environments for MSJC 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 District opened the Allied Health and Fine Arts buildings on the Menifee Valley Campus in 1995-96.

In 2006, MSJC opened its new Learning Resource Center on the Menifee Valley Campus. The state-of-the-art-building provides a library, tutoring services and more for students.

MSJC again experienced rapid expansion in 2008. The Business & Technology Center opened on the Menifee Valley Campus, providing cutting edge instruction in Geographic Information Systems, Multimedia, Photography and more.

The college also 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 District ended its lease for the Temecula Education Complex in 2019 after purchasing a permanent site in Temecula.

And that same year, the college 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.

By November of 2010, counseling and enrollment services offered at the former San Geronio Pass Service Center were moved to the new San Geronio Pass Campus located south of Interstate 10. In January 2011, students began attending classes

at the new site. The campus is built on two of 50 acres the college owns.

The college opened the new Humanities & Social Sciences building on the Menifee Valley Campus in 2012. The two-story building provides state-of-the-art equipment for student learning.

In 2014, the college opened its second site in Temecula: the Temecula Higher Education Center. Also in November 2014, voters of the District approved Measure AA, a \$295 million facilities bond. It is the second bond in the District's history. In 1978, when the District only operated its first campus in San Jacinto, voters passed a \$3 million facilities bond.

The District remained the fastest growing of California's 114-college system with enrollment growing by more than 11 percent in 2015-16 and 2016-17.

The college's master plan calls for ultimately providing for between 15,000 and 20,000 students on the Menifee Valley Campus and up to 15,000 on the San Jacinto Campus. Classrooms are being added or renovated on both campuses to meet the educational demands of the area. The master plan also includes serving about 3,600 students in the Pass area and nearly 4,000 students in the I-15 corridor over the next several years.

## 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], E-mail: [accjc1@pacbell.net](mailto:accjc1@pacbell.net), [www.accjc.org](http://www.accjc.org)), a regional accrediting body recognized by the Council for Higher Education Association and the U. S. Department of Education, Board of Registered Nursing and the Board of Vocational Nursing and Psychiatric Technician Examiners.

The college has been approved to offer veterans educational benefits under the Department of Veterans Affairs Veterans Educational Improvement Assistance Act and various United States public laws and California veteran enactments.

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

### 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 education:** 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 in 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 three unique programs:

1. **FOCUS:** classes that provide opportunities for personal and professional development, skill improvement and upgrading, cultural enrichment, recreational enjoyment and the joy of learning. The Short Term Career Training Certificates are designed to rapidly prepare people for their first step in a career and are developed or revised in response to current labor market trends. FOCUS classes are supported by registration fees and are not funded by taxpayer dollars.
2. **Contract Training:** customized training solutions in response to the needs of local businesses and government agencies. This program is usually customized not-for-credit training, but it can include credit classes, offered strictly for employees (not open to the general public). These classes are also self-supporting and do not include taxpayer funds.
3. **Non-Credit:** basic skills and older adult courses that have been approved for funding by the State of California. Classes are designed for every educational level and provide continuing opportunities for lifelong learning. Because of the state's financial support, students do not pay a fee to take non-credit courses. High School Equivalency Test preparation, Citizenship, English as a Second Language and classes designed for older adults are some of the courses offered through this program.

College credit is not given for any FOCUS or non-credit classes. For more information visit: [www.msjc.edu/continuingeducation](http://www.msjc.edu/continuingeducation).

## MT. SAN JACINTO COLLEGE FOUNDATION

The Mt. San Jacinto College Foundation is a non-profit, tax-exempt 501 (c) 3 corporation that broadens the educational opportunities of MSJC students. Established in 1983, the Foundation's mission is to promote student success by enhancing the quality of higher education throughout the district by identifying and securing private support through community alliances. Funds raised provide scholarships and mini grants to enhance MSJC's services and programs.

The Foundation offers the community the opportunity to support the college through financial donations, and gifts of time and expertise. The Foundation's fundraising efforts provide needed scholarships and support services. 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.

Since the Foundation was formed, more than \$3.5 million in scholarships and other support services have been awarded to MSJC students and the college. Donations for scholarships, instructional equipment and facility improvements have been provided through wills, estates and annual giving programs such as The President's Club and Champions of Tomorrow.

The Foundation continues to actively solicit support for the San Jacinto and Menifee Valley campuses, the Temecula Higher Education Center and the San Gorgonio Pass Campus 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) 639-5171 or visit [www.msjc.edu/foundation](http://www.msjc.edu/foundation).







## 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 High School Proficiency Exam or General Education Development Exam (GED), or are eighteen (18) years or older and can benefit from instruction;
- International students who have satisfied specific admission requirements; or
- 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 Title 5, section 58106 of the California Administrative Code.

Placement Metric for AB 705		
English	Recommended	Course
High School GPA $\geq$ 2.6	Transfer-Level	English 101
High School GPA 1.9 - 2.6	Transfer-Level with concurrent Support recommended	English 101 with English 094
High School GPA $<$ 1.9	Transfer-Level with concurrent support strongly recommended	English 101 with English 094
Math (Statistics)	Recommended	Course
High School GPA $\geq$ 3.0	Transfer-Level	MATH-140
High School GPA 2.3 - 2.9	Transfer-Level with concurrent Support recommended	MATH-140 with MATH-083
High School GPA $<$ 2.3	Transfer-Level with concurrent support strongly recommended	MATH-140 with MATH-083
Math (Liberal Arts)	Recommended	Course
High School GPA $\geq$ 3.0	Transfer-Level	MATH-115
High School GPA 2.3 - 2.9	Transfer-Level with concurrent Support recommended	MATH-115 with MATH-081
High School GPA $<$ 2.3	Transfer-Level with concurrent support strongly recommended	MATH-115 with MATH-081
Math (BSTEM)*	Recommended	Course
High School GPA $\geq$ 3.4	Transfer-Level	MATH 105 or 110
High School GPA $\geq$ 2.6 AND enrolled in a High School Calculus course	Transfer-Level	MATH 105, 110, 135, or 211
High School GPA $\geq$ 2.6 or Enrolled in High School Precalculus	Transfer-Level with concurrent Support recommended	MATH-105 with MATH-082 <b>OR</b> MATH-110 with MATH-082
High School GPA $\leq$ 2.6 and no Precalculus	Transfer-Level with concurrent support strongly recommended	MATH-105 with MATH-082 <b>OR</b> MATH-110 with MATH-082
Has not completed Algebra 2 or higher		MATH 096 (Recommended)

\* The BSTEM table requires student completion of Intermediate Algebra/Algebra 2, an equivalent such as Integrated Math III (Common Core 3), or higher course in high school.

**NOTE:** To ensure students the most accurate placement, this metric is subject to change based upon continuing validation studies. Please consult Counseling for chart revisions.



### Student Success and Support Program

The Seymour-Campbell Student Success Act of 2012 requires California Community Colleges to provide students with the following core matriculation services to assist them in achieving their educational goals in their program of study.

- Orientation;
- Placement Process (AB 705 or Guided Self-placement)
- Counseling and other educational planning services;
- Referrals to specialized support services; and
- Evaluation of the student’s academic progress for intervention.

It is the student’s responsibility to participate in these activities by:

- Identifying an education and/or career goal;
- Participating in orientation;
- Completing the Placement Process for English and mathematics recommendations
- Participating in counseling services and completing an abbreviated student education plan on entry; and
- Completing a comprehensive student education plan upon completion of fifteen (15) units or within two (2) semesters.

**Students who do not complete the above activities may be considered a non-matriculated student and will not receive priority registration when registering for courses.**

### Matriculation Exemption

A student may qualify for exemption from placement based on the following criteria:

- Completion of an associate degree or higher from a regionally accredited college;
- Enrollment in coursework to pursue personal enrichment or maintain a certificate/license;
- Students with “Special Admit Status” (students concurrently enrolled in high school and college)
- All students are required to participate in orientation and counseling services including the development of a student educational plan.

### Admission Application

New and returning students who have not attended MSJC for more than one (1) calendar year must complete an application for admission. Federal and state law, and college policy requires this information. It is highly recommended that students provide the college with official transcripts from high school and previous college work at the time of admission. All transcripts and other documentation submitted become the property of Mt. San Jacinto College.

Complete the application for Admission on the Web at [www.msjc.edu](http://www.msjc.edu). Click on the Admission tab and then on “Apply for Admission.” After you have completed the application, click on the submit button. Print a copy of your confirmation page.

Remember your login and password, you may need to review your application information.

### Placement

Placement (a component of the matriculation process) assists students with making sound decisions about their courses in writing and mathematics. Placement (in conjunction with orientation) is REQUIRED for all new students unless they qualify for an exemption.

Once you have completed the placement process and orientation, you may go to [ea.msjc.edu](http://ea.msjc.edu) for your registration appointment. It is highly recommended that all new students meet with a counselor.

### AB 705 and AB 1805

Two new assembly bills relating to assessment and placement were recently passed. These bills, AB 705 and AB 1805, highlight evidence suggesting that community colleges are placing too many students into remediation and significantly more students would complete transfer requirements in English and math if enrolled directly in these courses. Because of this, students must be given access and informed of their rights to access transfer-level coursework in English and math. In addition, placement methods must include one or more of the following:

- high school coursework
- high school grades
- high school grade point average (GPA)

Mt. San Jacinto College uses all of the above measures to place students.

**In accordance with AB 705 and AB 1805 regulations, students can do one of the following to place into an English or math course:**

- Complete the CCCApply application
- Complete the Guided Self-Placement tool
- Complete a Placement Clearances Form with a counselor
- Pass the AP Language or Literature Composition Exam or the AP Calculus or Statistics exam with a score of 3 or above
- Earn a “C” or better grade in an English or Math course taken at another college or university AND submit a copy of college/university transcript

For more information on these placement options, visit: <https://msjc.edu/placement>

AB 705 and AB 1805 - Legislative information:

- View AB 705: [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201720180AB705](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB705)
- View AB 1805: [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180AB1805](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB1805)



## Registration Priorities

Mt. San Jacinto College has adopted the following registration priorities that are used for registration appointments for fall and spring terms and summer sessions.

Registration priorities are the order in which registration appointments are assigned to groups of students. Groups are determined utilizing multiple criteria to include California Education Code, Title 5, and local district policies which take into account college readiness.

### Priority Registration Groups:

- Active Duty Servicemembers and Student Veterans
- Current and former foster youth
- Homeless Youth
- Students who are CalWORKs recipients
- EOPS students
- DSPS students

### Other Registration Groups:

Student Athletes  
 Student Representatives under External/Internal Mandates  
 Students participating in First Year Experience program

## English and Math College Readiness

### College Proficient

Completed English 101 or 103 and Math 105 or higher \*\*

### College Ready:

Completed English 92, 98, 101, 103 or ESL 98W and Math 94, 96 or higher \*\*

Placed into English 101 and Math 105 or higher \*

Completed English 92, 98, 101, 103 or ESL 98W or Math 94, 96 or higher \*\*

Assessed into English 101 or Math 105 or higher \*

### Developmental:

Completed English 62 or ESL 62W and Math 90\*\*

Assessed into English 92, 98, ESL 98W and Math 90 or 96\*

Completed English 62 or ESL 62W or Math 90\*\*

Assessed into English 92, 98, ESL 98W or Math 90 or 96 \*

### Basic Skills:

Completed English 61 and Math 50, 51 or 55

Assessed into ESL 50, 51 or 62W and Math 55 or Math Intervention (score lower than 31)

Completed English 61 or Math 50, 51 or 55

Assessed into ESL 50, 51 or 62W or Math 55 or Math Intervention (score lower than 31)

### Unit Limitation and Higher Degree:

Students with one hundred (100) or more degree applicable earned units

Students with a higher degree (Associates from another institution, Bachelors, Masters, or Doctorate)

### Probation and/or Dismissal:

All students on two (2) consecutive semesters of probation and/or dismissal.

### Non-Matriculated Students

Students with an educational goal to maintain certificate/license, personal development or four (4) year student and students who have not completed one (1) or more core services (Placement, orientation and counseling).

### Concurrently enrolled high school students:

Students who have completed the matriculation and concurrent enrollment processes.

**\* NOTE: EAP scores, SAT Scores, Curriculum Alignment, Multiple Measures and High School ERWC are accepted to determine registration group.**

**\*\* NOTE: Completed for the purpose of this document means completing the course AND earning a passing grade: A, B, C, P or CR.**

## Loss of Priority Registration and/or Promise Grant Appeal

Students who have lost priority registration as a result of the following reasons may submit an appeal to Enrollment Services. All appeals must be accompanied with a written statement from the student, and a copy of the most recent comprehensive educational plan and any supporting documentation.

- Extenuating Circumstances – verified cases of accident, illness or other circumstances beyond the student’s control;
- Necessary accommodation per Disabled Students Programs and Services – verification required on form;
- Academic and/or progress improvement – Evidence of such improvement is defined as achieving no less than the minimum grade point average of 2.0 (C) and/or no less than fifty-one percent (51%) completion for the semester;
- Enrollment in courses required for a high unit transfer major or program;
- Exemption from the one-hundred (100) unit limit based on prior non-traditional credit or highly specialized coursework.
- Exemption from the one-hundred (100) unit limit or degree based on last semester to meet educational goal

## Registration Process

All students will be issued a registration appointment based on the priorities listed above. Students may register at or after the date and time of their appointment. Appointments are generally issued two (2) weeks prior to registration and may be viewed online via Student EagleAdvisor, [ea.msjc.edu](http://ea.msjc.edu).

## Wait List Option

Once a class fills, you may have the option to add your name to the waitlist (a prioritized list of students seeking enrollment) via Student EagleAdvisor [ea.msjc.edu](http://ea.msjc.edu). If space becomes available in the class, you will automatically be enrolled (auto-enrolled),



and must pay the enrollment fee or be dropped. Notification of auto-enrollment is sent to college issued student e-mail account. During the registration period, fees are due four days from the date of registration up until one week prior to the start of the semester, at which time fees are due the same day of registration. Waitlists close and auto-enroll stops the Friday prior to the start of the class. Students are responsible for meeting prerequisite/ corequisite requirements for waitlisted courses. In addition, it is the student's responsibility to ensure necessary petitions are submitted and the waitlisted class does not pose any scheduling time conflicts. A student will not be auto-enrolled if they are already registered in another section of the same course.

### Residency Requirements

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

### Determination of Residency

Each person enrolled or applying for admission to a California community college is, for purposes of admission and/or tuition, classified as a "California resident" or as a "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 and capital outlay fee, 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 (1) year and one (1) day prior to the first (1<sup>st</sup>) day of the term of enrollment and can provide documentation of their 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 (1) 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 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 (1) 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 nineteen (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 nineteen (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 their 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 75% of the term in which the student is seeking reclassification. The petition must be accompanied by documentation verifying the student's intent to become a California resident, evidence of physical presence in California and/or evidence of financial independence. The law clearly states that the burden of proof of verifying residency rests with the applicant or student.

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

### One-Year Waiting Period

The one (1) 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, they would be granted resident classification until they obtain 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 they remain 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 as long as they are not precluded from establishing residence in the United States;
- 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 they have been a California resident for one (1) 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.
- A special admit (high school) part-time student, other than a nonimmigrant alien
- Refugees with special immigrant visas (SIVs) who settled in California upon entering the United States.
- Students with T and U visas.

### Change of Address

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

- Go to [ea.msjc.edu](http://ea.msjc.edu);
- Log in using your username and password;
- Select "Student EagleAdvisor" from the menu;
- 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 (11) and twelve (12) may enroll in up to 11.99 units that are not remedial courses for fall/spring terms and one (1) course for summer sessions, unless approved for exceptional circumstances. Some highly qualified ninth (9<sup>th</sup>) and tenth (10<sup>th</sup>) grade students may be admitted based upon demonstrated ability to handle advanced study. The same enrollment limit of students in grades eleven (11) and twelve (12) applies. Official transcripts are required. For purposes of this program,



remedial courses are defined as any course numbered under 070. 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. Students without a prior placement seeking to enroll in a math or English course or a course with a math or English prerequisite must submit a Prerequisite Challenge form for review. Consult a college counselor for details on specific courses.

### Fall/Spring Terms

- Students in grades eleven (11) or twelve (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 nine (9) or who are in grade ten (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 nine (9) or above are not eligible to enroll in college courses;
- Concurrently enrolled students are limited to 11.99 units
- In addition to materials required for special part-time students, concurrently enrolled students desiring to enroll in more than 11.99 units must also present written authorization from the K-12 or high school district governing board and must pay the California Enrollment Fee for all units registered;
- 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, 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 nine (9);
- Course must not be available through local high school during the summer;
- Limited to one (1) course
- Student must meet all prerequisites; and
- Up to five percent (5%) of any high school students enrolled in a particular grade (as determined by the high school) may be admitted.

### Process for All High School Students

- Submit an MSJC Application for Admission (first semester only or if returning and missed more than one primary semester).
- All students must go through the orientation (first semester only).
- Submit a School/Parent Agreement Form (every semester).
- Submit official high school transcript (every semester).

High School students in grades nine (9) through twelve (12) wishing to enroll in a course 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, complete the online orientation, 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 ninth (9<sup>th</sup>) grade. Such consideration will be on a case-by-case basis, will be limited, and will include completion of the 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 nine (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 eighth (8<sup>th</sup>) grader. Even straight A's in eighth (8<sup>th</sup>) 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 special part-time students enrolled in up to and including 11.99 units per semester at Mt. San Jacinto College while concurrently enrolled in grade twelve (12) or lower are exempt from California Enrollment fees. When appropriate, students are required to pay non-resident, SGA, student representation, transportation, parking and/or materials fees. Non-resident, special part-time students, except non-immigrant aliens are exempt from non-resident fees per AB 2364. Special full-time students enrolled in more than 11.99 units per semester are required to pay California Enrollment fees for all units registered and non-resident fees if applicable.

**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 graduation. 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 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. Students may now order official MSJC transcripts online at [ea.msjc.edu](http://ea.msjc.edu). Login and go to the "Student EagleAdvisor" menu.

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

**NOTE:** It is expected that all high school students enrolling in college courses have the maturity to function effectively on a college campus. No special arrangements for additional supervision of underage students are available. College courses are designed for adult students. In a very small number of disciplines, course content may be unusually frank in order to deal with scholarly discussion of behavior, artistic, human or other issues. Unlike K-12 schools, colleges do not contact

parents in advance to inform them of these issues. Parents are hereby notified that it is their responsibility to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls. Parents may wish to investigate the curriculum prior to enrolling their student if they have any questions or concerns.

### Admission of International Students

Mt. San Jacinto College welcomes applications from prospective students outside the United States. The decision to grant an acceptance will be based on all the evidence received in the application packet prior to the deadline. Acceptance into the program is necessary before issuing a U.S. Citizenship and Immigration Services I-20 form (Certificate of Eligibility for nonimmigrant Student Status ) can be issued. Information on applications for prospective international students is available from the International Students Program.

Please visit the International Student webpage for further information at <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/International-Students.aspx>

There is a non-refundable application processing fee of \$90.

International students will be required to pay the prevailing nonresident tuition fee.

### 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 in Arts degree or the Associate in 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 (4) 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 twenty (20) units. During the summer session, students may not enroll in more than eight (8) units. Unit load is subject to change without notice.

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 (C) 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 the regular academic program and continuing education for each semester. Class schedules including non-credit are available on the Web at [www.msjc.edu](http://www.msjc.edu).

Printed schedules for Continuing Education & Workplace Training are available in the Enrollment Services Office on the San Jacinto and Menifee Valley campuses and the San Geronio Pass Campus.

### 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.

### Online and Short-Term Offerings

The college provides a wide variety of specially scheduled courses such as 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 . . . . . \$46

### Enrollment Fee Waiver (California College Promise Grant)

The California College Promise Grant 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 Promise Grant a student must be a California resident or be eligible for AB 540, California Non-resident Tuition Exemption, 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. Students receiving the Promise Grant must meet minimum academic and progress standards to remain eligible for the waiver. 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 exemption for a surviving child continues until the dependent child reaches the age of thirty (30).

### Other Fees\*

Student Health Center Fee fall/spring.....	\$20
Student Health Center Fee summer.....	\$17
Student Activity/Student Government Association Discount Card (optional) fall/spring.....	\$7
Student Activity/Student Government Association Discount Card (optional) summer .....	\$3
**RTA/Transportation Fee .....	\$6
***Parking Fee fall/spring.....	\$34
California College Promise Grant (formerly BOGW Fee Waiver) Parking Fee .....	\$20
***Motorcycle Parking Fee .....	\$20

\*\*\*Parking Fee summer . . . . . \$15  
(or \$2 a day from the meter at San Jacinto, Menifee Valley and San Geronio Pass)

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.

\*\*Less than 6 units, \$5.50 + \$.50; 6 units or more \$5.00 + \$1.00 (Total \$6 reflects RTA and Transportation Service fees).

\*\*\*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

Fees may be paid online using a credit card (MasterCard, Visa or Discover) by logging on at [ea.msjc.edu](http://ea.msjc.edu). Fees may also be paid in person using a credit card, personal check or cash at the Cashier's Office on the San Jacinto Campus or Menifee Valley Campus. Payments are also accepted at the San Geronio Pass Campus during office hours.

### Non-Resident Tuition

Each unit . . . . . \$265

California Enrollment Fee . . . . . \$46

Capital Outlay Fee per unit . . . . . \$30

Total Non-Resident Tuition per unit . . . . . \$341

A non-resident tuition fee will be charged to those students eighteen (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 (1) year prior to the date of enrollment. Students under eighteen (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 \$234 per unit. This fee is in addition to the \$46 per unit enrollment fee mandated by the State of California. Non-resident students must also pay an additional \$18 per unit capital outlay fee pursuant to Education Code Section 76141.

Students who qualify for California Non-Resident Tuition Exemption (AB 540) or (AB 2364) are not required to pay the non-resident tuition and capital outlay fees. See AB 540 and AB 2364 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 (except T and U visas), 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) . Students who are nonimmigrants (for example, those who hold F [student] visas, B [visitor] visas, etc .) are not eligible for this exemption.

## Requirements

- 1 . Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools, California high schools establish by the State of Board of Education, California adult schools (established by a county office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges, or a combination of these; or

Three or more years of full-time high school coursework, AND a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.

- 2 . Graduation from a California high school or the equivalent prior to the start of the term (for example, passing the California GED or California High School Proficiency exam CHSPE); or

Attainment of an associate degree from a California community college; or

Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college.

- 3 . Students without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize their immigration status, or will file an application as soon as he or she is eligible to do so;

Students eligible for this exemption must submit a California Nonresident Tuition Exemption form to Enrollment services along with all official transcripts or attendance records being used to fulfill the requirements. Students 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.”

Students are not eligible if living outside of California taking distance education classes.

## California Dream Act

The California Dream Act of consists of two laws passed in 2011 (AB 130 & 131). Together, these bills allow undocumented and documented students who meet certain provisions of AB 540 law (see above) to apply for and receive non-state funded

scholarships for public colleges and universities (AB 130), state-funded financial aid such as institutional grants, community college fee waivers, Cal Grant and Chafee Grant (AB 131).

If you are an undocumented AB 540 student, complete the CA Dream Application at [dream.csac.ca.gov](http://dream.csac.ca.gov) or if you are a U.S. citizen or permanent resident, complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov) to determine your eligibility for financial aid programs.

## Special part-time Student Non-Resident Tuition Exemption (AB 2364)

A special part-time student, other than a nonimmigrant alien shall be exempt from non-resident tuition and capital outlay fees.

## 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 (meeting 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 ten percent (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. It is the student’s responsibility to drop classes.**

The processing time for refunds is approximately four (4) weeks. The Student Government Association discount sticker and student representative 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. In addition, you may also receive a failing grade.**

### Military Withdrawal

Students who have withdrawn from classes due to military orders are entitled to a refund. A refund request form must be submitted to Enrollment Services.

### Excused Withdrawal

Drops as the result of an Excused Withdrawal “EW” are not entitled to a refund.

### 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 (6<sup>th</sup>) week of instruction, no refunds will be made. Non-resident students enrolling in short-term classes starting after the beginning of the ninth (9<sup>th</sup>) 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 IV Financial Aid Regulations. These refund regulations may differ from the college's regular refund policy. The college's current financial aid tuition refund policy may be obtained from the Financial Aid Office.

### Student Health Center Fee

Beginning in the Fall semester of 2019, MSJC will open Student Health Centers on both the Menifee (MVC) and San Jacinto (SJC) Campuses. These centers will be funded through a new mandatory fee assessed to both full-time and part-time students of \$20 for the Fall and Spring semesters and \$17 for the Summer semester. The new fee will be assessed beginning in the Fall 2019, regardless of whether the student utilizes the available services or has their own insurance.

Students who depend exclusively on prayer for healing, in accordance with the teachings of a bona fide religious sect, denomination, or organization, and can supply the college with documentation of active membership, may submit a Health Center Fee Exemption form to Enrollment Services. Exemptions are semester based and must be submitted each semester prior to the full-term refund deadline (end of the 2nd week of Instruction).

Students will have the following services available to them at the Student Health Centers- triage care, over the counter medication, reproductive health & awareness information, vaccinations, TB testing, and mental health counseling. The

location and hours of service are as follows- SJC building 1540, Monday/Tuesday, 7:30A-6P and MVC room 723, Wednesday/Thursday 7:30A-6P.

Refund requests due to drops/withdrawals must adhere to the Refund Policy on page 29 of the College Catalog.

### SGA Sticker

The Student Government Association (SGA) an organization run by students for students. Your \$7 helps SGA sponsor a variety of fun activities and programs on campus, such as BBQ's, Athletic events, student leadership training, club activities, and more.

The SGA sticker fee provides students with:

- 5% off on purchases at the Eagle Bookstore and Eagle Express Café
- Discounts on lunch at Student Government Association BBQ's and events
- Discounts at supporting local vendors
- Free school supplies (while supplies last)
- Free admission to home athletic games (excluding playoffs)
- All proceeds go toward enhancing student life on campus

Spend \$7, save and support so much more!

### SGA Sticker Refund Policy

You must opt-out if you do not wish to pay this optional fee. There is no refund if you did not opt out. A petition may be granted for extenuating circumstances. To petition for a refund, requests are due within the first two (2) weeks of fall and spring classes and within one (1) week of summer classes. Submit petitions to the Student Life and Development Program (SLDP) in room 1007 (MVC) or room 1114 (SJC). Please note that all refunds must be approved by the Student Government Association. This may take up to two (2) weeks after your petition is placed on the agenda. Once approved, a purchase order will be submitted by SLDP to Business Services. This may take up to an additional three (3) weeks to process. The entire refund process may take up to five (5) weeks. SGA Stickers must be returned in the original package and may not have been used.

### 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 One Stop Eagle Shop Bookstores. They also have an extensive rental program with 500 titles available which can save students up to 65%. A valid student identification and credit card in the student's name is required.

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. The Menifee Valley Campus Bookstore hours are Monday thru Thursday, 8:00 a.m. to 5:00 p.m., and closed on Friday. The San Jacinto Campus Bookstore hours are Monday thru Thursday, 8:00 a.m. to 5:00 p.m., and closed on Friday. The bookstores are closed for all school holidays. They offer extended hours the first two weeks 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 [www.msjc.edu/Bookstore](http://www.msjc.edu/Bookstore). Other services include ATM machine, postage stamps, greeting cards, emblematic items, candy, soda, snacks, and graduation regalia. Scantron vending machines are located in the Student Centers on each campus, including the San Geronio Pass Campus Textbook Refund Policy

Refunds for books purchased from our bookstores are available five (5) business days from the start of class and ten (10) business days with a valid drop slip. Books purchased after the first five (5) days of class are not returnable. Registration and Program Change Forms (drop slips) are 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](http://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 College (MSJC) 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:
  1. 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;
  2. An employment record of an individual, whose employment is not contingent on the fact that they are a student, provided the record is used only in relation to the individual's employment;
  3. 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;
  4. 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; and
  5. Alumni records containing information about a student after they are 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 their 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 [www.ed.gov/ferpa](http://www.ed.gov/ferpa).

### **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 they wish 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 forty-five (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 relate to them.

### **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 their 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 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 (2) 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	Dean, Enrollment Services
Academic Records	Enrollment Services	Dean, Enrollment Services
Cumulative Records	Enrollment Services	Dean, Enrollment Services
Financial Aid Records	Financial Aid Office	Director, Financial Aid
Financial Records	Business Services	Dean, Business Services
Disciplinary Records	Student Services	Director, Student Judicial Affairs

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:

1. College officials who have a legitimate educational interest in the records;
  - A. 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; or
    - A person employed by or under contract to the college to perform a special task, such as the attorney or auditor.
  - B. A college official has a legitimate educational interest if the official is:
    - Performing a task that is specified in their 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.

2. To officials of another school or college, upon request, in which a student seeks or intends to enroll;
3. 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;
4. 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;
5. To organizations conducting certain studies for, or on behalf of the college;
6. To accrediting organizations to carry out their functions;
7. To comply with a judicial order or a lawfully issued subpoena;
8. 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 record which they allege 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 thirty (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 thirty (30) days of the refusal, appeal the decision in writing to the Board of Trustees.

Within thirty (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 written 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, and the schedule of classes for the information you need. This information can be obtained at [www.msjc.edu](http://www.msjc.edu).

## 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, through the course syllabus and the official course outline of record, 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 their 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 (1) hour of class plus two (2) hours of study per week, or three (3) hours of laboratory per week, carried through the term. For each hour of lecture/discussion, two (2) 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 online. Students may log in at [ea.msjc.edu](http://ea.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)	
SP***	Satisfactory Progress (Non-Credit only)	

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



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

\*\*\*SP grades reflect satisfactory progress but not enough to pass the course. This symbol is for non-credit courses only.

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

## Calculation of Grade-Point Average

The quality of a student's work for one (1) semester is measured by their grade-point average. Their 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-101	A	4	3	12
MATH-140	C	2	4	8
BIOL-115	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 regionally accredited colleges and universities determines the cumulative grade-point average for students earning the Associate in Arts or Associate in 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 (6) 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 seventeen (17) week term is Monday of the third (3<sup>rd</sup>) week of instruction. The census date in an eighteen (18) week term is Monday of the fourth (4<sup>th</sup>) 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 twenty percent (20%) 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 or counted as an enrollment attempt.

**EW Excused Withdrawal:** Occurs when a student is permitted to withdrawal from a course(s) due to specific events beyond the control of the student affecting their ability to complete a course(s). Upon verification of these conditions and documentation substantiating the condition, an “EW” symbol will be assigned. Excused withdrawals shall not be counted in progress probation and dismissal calculations or counted as an enrollment attempt.

## Petition to Withdraw

Students who have verifiable extenuating circumstances beyond their control, may petition for an excused withdrawal from a course(s) as of the census date of the course(s) and no later than three (3) years after the award of the initial grade and receive an “EW” grade. This may be done by completing a Petition for Excused Withdrawal with supportive documentation attached. The instructor of each course during the semester/term must be consulted regarding the withdrawal. Once the form is completed, attach the required documentation to support the request, i.e. verification from medical provider, hospital records, etc., and secure the signature of the instructor(s). The form should be submitted in its entirety to Enrollment Services for the Dean or Director to review. Extenuating circumstances may be severe illness, hospitalization, 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 three (3) 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 thirty percent (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 twelve (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.

A student who has two (2) consecutive terms with an earned grade-point average of below 2.0 (C) and are placed on Academic Probation Level Two (2) may have a hold placed on their registration. The student will need to attend an Academic Success Workshop in its entirety to have the registration hold released; however, the student will remain on Academic Probation Level Two (2) until the requirement is met for removal of probation.

## Progress Probation

A student who has enrolled in a total of at least twelve (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.

A student who has two (2) consecutive terms 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%) and are placed on Progress Probation Level Two (2) may have a hold placed on their registration. The student will need to attend an Academic Success Workshop in its entirety to have the registration hold released; however, the student will remain on Progress Probation Level Two (2) until the requirement is met for removal of probation.

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 (3) 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 percent (50%).

#### 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 (1) 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 (1) 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 eighteen (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 (C) 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 office.

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

#### Course Repetition and Withdrawal

Students who have been awarded any of the following grade symbols "D," "F," "NC," "NP" or "W" will only be allowed to repeat the same course twice, for a total maximum enrollment of three times. Military Withdrawals "MW" and Excused Withdrawals "EW" are excluded from this limitation. Withdrawals resulting in no notation of a "W" grade are allowed within the first twenty percent (20%) of a course. In cases where extenuating circumstance exist, students may file a Petition to Repeat the course one additional time (whether the prior



enrollment resulted in a substandard grade or passing grade. **Petition to Repeat** forms can be obtained and submitted to the Enrollment Services Office. Extenuating circumstances are defined as verified accidents, illnesses or other circumstances beyond the control of the student. Students will be required to attach documentation to their petition to substantiate the request, such as letters from hospitals, physicians, law enforcement agencies, attorneys, etc. When course repetition is approved pursuant to this provision, the previous grade and credit earned (if any) shall be disregarded in computing the student's grade point average each time the course is repeated. When academic forgiveness is applied to a course, the course is still counted toward the maximum enrollment limitation. The student's permanent academic record shall be annotated in such a manner that all course work remains legible, insuring a complete and true academic history. Participation in an intervention program may be required.

### 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

The following types of courses may be designated as repeatable courses and are identified in the catalog's course descriptions:

- Intercollegiate academic or vocational competition courses (Section 55002)
- Intercollegiate athletic courses (Section 55000)
  - › Identified in the program pages of the catalog
- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree
  - › Identified in the program pages of the catalog.

Limitation on Enrollment within Related-Content Groups (refer to program pages for specific related-content groups information): Courses which are "active participatory courses" (Title 5, Section 55000) and courses which are in "Physical Education, Visual Arts, or Performing Arts" (Title 5, Section 55040) shall be placed in related-content groups to be designated by discipline faculty and approved by the Curriculum Committee. Per Title 5, Section 55040(c) a student may enroll in "related active participatory courses [aka a related-content group]...for no more than four (4) semesters or six (6) quarters. This limitation applies even if a student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in section 55045."

Instances where a course is repeatable to the individual student include the following and require the student to submit a **Petition**

**to Repeat** to Enrollment Services with justifiable documentation:

- Special courses for students with disabilities (Section 55040(b)(7), Section 56029)
- Courses required for legally mandated training (Section 55040(b)(8), Section 55000)
- Courses necessary for employment or licensure due to significant change in industry or licensure standards (Section 55040(9))
- Courses that are Occupational Internships (up to a total of 16 units of credit) (Section 55040(b)(6), Section 55253).

When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average. All attempts, including "W" and substandard grades will count toward the enrollment limitation. When repetition occurs, the student's permanent academic record shall be annotated in such a manner that all course work remains legible, insuring a complete and true academic history.

### 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:

- 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.

When a course is repeated due to a significant lapse of time, the District shall 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.

### Multiple Enrollments

Students **shall** only be permitted to enroll in two (2) or more sections of the same credit course during the same term if the length of the course is such that the student is not enrolled in more than one (1) section at any given time.

### Auditing

Students who are not interested in earning credits may audit courses for a fee of \$15 per 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 [ea.msjc.edu](http://ea.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 seventy percent (75%) of the course length. Students may request a registration statement from Enrollment Services for specific dates, including refund date, drop without a “W” date and drop with a “W” date. It is ultimately the student’s responsibility to drop classes from their schedule.

## Transcripts and Enrollment Verifications

Transcripts may be requested online via Student EagleAdvisor at [ea.msjc.edu](http://ea.msjc.edu) or through the Credentials Transcript Plus website. Written requests may be submitted to Enrollment Service in person or by mail/fax. Mt. San Jacinto College may deliver transcripts electronically, first class mail, Fed Ex expedited mail or printed for pickup. Official transcripts can be sent to the requestor, 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. Free transcripts are not available by request online; the

request must be made in person or vial mail/fax and rush processing is not included. Rush transcripts and/or enrollment verifications are available for an additional service fee. Rush requests are normally processed. while you wait, or mailed within forty-eight (48) hours of request; however standard mailing time applies. There is a Fed Ex expedited delivery option for online transcript requests only and for an additional service fee. For information on delivery options and fees, please go to [www.msjc.edu/transcripts](http://www.msjc.edu/transcripts).

The following types of enrollment verifications will not be charged a service fee:

- Scholarship Verifications
- Child Care Verifications
- GPA Verifications
- In-School Loan Deferment Requests
- Verifications as required for public assistance, rehabilitation, unemployment or other California State services/benefits
- Verifications as required for U.S. Military Agencies or Veterans Affairs Services

Submitted high school and college transcripts become the property of Mt. San Jacinto College and are not forwarded to other institutions, nor are copies provided to students. Unofficial MSJC transcripts are available online at [ea.msjc.edu](http://ea.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 35 (Survivors’ and Dependents’ Educational Assistance Program) 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 their community college during the seasons of competition, complete twenty-four (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 Dean of Student Services, Physical Education and Athletics for conference regulations.
- Eligibility to participate in student government requires enrollment in six (6) or more units during the semester of participation. Contact the Student Government Association 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. Payment will also be contingent on the student’s Pell entitlement.
- Eligibility for EOPS or the CARE program requires full-time enrollment (12 units).





## Schedule Limitations

A regular program is fifteen (15) to eighteen (18) units, including an activity course in physical education. The maximum load for any student is twenty (20) units for the fall and spring semesters. The maximum load for summer session is eighteen (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 Honors List

The Vice President of Student Services recognizes each semester’s outstanding scholars by publishing a list of those who carried twelve (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

### Reciprocity, Course Substitution, Transcripts and Credit by Exam

The college provides the following methods of receiving credit for units toward graduation and transfer. With the exceptions of section (A) Enrollment and section (B) Transcribed coursework from Regionally Accredited Institutions, a combined maximum of 30 semester units of credit, and up to 40 units by petition for special circumstances, from sections C - E may be recognized by Mt. San Jacinto College as elective credit unless evaluated to meet other requirements at Mt. San Jacinto College or for transfer if allowed.

Mt. San Jacinto College enforces the completion of a 12 units of credit minimum for residency and these 12 units of credit must be taken at MSJC and must be on the transcript prior to any other credit being posted. Evaluation of other transcripts can occur without residency at MSJC.

Recency: Only certain majors, courses or outside licensing requirements allow for “repeated” coursework after receiving a passing grade. MSJC honors all accredited coursework regardless of date. Extenuating circumstances may allow for a repeat regardless of any grade posted on the first course.

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

B. Transcribed coursework – The district shall permit the waiver or substitution of courses required for completion of an associate in arts or associate in science degree or a program certificate, providing the district does not offer the required course on a regular

basis and the student passes a comparable course at MSJC; or providing the student submits evidence that a course taken at another college with acceptable regional accreditation is comparable to the course required at Mt. San Jacinto College or has the same C-ID approved status or alternative approval on an ADT degree.

1. Regionally Accredited colleges and universities – California
  - i. Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
  - ii. Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities.
2. Regionally Accredited colleges and universities – Out-of-State
  - i. Southern Association of Colleges and Schools, Commission on Colleges
  - ii. Northwest Commission on Colleges and Universities
  - iii. North Central Association of Colleges and Schools, The Higher Learning Commission
  - iv. New England Association of Schools and Colleges, Commission on Institutions of Higher Education
  - v. Middle States Commission on Higher Education.
3. Upper-Division coursework - will be recognized by Mt. San Jacinto College after the 12 unit residency has been met at Mt. San Jacinto College

- i. An awarded BA/BS degree from a U.S. Regionally Accredited institution will waive all local General Education requirements (A – H) using Option A at MSJC. MSJC will evaluate as much coursework as acceptable via CSU and UC guidelines for CSU GE Breadth and IGETC to allow for an ADT to be awarded at MSJC using Options B and C. Because a student would be considered a 2nd baccalaureate candidate at CSU or UC, many if not most universities would admit on an individual basis only and all ADT benefits from a California Community College will not be guaranteed

- ii. MSJC will enforce the 12 distinctly different course content units between degrees. If there is a question on the difference, a student must petition with backup documentation justifying why an AS/AA or ADT degree is required. Unless otherwise stated, this requirement is for licensing requirements/regulations or employment or change of degree.

C. Foreign Transcripts with official evaluations from a NACES member organization will be evaluated and used to clear equivalent course content or general education requirements

- i. A current list of approved foreign transcript evaluation agencies may be obtained in Enrollment Services. Students must provide all resources and reports regarding these transcripts in order for MSJC to evaluate and award credit. 30 semester units of credit, and up to 40 units by petition.

D. Non-Regional Accredited colleges and universities – These types of colleges, traditionally trade/technical schools, must have National Accreditation with CHEA (Council for Higher Education Accreditation) and DOE (Department of Education) approvals



- i. MSJC may accept a limited number of courses from non-regionally accredited institution. This is only a policy accepted at MSJC and may not be transferred to any other institution in California

1. Up to three courses with a maximum of 9 semester units of credit for CTE comparable course content only as determined by MSJC Departmental faculty or Administration. Course content will be used in lieu of MSJC course content, credit and units will not be attached to an MSJC course, these courses will not be posted to the MSJC transcript nor will these courses be used for transfer units unless an MSJC Credit-by-Examination is successfully completed.

E. Internal (MSJC Credit-by-Exam or Tech Prep Credit-by-Exam) and External Sources of Credit (all other exams) – A 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. MSJC adopted ASCCC Resolution 04.01 – S09, 09.05 – F10 and 09.01 – S11 which adopted the General Education list and templates determined by UC and CSU for use of AP, IB and CLEP exams. A student who has completed MSJC's residency requirement of twelve (12) or more units with a 2.0 GPA may earn credit by successful completion of the following exams:

1. Credit-by-Exam – MSJC internal exams by discipline
2. Tech Prep Credit-by-exam – MSJC internal exams by discipline or pass along from another CCC
3. Advanced Placement (AP)
  - i. For amount and type of credit, please refer to the AP 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
4. CLEP
  - i. 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
5. International Baccalaureate (IB)
  - i. For amount and type of credit, please refer to the IB 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
6. Military Credit - ACE (Smart Transcript), DD214, other
7. Law Enforcement
8. Nursing
9. Cooperative Work Experience

NOTE: MSJC cannot grant a course waiver or course substitution that is inconsistent with Education Code or Title 5 regulations nor can it ensure that a substitution granted by the college will be accepted by another institution. A student who believes that he/she has a legitimate request for a course waiver or substitution for a degree or certificate shall follow the process as set forth in the administrative procedure.

Reference: Title 5, Sections 55606, 55808

In the interest of best serving students and establishing an efficient transfer route, the Academic Senate for California Community Colleges (ASCCC) encourages colleges to apply courses successfully completed as part of an ADT aligned degree at one college for requirements within their own degrees to the greatest extent deemed possible and reasonable (See ASCCC resolution 15.01 Spring 2011). While course substitution decisions remain a matter of local control, students often earn credit at multiple colleges during the course of their academic careers. The ASCCC strongly urges community colleges to establish policies to allow and encourage acceptance of the courses students have taken at other colleges. Where the substitution does not involve deeming two courses comparable, substitution decisions must be informed by the judgment of discipline faculty.

### Academic Standards Procedure

Special circumstances warranting further consideration for adjustment or deviation from established procedures and policies of Mt. San Jacinto College may be pursued via an Academic Standards Petition located in Enrollment Services.

Please attach supportive documentation, obtain faculty or staff recommendation and submit to the Enrollment Services Office for Academic Standards Committee review.

### 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 (exception: see Calculus subscore).
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) or the CSU General Education Breadth pattern where UC and CSU faculty recognize the equivalency with the AP exam (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 is determined by each four-year College or university according to their policies. For further information, please refer to each college or university catalog.
4. Students will not be given duplicate credit for college courses and exams deemed equivalent.
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 or major preparation.

**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.

**Art, Studio**

2-D Design Portfolio 3 semester units

3-D Design Portfolio 3 semester units

Drawing Portfolio 3 semester units

**Art, History of** 6 semester units

**Biology** 6 semester units

**Chemistry** 6 semester units

**Computer Science**

Computer Science A 3 semester units

Computer Science AB 6 semester units

**Economics**

Macroeconomics 3 semester units

Microeconomics 3 semester units

**English**

Language and Composition 6 semester units

Literature and Composition 6 semester units

**Environmental Science** 4 semester units

**Government and Politics**

Comparative 3 semester units

United States 3 semester units

**History**

European History 6 semester units

United States History 6 semester units

World History 6 semester units

**Human Geography** 3 semester units

**Language Other Than English**

Chinese Language and Culture 6 semester units

French Language 6 semester units

French Literature 6 semester units

German Language 6 semester units

Italian Language and Culture 6 semester units

Japanese Language and Culture 6 semester units

Latin Literature 6 semester units

Latin Vergil 3 semester units

Spanish Language and Literature 6 semester units

Spanish Literature and Culture 6 semester units

**Mathematics**

Calculus AB 3 semester units

Calculus BC 6 semester units

**Music Theory** 6 semester units

**Physics**

Physics B 6 semester units

Physics C: Mechanics 4 semester units

Physics C: Electricity and Magnetism 4 semester units

**Psychology** 3 semester units

**Statistics** 3 semester units

For information on how AP exams can be applied to CSU-GE or IGETC requirements see following pages.

**Advanced Placement Examinations for the University of California System**

The University of California grants credit for all College Board Advanced Placement Tests in which a student scores 3, 4 or 5. 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



## General Regulations

AP test results to the University and 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.

### UC NOTES: All AP exams are reevaluated by the UC at time of application for acceptance into majors.

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 Area 6A = "Language Other Than English" on the IGETC

### AB subscore on Calculus BC examination

Students who take the Calculus BC examination and earn a subscore 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 that the maximum credit awarded is 5.33 semester or 8 quarter units).

### Music Theory subscore

We grant credit for the full Music Theory exam. Students who earn only a subscore will not receive exam credit.

### Duplication with college courses

Students should be advised that college courses taken before or after attending UC may duplicate AP, IB and/or A-Level examinations. Additionally, exams may duplicate each other (for example, an AP or IB exam in the same subject area).

If the student does duplicate an exam with another exam of the same subject content, and/or an exam with a college course, we will award credit only once.

### Credit granted for AP exams

(Credit is expressed in quarter units in table below). For Berkeley and Merced, divide total quarter units by 1.5 to convert to semester units.

### NOTE:

2 quarter units = 1.3 semester units

4 quarter units = 2.7 semester units

8 quarter units = 5.3 semester units

<b>Art, Studio</b>	2-D Design: 8 3-D Design: 8 Drawing: 8 (8-unit maximum for all three exams)
<b>Art History (UC-H)</b>	8
<b>Biology (UC-S)</b>	8
<b>Chemistry (UC-S)</b>	8
<b>Computer Science</b>	Computer Science A: 2 (4-unit maximum; Computer Science AB no longer offered) Computer Science Principles: 8
<b>Economics (UC-B)</b>	Microeconomics: 4 Macroeconomics: 4
<b>English</b>	Language and Composition (UC-E): 8 Literature and Composition (UC-E/H): 8 (8-unit maximum for both exams)
<b>Environmental Science (UC-S)</b>	4
<b>Government and Politics (UC-B)</b>	United States: 4 Comparative: 4
<b>History (UC-B/H)</b>	United States History: 8 European History: 8 World History: 8
<b>Human Geography (UC-B)</b>	4
<b>Language Other than English (UC-H)</b>	Chinese Language and Culture: 8 French Language and Culture: 8 German Language and Culture: 8 Italian Language and Culture: 8 Latin (offered May 2013 and beyond): 8 Japanese Language and Culture: 8 Spanish Language and Culture: 8 Spanish Literature and Culture: 8 (Spanish Language no longer offered)
<b>Mathematics (UC-M)</b>	Calculus AB: 4 Calculus BC: 8 (8-unit maximum for both exams)
<b>Music Theory (UC-H)</b>	8 (Listening and Literature no longer offered)
<b>Physics (UC-S)</b>	Physics B: 8 Physics 1*: 8 Physics 2*: 8 Physics C Mechanics: 4 Physics C Electricity and Magnetism: 4 (8-unit maximum for all tests) *Physics B replaced by Physics 1 & 2 – 2015
<b>Psychology (UC-B)</b>	4
<b>Statistics (UC-M)</b>	4

Advanced Placement (AP) Exam	Mt. San Jacinto College Associate Degree (elective, GE & major units)	CSU GE Breadth	CSU Units Earned Toward Transfer	IGETC	UC Units Earned Toward Transfer
<b>Duplication with college courses</b> Students should be advised that college courses taken before or after attending UC may duplicate AP, IB and/or A-Level examinations. Additionally, exams may duplicate each other (for example, an AP or IB exam in the same subject area). <b>If the student does duplicate an exam with another exam of the same subject content, and/or an exam with a college course, we will award credit only once.</b>					
<b>Art History</b>	Score of 3, 4 or 5: ART 101 & ART 102 Area C 6 units	Area C1 or C2 3 semester units	6 semester units	Area 3A or 3B 3 semester units	8 quarter/5.3 semester units
<b>Art Studio Drawing Portfolio</b>	Score of 3, 4 or 5: ART 108 Area C 3 units	N/A	3 semester units	N/A	8 quarter/5.3 semester units
<b>Art Studio 2-D Design Portfolio</b>	Score of 3, 4 or 5: ART 120 Area C 3 units	N/A	3 semester units	N/A	
<b>Art Studio 3-D Design Portfolio</b>	Score of 3, 4 or 5: ART 122 Area C 3 units	N/A	3 semester units	N/A	
<b>ART STUDIO UC unit limitation 8 quarter/5.3 semester units for all three courses above</b>					
<b>Biology</b>	Score of 3, 4 or 5: BIOL 115 Area A 4 units	Area B2 and B3 4 semester units	6 semester units	Area 5B and 5C 4 semester units	8 quarter/5.3 semester units
<b>Calculus AB</b>	Score of 3, 4 or 5: No response from department, course remains general Area G 3 units	Area B4 3 semester units	3 semester units <b>Only 1 AP Calculus Exam may be used for transfer</b>	Area 2A 3 semester units	4 quarter/2.7 semester units
<b>Calculus BC</b>	Score of 3, 4 or 5: No response from department, course(s) remain general Area G 3 units Elective 3 units	Area B4 3 semester units	6 semester units <b>Only 1 AP Calculus Exam may be used for transfer</b>	Area 2A 3 semester units	8 quarter/5.3 semester units
<b>Calculus AB Subscore on BC exam:</b> Students who take the Calculus BC examination and earn a subscore of 3 or higher on the Calculus AB portion will receive 4 quarter/2.7 semester units for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination (maximum credit awarded for both exams is 8 quarter/5.3 semester units from UC and 6 semester from CSU)					
<b>Chemistry</b>	Score of 3, 4 or 5: CHEM 100 Area A 4 units	Areas B1 and B3 4 semester units	4 semester units	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units
<b>Chinese Language and Culture</b>	Score of 3, 4 or 5: Area C 6 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
<b>Computer Science A</b>	Score of 3, 4 or 5: 3 elective units	N/A	3-6 semester units <b>Consult appropriate CSU Catalogue for accurate units</b>	N/A	2 quarter/1.3 semester units
<b>Computer Science Principles</b>	Score of 3, 4 or 5: Area G 3 units Elective 3 units	Area B4 3 semester units	6 semester units	N/A	8 quarter/5.3 semester units
<b>See Computer Sciences notes below</b>					
<b>Economics - Microeconomics</b>	Score of 3, 4 or 5: ECON 202 Area B2 3 units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
<b>Economics - Macroeconomics</b>	Score of 3, 4 or 5: ECON 201 Area B2 3 units	Area D2 3 semester units	3 semester units	Area 4B 3 semester units	4 quarter/2.7 semester units
<b>English Language and Composition</b>	Score of 3, 4 or 5: ENGL 101 3 or 4 units Elective 2 or 3 units 6 units maximum credit for 1 AP English exam	Area A2 3 semester units	6 semester units <b>Maximum credit for 1 AP English exam may be used toward transfer</b>	Area 1A 3 semester units	8 quarter/5.3 semester units
<b>English Literature and Composition</b>	Score of 3, 4 or 5: ENGL 101 + elective Area D1 3 or 4 units Area C 2 or 3 units 6 units maximum credit for 1 AP English exam	Area A2 & C2 6 semester units	6 semester units <b>Maximum credit for 1 AP English exam may be used toward transfer</b>	Area 1A or 3B 3 semester units	8 quarter/5.3 semester units <b>Maximum credit for 1 AP English exam may be used toward transfer</b>
<b>Maximum credit for 1 AP English exams may be used toward transfer - max units 6 for GE - 3 in A2 and 3 in C2 for both exams</b>					
<b>Environmental Science</b>	Score of 3, 4 or 5: ENVS 101 & 102 Area A 4 units	Area B1 and B3 4 units <b>see note below</b>	4 semester units	Area 5A and 5C 3 semester units	4 quarter/2.7 semester units



# General Regulations

<b>French Language and Culture</b>	Score of 3, 4 or 5: FREN 101 & 102 Area C 8 units Clear prerequisite for FREN 201	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
<b>German Language and Culture</b>	Score of 3, 4 or 5: Area C 6 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
<b>Government &amp; Politics - Comparative</b>	Score of 3, 4 or 5: PS 102 Area B2 3 units	Area D8 3 semester units	3 semester units	Area 4H 3 semester units	4 quarter/2.7 semester units
<b>Government &amp; Politics – United States</b>	Score of 3, 4 or 5: PS 101 Area D1 3 units <b>Does not fulfill California Govt. Requirement</b>	Area D8 & US -2 3 semester units <b>Does not fulfill California Govt. Requirement</b>	3 semester units	Area 4H and US 3 semester units	4 quarter/2.7 semester units
<b>History – European</b>	Score of 3, 4 or 5: HIST 102 Area B2 3 units Elective 3 units	Area C2 or D6 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
<b>History – United States</b>	Score of 3, 4 or 5: HIST 111 & 112 Areas B1 &/or B2 6 units	Area C2 or D6 & US-1 3 semester units	6 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
<b>History – World</b>	Score of 3, 4 or 5: HIST 102 & 104 Area B2 6 units	Area C2 or D6 3 semester units	3 semester units	Area 3B or 4F 3 semester units	8 quarter/5.3 semester units
<b>Human Geography</b>	Score of 3, 4 or 5: GEOG 102 Area B2 3 units	Area D5 3 semester units	3 semester units	Area 4E 3 semester units	4 quarter/2.7 semester units
<b>Italian Language and Culture</b>	Score of 3, 4 or 5: Area C 3 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
<b>Japanese Language and Culture</b>	Score of 3, 4 or 5: Area C 3 units	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
<b>Latin</b>	Score of 3, 4 or 5: Area C 3 units	Area C2 3 semester units	6 semester units		8 quarter/5.3 semester units
<b>Music Theory</b>	Score of 3, 4 or 5: Music 103 & 104 Area C 3 units Elective 3 units	N/A	6 semester units	N/A	8 quarter/5.3 semester units No credit for subscore
<b>Physics 1</b>	Score of 3, 4 or 5: PHY 101 Area A 4 units	Areas B1 and B3 4 semester units	4 semester units	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units ** see note
<b>Physics 2</b>	Score of 3, 4 or 5: PHY 102 Area A 4 units	Areas B1 and B3 4 semester units	4 semester units	Area 5A and 5C 4 semester units	8 quarter/5.3 semester units ** see notes below
<b>Physics C – Electricity/Magnetism</b>	Score of 3, 4 or 5: No response from department, course remains general Area A 4 units	Areas B1 and B3 4 semester units	4 semester units	Area 5A and 5C 4 semester units	4 quarter/2.7 semester units ** see notes below
<b>Physics C – Mechanics</b>	Score of 3, 4 or 5: No response from department, course remains general Area A 4 units	Areas B1 and B3 4 semester units	4 semester units	Area 5A and 5C 4 semester units	4 quarter/2.7 semester units ** see notes below
<b>Physics 1 &amp; 2 exams replaced Physics B in May 2013</b> **Maximum UC credit for ALL Physics exams is 8 quarter units/5.3 semester units.					
<b>Psychology</b>	Score of 3, 4 or 5: PSYC 101 Area B2 3 units	Area D9 3 semester units	3 semester units	Area 4I 3 semester units	4 quarter/2.7 semester units
<b>Spanish Language and Culture</b>	Score of 3, 4 or 5: SPAN 101 & 102 Area C 8 units Clear prerequisite for SPAN 201	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
<b>Spanish Literature and Culture</b>	Score of 3, 4 or 5: SPAN 101 & 102 Area C 8 units Clear prerequisite for SPAN 201	Area C2 3 semester units	6 semester units	Area 3B and 6A 3 semester units	8 quarter/5.3 semester units
<b>Statistics</b>	Score of 3, 4 or 5: MATH 140 Area G 3 units	Area B4 3 semester units	3 semester units	Area 2A 3 semester units	4 quarter/2.7 semester units

≠ Per CSU Executive Order 1036, students seeking to use this AP subject exam for GE certification prior to transfer must have passed the exam before this term.

AP exams removed from CSU GE certification:

Fall 2009: Environmental Science - B2, Latin Literature - C1, Music Theory - C2.

Fall 2012 Latin Vergil, French Literature - C2.

Fall 2013 Physics B - B1 & B3

\*\*Maximum UC credit for ALL Physics exams is 8 quarter units/5.3 semester units.

Computer Science A: 2 (students entering UC prior to fall 2018) - Computer Science A: 8 (students entering UC fall 2018 and after) - Computer Science Principles: 8

Effective starting Fall 2019 – Mr. San Jacinto College Major/GE/elective units

04-15-2019

CLEP Exam (College-Level Examination Program)	Minimum Score	<i>MSJC Course deemed similar by faculty AA/AS internal use only – not for transfer</i>	MSJC GE Area and units to be awarded	CSU GE Area and/or elective CSU units to be awarded
American Government	50	PS 101	B1 or B2 (3 units)	D8 (3 units)
American Literature	50	ENGL 207 or 208	C (3 units)	C2 (3 units)
Analyzing and Interpreting Literature	50	ENGL 106	C (3 units)	C2 (3 units)
Biology (no lab credit awarded)	50	BIOL 115 (no lab units awarded)	A (3 units)	B2 (3 units)
Calculus	50	MATH 211	G (3 units)	B4 (3 units)
Chemistry (no lab credit awarded)	50	N/A	A (3 units)	B1 (3 units)
College Algebra	50	MATH 105	G (3 units)	B4 (3 units)
College Algebra- Trigonometry	50	n/a	G (3 units)	B4 (3 units)
English Literature	50	ENGL 230 or 231	C (3 units)	C2 (3 units)
French Level I <sup>7</sup>	50	FREN 101	6 elective units	6 elective units
French Level II <sup>7</sup>	59	FREN 102	C (3 units)+6 elective units	C2 (3 units)+6 elective units
German Level I <sup>7</sup>	50	n/a	6 elective units	6 elective units
German Level II <sup>7</sup>	60	n/a	C (3 units)+6 elective units	C2 (3 units)+6 elective units
History, United States I	50	HIST 111	B1 or B2 (3 units)	D6 + US 1 (3 units)
History, United States II	50	HIST 112	B1 or B2 (3 units)	D6 + US 1 (3 units)
Human Growth and Development	50	PSYC 103	B2 (3 units)	E (3 units)
Humanities	50	n/a	C (3 units)	C2 (3 units)
Introductory Psychology	50	PSYC 101	B2 (3 units)	D9 (3 units)
Introductory Sociology	50	SOCI 101	B2 (3 units)	D0 (3 units)
Natural Sciences (no lab credit awarded)	50	n/a	A (3 units)	B1 or B2 (3 units)
Pre-Calculus	50	MATH 110	G (3 units)	B4 (3 units)
Principles of Macroeconomics	50	ECON 201	B2 (3 units)	D2 (3 units)
Principles of Microeconomics	50	ECON 202	B2 (3 units)	D2 (3 units)
Principles of Management	50	MGT 103	3 elective units	3 elective units
Principles of Marketing	50	MGT 205	3 elective units	3 elective units
Spanish Level I <sup>7</sup>	50	SPAN 101	6 elective units	6 elective units
Spanish Level II <sup>7</sup>	63	SPAN 102	C (3 units)+6 elective units	C2 (3 units)+6 elective units
Western Civilization I	50	HIST 101	B2 or C (3 units)	C2 or D6 (3 units)
Western Civilizations II	50	HIST 102	B2 (3 units)	D6 (3 units)

**Please note:**

The Academic Senate of the California Community College System approved the alignment of a California Community College general education (CCC GE) CLEP exam score equivalency list that is aligned with the California State University (CSU) GE CLEP exam score equivalency lists effective fall 2011. This realignment impacts the units allowed, catalog rights to previous approved units will apply.

<sup>7</sup>If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered “Level I” and earns six units of credit; the higher score listed for each test is considered “Level II” and earns additional units of credit and placement in Area C2 of CSU GE Breadth as noted.

A maximum of 12 semester units of CLEP may be used to meet MSJC’s AA/AS degrees and certificates. Each California State University will determine how CLEP exams are accepted. Check with your transfer institution for correct CLEP transfer information.

The University of California system will not accept CLEP exams.



Mt. San Jacinto College has adopted and aligned to the University of California and California State University IB policy and accepts the International Baccalaureate (IB) for pass along into the CSU and UC systems along with the use on the MSJC General Education Option A.

The IB organization awards either a diploma or a certificate for individual IB exams. Students who complete the IB diploma with a score of 30 or above will receive 20 semester units (30 quarter units) or elective credit toward their degree and at transfer. Students who receive IB certificates with a score of 5 or higher on Higher Level exams will receive 5.3 semester units (8 quarter units).

Designated Higher Level exams may be considered equivalent to UC freshman-level courses in the subject and may be used to satisfy general education/breadth requirements. Students or counselors should consult campus catalogs and websites for more information on how subject credit may be granted. MSJC will award 5.3 semester units of credit for each of the following IB Individual Certificate Higher Level exams with scores of 5, 6 or 7.

For the most up-to-date list of IB exam credit, see [admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits](http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits).

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

International Baccalaureate (IB) Exam	Passing Minimum Score	MSJC General Education Area and semester units	CSU GE Breadth Area for Certification and semester units	IGETC Area for Certification and semester units
IB Biology HL	5	A (3)	B2 (3)	5B - without lab credit (3)
IB Chemistry HL	5	A (3)	B1 (3)	5A - without lab credit (3)
IB Economics HL	5	B2 (3)	D2 (3)	4B (3)
IB Geography HL	5	B2 (3)	D5 (3)	4E (3)
IB History (any region) HL	5	B2 (3)	C2 or D6 (3)	3B or 4F* (3)
IB Language A1 (any language) HL	4 -CSU 5 -UC	C (3)	C2 (3)	3B (3)
IB Language A2 (any language) HL	4 -CSU 5 -UC	C (3)	C2 (3)	3B (3)
IB Language B (any language) HL <sup>8</sup>	4 -CSU 5 -UC	C (3)	n/a	6A (3)
IB Mathematics HL	4 -CSU 5 -UC	G (3)	B4 (3)	2A (3)
IB Physics HL	5	A (3)	B1 (3)	5A - without lab credit (3)
IB Psychology HL	5	B2 (3)	D9 (3)	4I (3)
IB Theatre HL	4 - CSU 5 - UC	C (3)	C1 (3)	3A (3)

( ) indicates semester units awarded.

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

<sup>8</sup> The 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 A and Language Literature A or A1 (replaced with A) 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 at: <http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>

The CSU also has a systemwide policy for awarding transfer credit for admission. The CSU policy for IB can be found at <https://www2.calstate.edu/apply/transfer/pages/international-baccalaureate-ib.aspx>



## **ADMINISTRATIVE PROCEDURE**

### **ADMINISTRATIVE PROCEDURE A:**

#### **Enrollment**

NOTE: A total of 12 pass/no pass units may be used toward the 18 A.A./A.S. MINIMUM degree unit requirements.

Honoring coursework approved in General Education or Degree Areas when student took the course (Good Faith Policy) for both incoming transcripts and native transcripts.

MSJC General Education using Option A will be waived for students with a BA/BS from a U.S. Regionally Accredited institution as identified on existing MSJC degree and transcript. Student must provide an official transcript with degree awarded posted. Students must also meet the 12 unit residency requirement at MSJC in order to receive any State approved degree or certificate from MSJC using the Option A General Education pattern.

### **ADMINISTRATIVE PROCEDURE B:**

For all transcribed coursework an official transcript must be sent to Mt. San Jacinto College Enrollment Services Department. It is the student's responsibility to confirm all transcripts have been received by Mt. San Jacinto College and submit a Request for Transcript Evaluation Form to Enrollment Services.

B1. Regionally Accredited colleges and universities – In California

B2. Regionally Accredited colleges and universities – Outside California

B3. Regionally Accredited colleges and universities – Upper-Division coursework – all states.

### **ADMINISTRATIVE PROCEDURE B1:**

#### **Regionally Accredited Colleges and Universities – California Transcripts**

Accept all coursework unless limited per MSJC policy, Education Code or other outside agency.

Official transcripts must be received by Mt. San Jacinto College and a Request for Transcript Evaluation Form must be submitted to Enrollment Services.

A Counselor may be able to waive prerequisite courses based on an official transcript as long as the document is sealed when delivered to the Counselor. A Request for Transcript Evaluation Form must be submitted to Enrollment Services.

### **ADMINISTRATIVE PROCEDURE B2:**

#### **Regionally Accredited Colleges and Universities – Out-of-State Transcripts**

Accept all coursework unless limited per MSJC policy, Education Code or other outside agency.

Official transcripts must be received by Mt. San Jacinto College and a Request for Transcript Evaluation Form must be submitted to Enrollment Services.

A Counselor may be able to waive prerequisite courses based on an official transcript as long as the document is sealed when delivered to the Counselor. A Request for Transcript Evaluation Form must be submitted to Enrollment Services.

### **ADMINISTRATIVE PROCEDURE B3:**

#### **Regionally Accredited Colleges and Universities - Upper Division Coursework**

MSJC will accept upper division coursework graduate work and/or extension courses for Associate degree (nontransferable) unit credit and course substitution if the course content is approved by department and/or faculty.

An approved and posted BA/BS degree will waive all MSJC Local degrees using the Option A General Education pattern.

Limitations: MSJC will evaluate as much coursework as acceptable via CSU and UC guidelines for CSU GE Breadth and IGETC to allow for an ADT to be awarded at MSJC using Options B and C. There is a limitation on the use of upper division coursework for CSU GE and IGETC certification and ADT transfer for 2nd baccalaureate admissions at CSU and UC.

### **ADMINISTRATIVE PROCEDURE C:**

#### **Foreign Transcripts**

MSJC will accept transcripts evaluated by an authorized NACES member organization Foreign Transcript evaluation service. The evaluation will be accepted and used for course substitution or local general education. MSJC can accept 30 semester units of credit, and up to 40 units by petition, or (course total limit) courses (excluding English composition/writing and composition/writing critical thinking) for course substitution or units toward local degrees or prerequisites. For transfer purposes MSJC cannot confirm the acceptance of these courses. The receiving institution will reevaluate Foreign Transcripts after transfer.

Upon formal evaluation by an approved NACES member organization transcript evaluation service, credit will be given for a maximum of 30 semester units of credit, and up to 40 units by petition, 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 the Counseling or Enrollment Services Departments for a list of approved evaluation services.)



### ADMINISTRATIVE PROCEDURE D:

#### Non-Regionally Accredited Colleges and Universities – Transcripts

Limited acceptance of coursework per MSJC policy, Education Code or other outside agency and only toward non-transfer employment concentrations, certificates, and degrees. Non-accredited college courses will not post to an MSJC transcript or calculate into the GPA.

Up to three courses for a maximum of 9 semester units of credit, may be petitioned for prerequisite clearance or credit-by-exam. Only credit-by-exam successful completion will post on the MSJC transcript. Prerequisite challenge may only be used for non-transfer Employment Concentrations, Certificates and non-transfer degrees using MSJC Option A General Education unless a credit by exam has been taken.

### ADMINISTRATIVE PROCEDURE E1:

#### 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. In some instances, faculty at MSJC have deemed the course eligible for a letter grade; in these courses, students who pass the approved credit exam with an 80 or above will earn the letter grade of A, B or C depending on the faculty-determined grading scale, and a letter grade will be posted to the transcript. A student must determine, prior to the exam through Enrollment Services, whether a letter grade or P/ NP designation is preferred.

Students cannot exceed twelve (12) semester units of credit by exam as applicable to a specific Certificate or Associate degree nor can these units be counted in determining the twelve (12) units required for residency at MSJC. Credit by examination units cannot exceed twelve (12) total units as applicable to graduation. 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.

### Title 5—§ 55050. Credit by Examination

#### Article 5. Alternative Methods for Awarding Credit

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to credit by examination in accordance with the provisions of this section.

(b) The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.

(c) The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.

(d) A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this section.

(e) The student’s academic record shall be clearly annotated to reflect that credit was earned by examination.

(f) Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a “pass-no pass” option if that option is ordinarily available for the course.

(g) Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

(h) A district may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

**Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.**



**ADMINISTRATIVE PROCEDURE E2:**

**Tech-Prep Credit by Exam**

**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 55051) Students who pass the approved credit exam with a 70 or above will earn credit for the course, indicated with a “P” on their transcript. In some instances, faculty at MSJC have deemed the course eligible for a letter grade; in these courses, students who pass the approved credit exam with an 80 or above will earn the letter grade of “A” or “B,” depending on the faculty-determined grading scale, and a letter grade will be posted to their transcript. Students cannot exceed nine (9) semester units as applicable to a specific Certificate or Associate degree at graduation or be 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.

**NOTE: A total of 12 pass/no pass units may be used toward the 18 A.A./A.S. degree unit requirements.**

**ADMINISTRATIVE PROCEDURE E3:**

**Advanced Placement (AP)**

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.

Detailed CSU and UC acceptance and charts are updated yearly and added to the MSJC catalog.

**ADMINISTRATIVE PROCEDURE E4:**

**CLEP (College Level Examination Program)**

The Academic Senate of the California Community College System approved the alignment of a California Community College general education (CCC GE) CLEP exam score equivalency list that is aligned with the California State University (CSU) GE CLEP exam score equivalency lists effective fall 2011. This realignment impacts the units allowed, catalog rights to previous approved units will apply.

A maximum of 12 semester units of CLEP may be used to meet MSJC’s AA/AS degrees and certificates. Each California State University will determine how CLEP exams are accepted. Check with your transfer institution for correct CLEP transfer information.

The University of California system will not accept CLEP exams.

Detailed CSU and UC acceptance and charts are updated yearly and added to the MSJC catalog.

**ADMINISTRATIVE PROCEDURE E5:**

**International Baccalaureate (IB)**

Mt. San Jacinto College accepts the International Baccalaureate (IB) for pass along into the CSU and UC systems and for the MSJC General Education Option A. 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 preparation. 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.

Detailed CSU and UC acceptance and charts are updated yearly and added to the MSJC catalog.

#### **ADMINISTRATIVE PROCEDURE E6:**

##### **Military Transcripts**

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 semester units of credit, and up to 40 units by petition may be granted for military service and course work to include ACE (Smart Transcript), DD214, other. Elective credit only is posted to the MSJC transcript. The DD214 cannot be double counted for elective units and General Education units:

Students will receive a 3 units maximum General Education credit awarded to CSU GE Breadth Area E via DD 214 and MSJC GE Area E Healthful Living & Self Development 27 semester units as elective credit will be awarded.

#### **ADMINISTRATIVE PROCEDURE E7:**

##### **Law Enforcement**

Students may submit a Student Petition Form to Enrollment Services to substitute credit for completion of a P.O.S.T. Basic Peace Officers Academy through an accredited institution. Students must attach official college transcripts and an Academy course outline or syllabus to the student petition. The Administration of Justice department chair will determine the amount of credit to award the student. A maximum of 12 units may be awarded toward the Administration of Justice degree or certificate. Transfer credit shall only be approved subject to the student providing appropriate and adequate documentation of the courses under consideration.

#### **ADMINISTRATIVE PROCEDURE E8:**

##### **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.

Official transcripts must be received by Mt. San Jacinto College and a Student Petition must be submitted to Enrollment Services. This will be forwarded to the Nursing Department for official evaluation.

#### **ADMINISTRATIVE PROCEDURE E9:**

##### **Cooperative Work Experience**

Students earn one unit per 60 hours of unpaid work experience or one unit per 75 hours of paid work experience. Students may earn a maximum of (8) semester credit hours during one enrollment period up to a total of (16) semester hours of occupational internship.

All current information on Cooperative Work Experience can be found in the official MSJC catalog per academic term.





## **Standards of Conduct**

### **Board Policy 5500 Standards of Conduct**

The Board of Trustees and the campus community at Mt. San Jacinto College support a harmonious, safe, and productive learning environment. To promote such an environment, the Board of Trustees and the Superintendent/President have established procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog, the Student Handbook and Orientation Guide and other means.

Board Policies and Administrative Procedures are subject to revision. For the most current policies visit Board Docs at [www.boarddocs.com/ca/msjc/Board.nsf/Public](http://www.boarddocs.com/ca/msjc/Board.nsf/Public)

### **Administrative Procedures 5500 Standards of Student Conduct**

*Please reference the MSJC web site under "Student Conduct" for any updates and revisions to this policy*

Definitions: The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Superintendent/President.
3. Unlawful possession, use, and sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing sexual harassment as defined by law or by District policies and procedures.
5. Engaging in harassing or discriminatory behavior based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identify, gender expression, age, nationality, race or ethnicity, religion, sexual orientation, military or veteran status, or any other status protected by law.
6. Disruptive behavior, willful disobedience, habitual profanity or vulgarity.
7. Open and persistent defiance of the authority of, or persistent abuse of, college personnel.
8. Plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
  - A. Plagiarism
    - a) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
    - b) The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
9. Cheating
  - A. Cheating – during tests, quizzes, or on assignments
    - a) Use of any unauthorized assistance in taking quizzes, tests, or examinations.
    - b) Use of the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
    - c) The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
    - d) Collaboration with other students that results in a shared intellectual product without the express permission of the instructor of record.
10. Committing or attempting to commit robbery or extortion.
11. Causing, attempting to cause or threatening to cause damage to District property or to private property on campus.
12. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
13. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
14. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
15. Willful misconduct that results in injury or death to a student or to District personnel.
16. Misconduct that results in cutting, defacing, or other injury



to any real or personal property owned by the District or on campus.

17. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
18. Unauthorized entry upon or use of District facilities.
19. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
20. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises.
21. Violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
22. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
23. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
24. Violation of local, state or federal law on campus or while involved in college sponsored activities off campus.
25. Copyright infringement as described in section 106 of the Copyright Act (Title 17 of the United States Code).

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

### **Administrative Procedures 5520 Student Discipline Procedures**

*Please reference the MSJC web site under "Student Conduct" for any updates and revisions to this policy*

The purpose of this procedure is to provide a prompt 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 to them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It 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 Safety for further action. The Standards of Conduct pertains to student violations only.

An email letter to the student's college provided e-mail account will be the primary means of communicating that a violation has occurred or to schedule meetings, hearings or appeals, and to announce the results of such hearings or appeals. Students are

urged to check their college provided e-mail account regularly for official college communications.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

#### **Definitions:**

- 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 of Conduct and to recommend imposition of sanctions.
- The term "Administrator" means the College official authorized to impose sanctions upon students found to have violated the Standards of Conduct. The Administrator shall be the Vice President of Student Services or the Director of Student Judicial Affairs. 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 Standards of Conduct 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 Standards of Conduct.
- The Director of Student Judicial Affairs has been designated by the Vice President of Student Services as the college official responsible for the day to day administration of the Standards 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 Standards of Conduct, 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; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or (4) 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.

## I. 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.

### A. Notice of Standards of Conduct Violation

1. Written notice shall be submitted to the Administrator that a violation has been committed by filing the "Public Incident Report" form online within five (5) working days of the violation. It can be found at <http://msjc.edu/conductform>. Complaints submitted through email, voicemail or any other means will not be accepted.

- a. Filing a Complaint

Mt. San Jacinto College utilizes the Advocate system to process reported violations of the MSJC Standards of Conduct.

Students, faculty or staff that believes a student has violated the Standards of Conduct may file a complaint online at [www.msjc.edu/conductform](http://www.msjc.edu/conductform).

2. Violations submitted beyond the five (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. 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 Standards of Conduct has occurred and the appropriate sanctions to be applied.

### C. Notice to Student

1. An email will be sent through the Advocate system to the student's college supplied email account, or a letter (verified by a "Certificate of Mailing") will be mailed to the student that a Standards of Conduct violation has been filed when there is a reasonable belief a violation has occurred. The written notice will contain the following:
  - The specific section of the Standards of Student Conduct that the student is accused of violating;
  - the right of the student to meet with the administrator to discuss the accusation, or to respond in writing.
2. Written communication 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.

### D. Time Limits

The notice must be provided to the student within 10 days of the conduct, in the case of continuous, repeated, or ongoing conduct, the notice must be provided within 10 days of the date on which conduct occurred which led to the decision to take disciplinary action.

## II. Removal by Instructors of Disruptive Students

An instructor may remove a student for "good cause" from



his/her class for the day of removal and the next class meeting when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others (Education Code Section 76033). 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/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 through the Advocate systems 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 Safety at (951) 639-5188 (all campus sites) or by dialing extension 7777 from within the college phone system.

### B. Violent or Threatening Students

College personnel, faculty or students that are in eminent physical danger should call MSJC Campus Safety immediately at (951) 639-5188 (all campus sites), by dialing extension 7777 from within the college phone system or 911.

## III. 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, section 76032) to remove a student for interfering with the educational process.

## IV. Summary Ten-Day Suspension

The Superintendent/President, or designated authority, may order immediate exclusion from campus and/or classes for a

period not to exceed ten (10) days when it is determined that immediate suspension is required to protect lives or property and to ensure the maintenance of order (Education Code Section 66017). 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 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.

## V. Initiating Student Discipline Procedures

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

A request for disciplinary action may be initiated by any faculty, student, or College employee and shall be made of the Administrator in writing on the appropriate online forms. 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.

A. The student disciplinary provisions do not apply to:

1. Student Grievance Procedures;
2. Removal by Instructor or Staff of Disruptive Students;
3. State Residence Determination; and,
4. 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.

## VI. Disciplinary Actions

If after reviewing the situation with the student the Administrator concludes disciplinary action is appropriate, the Administrator shall submit in writing, and the student will be notified by email through their college provided email account, any of the following types of sanctions. The following sanctions may be imposed upon any student found to have violated the Standards of Conduct:

- A. Informal Warning: Faculty or staff may issue a warning to a student either verbally or in writing to cease behavior that is violating the Standards of Conduct. Similarly, an administrator may issue an informal warning. This type of warning will not be included in a student's educational records.
- B. Formal Warning: A written notice that continuation or repetition of misconduct will be cause for future disciplinary action. This formal warning may take the form of a behavior contract agreed to between the student and administrator.





- C. 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.
- D. Loss of Privileges: Denial of specified privileges for a designated period of time.
- E. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- F. Discretionary Sanctions: Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Administrator).
- G. 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.
- H. Summary 10-Day Suspension: A student may be summarily suspended for good cause (Education Code, Section 76033) prior to a conference or hearing. A written Notice of 10-Day Summary Suspension (Education Code Section 76031), and the reasons for such Summary 10-Day Suspension will be emailed to the student if the student was not provided a written copy of the summary suspension form by the Campus Safety at the time of the incident. 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.
- I. Suspension: A suspended student is barred from occupying any portion of the campus or buildings, from contacting or talking with specific students, 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.
- J. Expulsion: Permanent separation of the student from the College. If an Appellate Committee, or the administrator, 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.
- K. SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS  
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also

result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

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 above 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 Standards of Conduct, 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

## VII. Disciplinary Appeal Process

Sanctions, 10-Day Suspensions, Long-term Suspensions, and Expulsions. (Students may not appeal warnings)

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

### A. Hearing and Disciplinary Appeal Procedures

#### 1. Notification of Charges

Students charged with violations of the Standards of Conduct shall be notified through their college supplied email account that they are required to meet with the Administrator to discuss such alleged violations and any disciplinary action that may or will result if such charges are found to be true. The student will be given five (5) days from the receipt of notification of the charges. Any and all charges will be applied as if the student was notified and all relevant sanctions will be applied.

#### 2. Preliminary Meeting

The meeting with the Administrator shall consist of the following:

- a. The student will be given a copy of the Standards of Conduct.
- b. The student will be given a written statement of the alleged violation(s).
- c. The student will be given a reasonable opportunity to answer each alleged violation(s).
- d. The student will be informed of any possible disciplinary



action(s) that may be taken.

- e. The student will be provided written notice through their college supplied email account of further meetings if the Administrator deems such action necessary.
- f. The student will be provided written notice through their college supplied email account of his/her right to appeal any adverse decision of the Administrator to the Disciplinary Appeal Committee for a hearing on the matter.

### 3. 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 through their college supplied email account one or more of the following types of disciplinary action, unless the Administrator and the student agree to another appropriate disciplinary action:

- a. Warning
- b. Probation
- c. Loss of Privileges
- d. Restitution
- e. Discretionary Sanctions
- f. Hold on Records
- g. Summary Suspension
- h. Suspension
- i. Expulsion

### 4. 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 either 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 will be sent through their college supplied email account. The Administrator is deemed to have notified the student of his/her decision on the date the email notification is sent through the Advocate system.

In the event that the student requests a hearing before the Appellate Committee, the Administrator may suspend such disciplinary action until such requested hearing is completed. A suspension of disciplinary action shall be in writing, signed, and dated by the Administrator. The Administrator may suspend a Summary 10-Day Suspension in cases where the hearing has taken place before the 10 days is completed and other sanctions have been put in place, or where further sanctions were determined to be unwarranted.

### 5. 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 Campus Safety Department or appropriate law enforcement agency.

Specified period of suspension or expulsion 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 Section 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.

## VIII. 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 nine (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 Student Government Association (SGA) President, or SGA Advisor if the President is unavailable, 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 President of the Classified Senate shall appoint one classified non-management employee and one alternate; and from Group 3, the Superintendent/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. The chairperson shall have the privilege of voting on all issues.

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

### D. Right to Representation

The student or Administrator may represent themselves 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 fifteen (15) 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 themselves 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.

Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. 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 Conduct Policy?

### F. The Hearing

1. Opening: The Committee meets to hear an appeal of disciplinary action against said student by the College and to take action as it deems appropriate within the scope of authority as defined in the Standards of 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 in imposing the appealed disciplinary measure. The student may present evidence in support of his/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/her opening statement until after the student has presented his/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. 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 themselves. If the student does not testify on their own behalf, they may be called and examined as if under cross-examination.
  - b. The hearing need not be conducted according to technical rules relating to evidence and witnesses, except as hereinafter provided. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining the evidence but shall not be sufficient 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 unless the Administrator, the student, and the committee agree to the contrary, except neither the student nor the Administrator and their respective attorneys, if any, shall be excluded. 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, the student, and the Administrator, their written decision arrived at by a simple majority of the Committee. The Appellate Committee's notification of their decision to the student and the Administrator will be made by email through the Advocate system 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 ten (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 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. 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 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' 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.

## AP 5530 Student Grievance and Due Process Procedures

*Please reference the MSJC web site under "Student Conduct" for any updates and revisions to this policy.*

Reference:

*Title IX, Education Amendments of 1972; Education Code Section 76224(a); ACCJC Accreditation Eligibility Requirement 20; ACCJC Accreditation Standard IV.d*

### Statement of Philosophy

The Mt San Jacinto Community College District believes that all students shall be afforded fair and equitable treatment in the



application of all district procedures and regulations. Students who claim that there has been a violation or misapplication of the procedures or regulations set forth in the college catalog, board policies, or operating procedures of the college district, or who claim misapplication or denial of student due process may make a complaint and, if necessary, file a grievance.

The Mt. San Jacinto College Student Rights and Grievances procedures are provided as a means for students to resolve complaints and grievances in an expeditious and fair manner, as well as to educate students in constructive approaches to problem and conflict resolution. It is the policy of the Board of Trustees that there shall be no harassment of or retaliation towards students who file a complaint or grievance, toward the subject of the grievance, or toward those who participate in the process. All proceedings held in accordance with these procedures shall relate to a specific complaint or grievance, with an identified remedy or solution. Nothing in the district procedures prevents the grievant or subject of the grievance from appealing to the Board of Trustees.

## Section I: Definition of Terms

- **Complaint**—A charge that may refer to an alleged misapplication of classroom procedures, an alleged disagreement in personal interactions, or an informal-level charge which alleges a violation or misapplication of the procedures or regulations set forth in the college catalog, board policies, or operating procedures of the college district or instructional procedures, or specific provisions of applicable federal or state law or applicable college district policy, or claims misapplication or denial of student due process.
- **Complainant** – A student who alleges that they have been personally wronged as a result of an alleged violation or misapplication of the procedures or regulations set forth in the college catalog, board policies, or operating procedures of the college district or instructional procedures, or specific provisions of applicable federal or state law or applicable college district policy, and chooses to pursue resolution via an informal process. (See specialized programs exception.)
- **Day** – 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.
- **Decision** – Any final outcome of the Grievance Committee. This includes tie votes or no decision.
- **Grievance** – A formal written charge filed by a student which alleges a violation of one or more specific provisions of applicable federal or state law or applicable college district policy. A grade assigned by an instructor is not a grievable matter, except as outlined in Education Code section 76224(a) which states that “when grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”
- **Grievant** – A student who alleges that he or she have been personally wronged as a result of an alleged violation of applicable federal or state law, applicable district or college policy, or instructional procedures and the allegation utilizing the formal grievance format chooses to pursue.
- **Grievance Committee** – This committee of five members (two students, two faculty or staff and an administrator) hears

grievances filed by students after they have gone through the informal process.

- **Statute of Limitations** – The filing of grievances shall be permitted only through the end of the sixth week of the semester following the semester in which the alleged incident occurred or two weeks following the posting of the grades from the previous semester, whichever is greater. Grievances occurring during the summer shall be handled on a calendar-day basis, and filing of such grievances shall only be permitted through the end of the first week after the end of the summer term.
- **Subject of Complaint or Grievance** – Any individual who is the alleged offending party. Please note: Student on student complaints or grievances will be pursued utilizing the Standards of Conduct process.
- **Supervisor** – An individual having the first line of jurisdiction over a staff member. It could be a supervisor, program coordinator or director, dean, or college administrator.
- **Title IX Officer** – An individual identified by the college to address matters within the federal regulations outlined under Title IX and provides support to students as an unbiased representative relative to gender-equity issues on campus. To contact the Title IX Officer please call (951) 639-5301.
- **Student Advocate** – An individual selected by the student to assist them through the process. This person cannot speak during hearings, but can give guidance and help explain the process as the student works through it.

## Section II: Procedures

### Part A: General Provisions

The Mt. San Jacinto College Complaint and Grievance Procedures are provided as a means for individual students to resolve specific concerns in an expeditious and fair manner. Another purpose of the procedures is to help all students learn constructive approaches to problem and conflict resolution. Students who need help in understanding the procedures or determining their grievance may contact the Office of the Vice President of Student Services, the Student Government Association (SGA) office, or the Title IX Officer.

The District directs that there shall be no harassment or retaliation towards the grievant, the subject of the grievance, or others participating in the complaint and grievance process (or as a result of filing a complaint or grievance). This process shall take place within a collegial atmosphere and be aimed at conflict resolution.

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, section 59300 et seq. The District’s procedures for complaints of discrimination may be found on the district website under the student portal. Full discrimination policy and forms are located at the following:

<http://www.msjc.edu/CollegeInformation/Administration/Documents/Discrimination-Policy.pdf>

The District is responsible and has an affirmative duty to respond to complaints of discrimination in a timely manner. The District has identified the Vice President of Human Resources as its



Responsible District Officer. All complaints of discrimination pursuant to section 59300 et seq, will be processed by the Vice President of Human Resources. The address for the Vice President of Human Resources office is as follows:

Vice President of Human Resources

Mt. San Jacinto Community College District

1499 N. State St.

San Jacinto, CA 92583

(951) 487-3156

Students may grieve unfair acts by an employee against a student where the act has a negative impact on the student.

Students may not grieve the following:

Grades except with evidence of:

1. Mistake – unintentional error on the part of the instructor;
2. Fraud – intentional misrepresentation of any or all facts, which lead to a negative outcome;
3. Bad Faith – includes fraud and any other intentional act of the instructor, which negatively impacts the grade of the student;
4. 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 Standards 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.

It is the responsibility of any faculty member (instructor, counselor, or librarian), classified staff member, or administrator who receives a complaint or potential grievance from a student concerning any faculty or staff member to refer the student immediately to the subject of the grievance, except in cases of sexual harassment or discrimination, in which case the student shall be referred to the Office of Human Resources. Any person claiming discrimination based on a disability, including allegations of failure to accommodate, shall be referred to the Disabled Students Programs and Services office.

The complainant or grievant may bring a support person, such as, an officer of the SGA or any person appointed by the SGA President, any member of the Mt. San Jacinto College staff, or the Title IX Officer to any meetings or hearings of the complaint and grievance procedures. The subject of the grievance also has rights of bringing a support person to any meetings or hearings of

the grievance. If any party involved in the complaint or grievance believes that the procedures are not being appropriately followed, that individual has the right to file a letter with the Superintendent/President, who within ten (10) school days upon receipt of this letter, shall make a decision regarding the letter's allegations and determine at which level the process shall be resumed.

Nothing in the policy or procedures shall abridge the rights of faculty, staff, administrators, and students to the provisions of due process, just cause, and relevant provisions of the Education Code or the agreement between the Mt. San Jacinto Community College District and the Mt. San Jacinto College Faculty Association (CTA) or the Mt. San Jacinto Classified Association (CSEA).

Deadlines may be extended by mutual consent of the parties involved and shall be documented with the Vice President of Student Services. Missed deadlines may affect a grievant's ability to proceed.

## Part B: Complaint and Grievance Procedures

A complaint or grievance that occurs during the delivery of instruction, counseling, or library services within a scheduled class, library service, or counseling session by a faculty member to the student (grievant) or occurs during the delivery of a service (administrative or support) by a staff member to a student should follow the procedures outlined below.

All complaints directed against instructional faculty or librarians will go to the Vice President of Instruction. All complaints directed against the counseling faculty or staff members will go to the Vice President of Student Services.

### Stage 1: Informal Complaint (Informal process)

Prior to filing a formal grievance procedure, attempts shall be made to resolve the problem informally as a complaint. Any meetings, which take place during this stage, shall be conducted at a mutually agreed-upon private space, and the pertinent issues clearly defined so they may be discussed as objectively as possible. Failure to follow the timelines may affect a grievant's ability to proceed.

- (A) Within the statute of limitations, the student is expected to contact the faculty/staff member directly to discuss the complaint during the semester in which the problem occurs. The student may bring a support person, who is not a participant but advisory to the student. Most matters can be resolved informally at this level.
- (B) If the issue is not resolved at this point, within the next ten (10) school days the student should discuss the matter next with the appropriate department chair/supervisor and the faculty/staff member together to attempt to resolve the complaint informally.
- (C) If the issue is not resolved at this point, within the next ten (10) school days the student may meet with the appropriate

1. STATUTE OF LIMITATIONS: The filing of grievances shall be permitted only through the end of the sixth week of the semester following the semester in which the alleged incident occurred. Grievances occurring during the summer shall be handled on a calendar day basis, and filing of such grievances shall only be permitted through the end of the first week after the summer term.



Dean to seek resolution. If the complaint cannot be resolved at this level, the student must inform the Dean and faculty/staff member of their plans to pursue a grievance.

### Stage 2: Grievance (Formal and written process)

The student submits the Summary of Informal Complaint Process (Appendix C) and the Student Grievance Form (Appendix D) to the Vice President of Instruction or Vice President of Student Services within ten (10) school days of the informal complaint meeting with the Dean and faculty/staff member. Failure to follow the timelines may affect a grievant's ability to proceed.

The form must contain a specific description of the grievance and reference to any specific federal or state law or any applicable district or college policy which is the basis for the grievance. The names of the parties involved at Stage 1 and a proposed remedy or resolution shall also be included in the formal written grievance. The subject (faculty/staff member) of the grievance is encouraged to submit written rationale for his/her actions to the appropriate Vice President for consideration before making a decision on the grievance.

Based on the written material, the appropriate Vice President assumes the responsibility for making a decision regarding the validity of the grievance and appropriate action to be taken. Options for resolving the grievance include the following: (1) accept the grievant's remedy or modification of the remedy; (2) refer the grievance to the Grievance Committee; or (3) determine the grievance to be without merit.

Within ten (10) school days upon receiving the written grievance, the decision and proposed action of the Vice President shall be communicated in writing to the student involved and the subject of the grievance involved.

### Stage 3: Grievance Committee Procedures (Formal and written process)

If either the grievant or subject of the grievance is not satisfied with the decision of the Vice President, within ten (10) school days upon receipt of the Stage 2 decision, an appeal may be submitted in writing to the Vice President of Student Services office requesting a hearing by the Grievance Committee.

The Grievance Committee shall be composed of at least three college staff members and two students. The committee members shall be identified by the Vice President of Student Services from a list provided by the Academic Senate, Student Government Association, Classified Senate, and administration prior to each hearing and based on availability and time of hearing.

It shall be the function of the Grievance Committee to conduct a hearing and make a decision that shall resolve the grievance. A notice of hearing will be mailed to the grievant within ten (10) days of submitting the appeal. The notice will include the day, time and location of the hearing. It will also notify the student that they are required to make their own arrangements for any witnesses they wish to call. If a witness is unable to attend, the hearing will proceed as scheduled. The hearing will take place no sooner than ten (10) days after the notice of hearing is mailed unless mutually agreed by both the grievant and the subject of the

grievance; however, no more than twenty (20) school days after notice is mailed. The decision of the committee shall be made within ten (10) school days of the hearing. The written decision shall be distributed to the grievant; any Student Government Association (SGA) officer, or designee representing the student; the Vice President of Student Services, or Title IX Officer; and the subject of the grievance. The committee and the Vice President shall work within the following guidelines:

- (A) The Grievance Committee shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of college policies, procedures or labor agreements.
- (B) Any decision by the Grievance Committee shall be in compliance with the provisions of the Education Code, all state and federal statutes, and accrediting agency regulations. The decision shall be final, unless appealed, and shall be based only on the pertinent and relevant written documents submitted and the recorded and pertinent oral testimony received in the hearing.
- (C) The appropriate Vice President or the Title IX Officer shall verify the existence of all written documents generated at Stage 2 and submit a list of them with attached copies to the committee.
- (D) After a hearing has taken place and both parties have had an opportunity to submit pertinent arguments and oral testimony, the Grievance Committee shall submit its findings and decision in writing within ten (10) school days.
- (E) All records, deliberations, and procedures of the Grievance Committee shall be filed with the Vice President of Student Services, or the Title IX Officer. The records shall be treated in a confidential manner.

### Stage 4: Grievance Appeal (Formal and written process)

If either the student or the faculty/staff member involved is not satisfied with the decision made or action taken by the Grievance Committee, an appeal may be made to the Superintendent/President within ten (10) school days after the receipt of the decision. This written appeal shall outline the nature and basis for the dissatisfaction with the decision or action taken. A copy of the appeal shall be sent to those involved as appropriate. Failure to follow the timeline may affect a grievant's ability to proceed.

The Superintendent/President shall review the appeal and recommendation from the Grievance Committee and, within ten (10) school days upon receipt of the appeal, shall render a written decision. The appeal is considered based solely upon the written record. However, the Superintendent/President may conduct an investigation at his/her discretion. The Superintendent/President has the authority to uphold, reverse, or modify the action taken by the Grievance Committee with rationale for his/her action. His/her decision shall be final, unless appealed, and shall be delivered in writing to the student lodging the grievance with copies to all parties involved in the proceedings.



### Stage 5 – Appeal to Board of Trustees

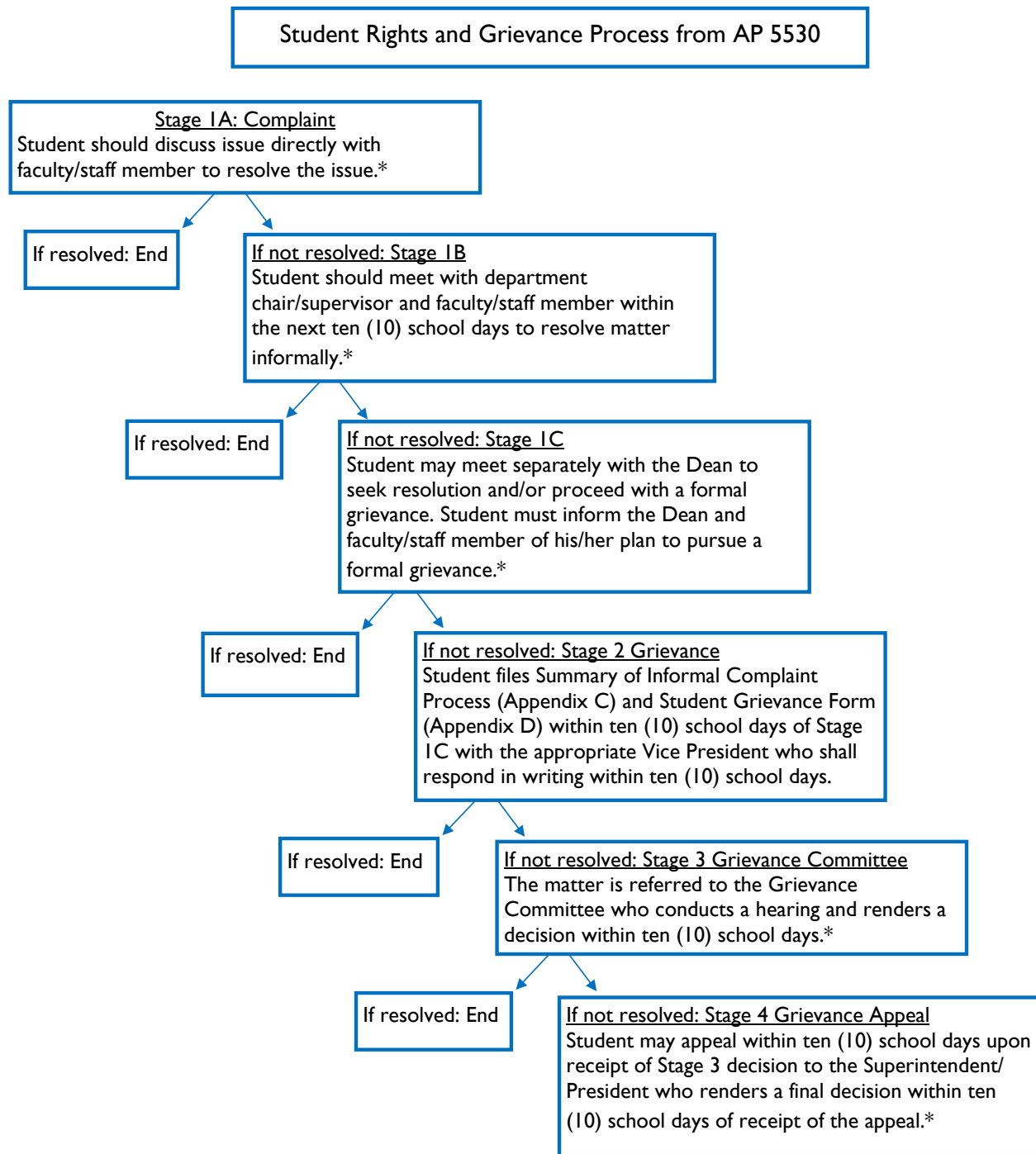
Either party may appeal the decision of the Superintendent/President. Appeals must be filed within ten (10) school days upon receipt of the decision. The appeal will be heard at the next available Board of Trustees meeting for which there is sufficient time to include the agenda item in the legal notice of the meeting. Failure to follow the timeline may affect a grievant's ability to proceed.

- (A) Appeals are addressed to the Board of Trustees, c/o the Superintendent/President.
- (B) 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.
- (C) 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.
- (D) Hearings are held in closed session and the decision is announced in open session.
- (E) The Superintendent/President will respond within ten (10) school days of the Board's action on the appeal.
- (F) 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.







\* Parties involved in a grievance may bring a support person to any meetings or hearings of the grievance.

*Referral: Any faculty member, classified staff, or administrator who receives a grievance or complaint concerning any faculty member or staff member from a student, shall refer the student immediately to the subject of the grievance, except in the cases of sexual harassment or discrimination, where the student shall be referred to the Office of Human Resources.*

**INFORMAL COMPLAINT RESOLUTION CHART**

Subject Area	First Level	Second Level	Third Level
Academic Matters	Instructor	Department Chair	Dean of Instruction/ Division Dean
Accessibility Matters	Director of Disabled Students Programs & Services	Dean of Student Services	Vice President of Student Services
Admissions and Registration	Director of Enrollment Services (SJC) or Dean of Student Services (MVC)	Dean of Student Services	Vice President of Student Services
Discipline	Instructor/staff member	Department Chair/Supervisor	Dean of Instruction or Dean of Student Services
Discrimination or Harassment	Executive Dean of Human Resources <a href="#">or Title IX Coordinator for Students</a>		
Financial Aid	Director of Financial Aid	Dean of Student Services	Vice President of Student Services
Grade Dispute Matters	Instructor	Department Chair	Dean of Instruction/ Division Dean
Matriculation	Dean of Student Services	Vice President of Student Services	
Residency Determination	Director of Enrollment Services (SJC) or Dean of Student Services (MVC)	Vice President of Student Services	
Security and Parking	Campus Safety Department	Director of Campus Safety	Vice President of Student Services

**Summary of Informal Complaint Process**

(Stages IA – IC must be completed before a formal grievance can be filed.)

Stage I–A (informal) of the process is for you to talk directly to the faculty/staff member.

Have you spoken to the faculty/staff member to try to resolve your complaint?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

If not, why?

\_\_\_\_\_

What is your desired outcome?

\_\_\_\_\_

Stage I–B (informal) of the process is to discuss the matter with the department chair or supervisor. If you need help finding out who that person is, call (951) 639-5201.

Have you spoken with the department chair or supervisor?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

What was the result of the meeting?

\_\_\_\_\_

Why is this result not satisfactory to you?

\_\_\_\_\_

Stage I–C (informal) of the process is to meet with the appropriate Dean to resolve the matter or to meet separately with the area Vice President to seek resolution and/or proceed with a formal grievance.

Have you spoken with the Dean or Vice President?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

What was the result of the meeting?

\_\_\_\_\_

Why is this not satisfactory to you?

\_\_\_\_\_

*Stages 2 and 3: If not resolved, the issue now becomes a grievance and follows the process outlined in Administrative Procedures 5530.*

**MT. SAN JACINTO COLLEGE  
Student Grievance Form**

If you wish to file a grievance under Stage 2 of the Student Rights and Grievance process, complete all of the following questions and return this form to the Office of the Vice President of Student Services (room 131 on the Meniffee Valley Campus) or to the Office of the Vice President of Instruction (room 1110 on the San Jacinto Campus). This form will be accepted only if the Summary of Informal Complaint Process (Appendix C) is completed and attached. If you have any questions or need assistance, contact the Office of the Vice President, Student Services at (951) 639-5201 or visit room 131 on the Meniffee Valley Campus or the Student Government Association office on either campus.

Your Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Grievance Information:

Name of Faculty/Staff Member: \_\_\_\_\_

Class, Division, or Department: \_\_\_\_\_

Describe the specific grievance. If possible, identify the policy or procedure violated. This form must contain a specific description of the grievance and refer to any law or policy which is the basis for the grievance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your proposed remedy or solution? This must be included. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<i>For Office Use Only</i>	
Date Received: _____	By: _____
Copy to faculty/staff member on: _____	Copy to division dean/supervisor on: _____
Action/Resolution: _____ _____	



# **Nondiscrimination Policy and Complaint Procedures 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, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because they are 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, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

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, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical

or mental disability, or because they are 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, or that receives any financial assistance from the State Chancellor or board of governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.

## **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 on the district website under the student portal. The full discrimination policy and forms are located at the following: [www.msjc.edu/discriminationpolicy](http://www.msjc.edu/discriminationpolicy).

## **District's Response to Reports of Discrimination**

The district is responsible and has an affirmative duty to respond to complaints of discrimination in a timely manner. The district has identified the Vice President of Human Resources as its Responsible District Officer. All complaints of discrimination pursuant to section 59300 et seq, will be processed by the Vice President of Human Resources. The address for the Vice President of Human Resources office is as follows:

1499 N. State Street  
San Jacinto, CA 92583  
(951) 487-3156

## **Statement Regarding Formal and Informal Complaint Procedures**

The purpose of the informal resolution process is to allow an individual who believes they have 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 Vice President of Human Resources 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 they need not participate in informal resolution. Additionally, the Responsible District Officer shall notify the person bringing the charges of their right to file a formal complaint and explain the procedure for doing so. The Responsible District Officer shall also advise the complainant that



they 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 they 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, they 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: [extranet.cccco.edu/Divisions/Legal/Discrimination.aspx](http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx).

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 their 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 their rights and responsibilities under both the formal and informal processes. If the complainant declares their preference for the informal process, the Vice-President of Human Resources 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 Vice President of Human Resources 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 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 Vice President of Human Resources, 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.

## Sexual Harassment Policy

(Applies to all Students, Faculty 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. section 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. sections 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations Implementing Title IX. This provision requires designation of Student Judicial Affairs Coordinator, grievance procedure, and public notice of Title IX policies and procedures.
- 42 U.S.C. section 2000e, Civil Rights Act of 1964, Title VII. This provision prohibits employers from discriminating on the basis of sex.
- 29 C.F.R. section 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 section 12900 et seq.)
- Sex Equity in Education Act (Education Code, section 66250 et seq.)
- Assembly Bill 80 of 1977 (Government Code sections 11135 et seq.)
- Chapter 2, Division 4, Title 2, of the California Administrative Code.
- Subsection 1 (Commencing with section 53000), Section 2, Chapter 1, Division 4, Title 5, of the California Administrative Code.
- section 87100 of the California Education Code.
- section 212.5 of the California Education Code.

## Monitoring Responsibility

The Vice President of Human Resources and Student Judicial Affairs 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 (BP 3430)

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 subjected to unlawful harassment and where such environment is free from unwelcome sexual advances, requests for

sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment. It shall also be free of other unlawful harassment, including but not limited to harassment based on: 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.

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 Administrative Procedure 3410.

The Superintendent/President shall establish procedures that define harassment on campus or in with district-sponsored events. 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 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, its employees, students, and agents.

District Administrative Procedure 3410 contains information regarding the specific rules and procedures for reporting charges of sexual harassment and pursuing available remedies. The following applies for the distribution of this policy:

1. This policy shall be displayed in a prominent location in the main administrative building or other areas where notices regarding the institution's rules, regulations, procedures and standards of conduct are posted.
2. The policy shall be provided to students as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.
3. This policy shall be provided to all faculty, administrators, and staff at the beginning of the first semester of the school year, or at the time there is a new employee hired.
4. This policy shall appear in any publication of the district that sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the institution.

## 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 described in AP 3410. Unacceptable conduct may or may not constitute sexual harassment. Normally, unacceptable behavior must be severe or pervasive to be considered sexual harassment.

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

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

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

- Rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the California State Penal Code;
- Unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities, or job assignments, homework, etc.;
- Any unwelcome communication that is sexually suggestive, sexually degrading, or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic computer files; messages or games, etc.;
- Unwelcome and offensive name-calling or profanity that is sexually suggestive, sexually degrading, implies sexual

intentions, or that is based on sexual stereotypes or sexual preference;

- Unwelcome leers, stares, gestures, or slang remarks that are sexually suggestive, sexually degrading, or imply sexual motives or intentions;
- Unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;
- Any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes.

### Complaint Procedures

- In compliance with applicable federal and state law, it is the policy of the district to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex.
- Victims of sexual harassment shall be afforded avenues for filing complaints that are free from bias, collusion, intimidation, or reprisal.
- Victims of sexual harassment should document the harassment as soon as it occurs. In order to assist investigators, victims should document the harassment with as much detail as possible, including: the nature of the harassment; dates, times, and places it has occurred; name or names of harasser or harassers; witnesses of the harassment; and the victim's response to the harassment.
- To the extent they feel safe and comfortable doing so, victims are first encouraged to confront the harasser, verbally or in a letter and/or with an advocate present, and tell the harasser to stop the conduct because it is unwelcome. Victims should document the incident or incidents of continuing harassment, and any conversations they have with the harasser, noting such information as time, date, place, what was said or done, and other relevant circumstances surrounding the incident(s) and the effect or impact of the behavior on the victim.
- If the victim's concerns are not resolved satisfactorily by communicating with the harasser, or if the victim feels they cannot discuss the concerns with the harasser, the victim should directly inform a district employee of the complaint and should clearly indicate what action they want taken to resolve the complaint.
- Any 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 Student Judicial Affairs 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 Student Judicial Affairs 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, Articles 3 and 4, section 59334 et. al. (See Attachment A available in the Human Resources Office)
- Complaints may be filed with the following individuals:
  - Vice President of Human Resources (employees or students)
  - Any administrator or supervisor (employees or students)

### 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 designee 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 designee 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:
  1. 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 they want taken in order to resolve the complaint.
  2. 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.
  3. 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.
  4. 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, they shall be subject to immediate disciplinary action.
  5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and their statement confidential.
  6. Review all documentation and information relevant to the complaint.
  7. 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:
    - A. Discussion with the alleged harasser, informing them of the district's policies and indicating that the behavior, if occurring, must stop;
    - B. Conducting training for the department or area in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
    - C. Requesting a letter of apology to the complainant;
    - D. Writing letters of caution or reprimand;
    - E. Separating the parties.



- F. Student or Employee Involvement and Notification
  - G. 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.
8. 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 them.
  9. Notify the victim that if they desire further investigation and action, they may request a formal district investigation by contacting the Vice President of Human Resources or designee. Also, notify the victim of their 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 designee for investigation, even if the student does not request any action or withdraws the complaint.

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

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

## Formal Investigation

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

## Right to Representation and Other Legal Rights

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

### Students and Employees

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

### Employees

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

### United States Equal Employment Opportunity Commission (EEOC)

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

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

## Retaliation Prohibited

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



## **Discipline**

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

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

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

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

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

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

## **False Complaints**

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

## **Training**

All students shall be informed of this policy in student handbooks, folders, and registration materials. A summary of this policy shall also be posted in a prominent location. All Associated Student Body officers shall receive district training about the policy at the beginning of each school year.

All new employees shall receive information about this policy at new employee orientation. All other employees shall be

provided information annually and attend awareness training at least once every five (5) years regarding this policy and the district's commitment to a harassment-free learning and working environment.

The Student Judicial Affairs 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 Interim 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 they are 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 (ADA)

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 Student Judicial Affairs Coordinator, 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 Student Judicial Affairs Coordinator. Employees or employment applicants with ADA related concerns should also contact the Student Judicial Affairs Coordinator or 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 shall be filed with the Vice President of Human Resources or designee, who shall investigate each complaint and respond within ten (10) working days.
- Petition for Review of Access to Educational Opportunity shall be filed with the Student Judicial Affairs Coordinator or designee, who shall investigate each complaint and respond within ten (10) working days.
- The response to the petition shall include either a statement of what remedy to the complaint will be provided, or establish the date for a hearing by the A.D.A. Task Force. • Should a hearing be called, it will take place within thirty (30) working days from the date of notice.
- Following the hearing, the A.D.A. Task Force will provide a written response within ten (10) working days following the hearing.
- If the response of the ADA Coordinator (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.

### 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;
- Scheduled through the Outreach Office where all visitors, once approved, will obtain a copy of Education Code, Section 76120 and MSJC Administrative Procedures 3990 and be expected to abide by its guidelines.

### 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 shall not be used for any commercial activity. There shall be no solicitation of funds of any kind in the area, nor 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 facilities, which are not published by Mt. San Jacinto College, must be approved in advance by the designee of the Student Government Association.

- 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. Flyers that do not have the MSJC logo on them will be approved for two (2) weeks.
- 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.

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. There shall be no posting of materials of any kind in unauthorized areas, including but not limited to public restrooms.
- There is a size limit for all non-MSJC published flyers. They shall be no larger than 8.5" x 11".
- 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.
- 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.
- Books for Sale/Rooms for Rent forms are available as a courtesy in the Student Government Association Office. These forms will be approved and posted for thirty (30) days.

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 Standards 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 Standards 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. Alcoholic beverages are only permitted on district property or facilities used for district-sponsored events in specific cases, as outlined in MSJCCD Board Policy/Administrative Procedures 3560.

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.

### Cannabis Use

Cannabis use on any Mt. San Jacinto College Campus is prohibited per Health and Safety Code 11362.3 which does not permit any person to smoke or ingest cannabis or cannabis products in a public place, or where smoking tobacco is prohibited, except in accordance with 26200 of the Business and Professions Code. Additionally, per Health and Safety Code 11362.3, persons cannot possess nor smoke any open container or open package of cannabis or cannabis products while driving, operating, or riding in the passenger seat or compartment of a motor vehicle, boat, vessel, aircraft, or other vehicle used for transportation. “Smoke” per Health and Safety Code 11362.3 means to inhale, exhale, burn, or carry any lighted or heated device or pipe; including electronic smoking devise that creates an aerosol or vapor, , or any other lighted or heated cannabis or cannabis product intended for inhalation.

### 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. This includes children of MSJC employees.

**NOTE:** Non-enrolled children will not be permitted to attend class, even if accompanied by parents or guardians. Exceptions

in order to further the stated educational objectives of a course may be requested in writing through the office of the Vice President of Instructional Services.

### Complaints

Any complaint about a grade, an instructor, or course content should be made to the instructor involved, then to that instructor’s Department Chair, then to the Division Dean, and if necessary, to the Vice President of Instructional Services. See the Student Grievance Policy for a more formal procedure that is also available.

### Crime Awareness

Mt. San Jacinto Community College District is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available on the college website at [www.msjc.edu](http://www.msjc.edu).

### 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.

### Smoking Policy

The Board of Trustees for Mt. San Jacinto College District recognizes the serious health problems associated with smoking tobacco or other non-tobacco products and the use of smokeless tobacco. It also recognizes that tobacco smoke poses a health risk to smokers and non-smokers alike.

Out of respect and concern for the health and welfare of the entire campus community comprised of students, faculty, staff and guests, the MSJC Board of Trustees establishes this policy to designate all properties owned, leased, or rented by the District as smoke-free and tobacco-free environments.

Repeated violators of the smoke-free and tobacco-free campus policy will be subject to appropriate disciplinary actions (see [Administrative Policy 3570](#)).



## STUDENT SERVICES & ACTIVITIES

### Athletics

#### Learning Outcomes

- Recognize the application of life skills learned as a competitive intercollegiate student athlete;
- Demonstrate pride in the team and/or individual athletic performance;
- Identify and apply the registration and transfer process required for intercollegiate student athletes;
- Identify and utilize student support services on campus.

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 Inland Empire Athletic Conference, which is governed by the California Community College Athletic Association (CCCAA).

To participate in athletics, a student must maintain enrollment in a minimum of twelve (12) units. To be eligible for a second season of participation, a student must complete twenty-four (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. Additionally, to remain eligible to represent an institution in intercollegiate athletics competition a student athlete has to successfully complete at least six (6) units (semester or quarter) during the preceding academic term in which the student is enrolled as a full-time student at the certifying institution with a cumulative 2.0 GPA beginning with and including the units taken during the first semester/quarter of competition. Additional information concerning athletic eligibility regulations is available from the Dean of Physical Education and Athletics. Students must enroll in the appropriate section of physical education to receive two (2) or three (3) units of credit for the sport.

### CalWORKs

#### Career Education Overview

The MSJC CalWORKs program serves students and their families by providing educational and career opportunities combined with an array of high quality support services that enable students to complete their educational goals, find meaningful employment, and successfully transition into the workforce.

MSJC CalWORKs program works in collaboration with the Department of Public Social Services to assist students with their education, training and job skills. If you are a CalWORKs/ TANF (Temporary Assistance for Needy Families) cash aid recipient with minor children and attending or planning to attend MSJC, you may be eligible to receive special support services.

### CalWORKs Work Study Program

MSJC CalWORKs work study provides on and off campus employment for CalWORKs students that are enrolled in at least 6 units and have a minimum 2.0 G.P.A. The CalWORKs Job Developer works together with students to find employment closely related to their major. Work-study employment placements provide an opportunity to gain current work experience while completing their educational goals.

For more information contact the MSJC CalWORKs Program at (951) 487-3475 or email us at

[Calworks@msjc.edu](mailto:Calworks@msjc.edu)

#### CalWORKs Student Services include:

- Academic, career and personal counseling
- Priority registration – for SAP eligible CalWORKs students only
- Case management and tracking of student progress
- Work study program – employment on and off-campus
- Computer Lab – use our computer lab to study and to complete and print required assignments
- Childcare – CalWORKs funding available to MSJC Child Development Center
- Limited school supplies
- Laptop Loan Program – borrow a laptop to complete required assignments for your classes
- Provide information about welfare-to-work requirements.
- Workshops on Work/Life Skills – each semester we provide workshops to help you grow personally and professionally
- (CalWORKs students are mandated to attend one per semester)

## CAREER/TRANSFER CENTER

### Career Services

#### Learning Outcomes

- Complete a career assessment and receive professional interpretation by a counselor to assist the student in exploring career choices;
- Apply career research skills based on current career information trends;
- Demonstrate employment readiness skills.

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 typically begins with scheduling an appointment with a counselor to discuss future goals and options. The Career/Transfer Centers offer interest inventories, values and skills tests as well as assessment of personality preferences. The results of these assessments are used as the basis for career exploration and counseling. Guidance courses are also offered to prepare for College Success, Career Life Planning, Creative Job Search and other related topics. Refer to the Guidance Section of the catalog for course descriptions.

Career resources are available for career planning, exploring career possibilities and researching employers. These resources include the computer based system Eureka, Career Café, California Career Zone, Eagle Career Connection and several other online career resources. To see all career resources available to MSJC students go to [www.msjc.edu/careercenter](http://www.msjc.edu/careercenter). The Career/Transfer Centers offer a variety of workshops, at no cost to students, to help students with their career needs. They include such workshops as Setting Goals, Job Search, Interview Skills, and Career vs Major. To register and see what is currently being offered, visit the above link and click on the Campus Schedule of Events.

The Career/Transfer Center posts current full and part-time job announcements at the San Jacinto Campus bulletin board in building 1150 and at the Menifee Campus in building 100. Additionally, employment announcements are posted on the Internet by means of the MSJC Eagle Career Connection as well as through e-mail, via E-mail Blast. To register for Email Blasts, sign up at the Career Transfer Centers at the San Jacinto Campus, building 1150 or the Menifee Valley Campus, building 100.

## Transfer Services

### Learning Outcomes

- Evaluate transfer options to four year institutions;
- Formulate a comprehensive transfer Student Educational Plan with a counselor; and
- Apply the transfer process to a four year institution.

The Career/Transfer Centers provide support services for students interested in transferring to Baccalaureate Awarding colleges and universities. These services include counseling appointments with university representatives, workshops on admissions requirements, how to apply to universities, in-state, and private, public and out-of-state options. In addition, the Centers sponsor an annual college fair on each campus with forty (40) plus university recruiters participating. The Centers also have computers dedicated for the use of students interested in transferring. Students can access ASSIST an online articulation system that lets students know the major preparation requirements for California public universities both in the University of California (UC) and California State University (CSU) system. It also has general education requirements for UC (IGETC) and CSU (CSU Breadth). Eureka, a computerized library of careers also features an extensive collection of colleges and universities, short-term training options and many more valuable tools to guide student in their career and training decisions.

## Child Development and Education Center

The Mt. San Jacinto College Child Development and Education Center (CDEC) is located on the San Jacinto Campus. The Center provides an education and care program for children (ages 18 months to 5 years) of eligible MSJC students, staff and parents in the community, while also providing a model of early childhood education for the training of teachers in the Teacher Education & Developmental Studies (TEDS) program.

The Center is open when the college is in session (fall and spring terms) from 7:30 a.m. to 5:30 p.m., Monday through Friday. A half-day State Preschool program is offered with both morning and afternoon sessions. Breakfast, lunch, and snacks are provided. Fees (if applicable) are dependent on family size and income and based upon the family fee schedule as determined by the California Department of Education Child Development Division.

## Cooperative Agencies Resources for Education (CARE)

Cooperative Agencies Resources for Education (CARE) is a program which is above and beyond the Extended Opportunity Programs and Services (EOPS) which provides educational support services and activities for the academically underprepared students. CARE functions in cooperation with the Department of Public Social Services, Employment Development Department, and Mt. San Jacinto Community College District. EOPS students that are eligible for CARE receive additional assistance with childcare and a number of other support services.

CARE eligibility requirements include:

- Current recipient of TANF/CalWORKs/Tribal TANF; Receive cash aid for themselves or their children; Single head-of-household;
- One dependent child under the age of eighteen (18) years of age;
- Eighteen (18) years of age or older;
- Eligible for EOPS;

## Counseling

### Learning Outcomes

- Make an informed decision regarding their educational planning and student development through a collaborative process of research, dialogue, and implementation;
- Demonstrate the ability to inquire and comprehend college processes through technology, face-to-face contact, and publications;
- Demonstrate academic success by taking personal ownership in the educational planning and student development;
- Demonstrate the ability to comprehend and utilize technology by navigating through educational resources;
- Develop an awareness of academically and culturally diverse programs on campus through dialogue and publications provided by Student Services.



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

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 (EOPS), Cooperative Agencies Resources for

Education (CARE), Disabled Students Programs and Services (DSPS), 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 from a variety of genres, 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.

## **Course Substitution Policy**

When the severity of a documented and relevant disability prevents successful completion of a mathematics course required for the purpose of graduation and/or certification, a student may request a course substitution for specific math courses (90 A/B and/or 96 A/B) as an alternative method of meeting the mathematics requirement for graduation. The Course Substitution Policy and Procedures for Students with Documented Disabilities and related documents are available upon request in the Disabled Student Programs and Services (DSPS) office or in the Enrollment Services Office.

## **Disabled Students Programs and Services (DSPS)**

The DSPS program provides support services, academic advisement, and educational accommodations to students with disabilities to ensure equal access to education pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The student's specific disability must be verified, and their approved academic accommodations are in direct relation to an educational limitation that impedes the student from fully participating in general education. For more information visit a campus site below or the website.

[\*\*msjc.edu/dsps\*\*](http://msjc.edu/dsps)

### **San Jacinto Campus (SJC)**

1499 N. State St., San Jacinto, CA 92583

Rm. 1112

Phone: (951) 487-3305

Email: [dspsjic@msjc.edu](mailto:dspsjic@msjc.edu)

DSPS Office Hours:

Monday - Thursday 8:00am to 5:00pm

Friday - 8:00am to 12:00pm

### **Menifee Valley Campus (MVC)**

28237 La Piedra Rd., Menifee, CA 92584

Rm. 1019

Phone: (951) 639-5305

Email: [dspsmvc@msjc.edu](mailto:dspsmvc@msjc.edu)

DSPS Office Hours:

Monday - Thursday 8:00am to 5:00pm

Friday - 8:00am to 12:00pm

### **San Geronio Pass Campus (SGP)**

3144 West Westward Ave.,

Banning, CA 92220

Phone: (951) 487-3305

Email: [dspsjic@msjc.edu](mailto:dspsjic@msjc.edu)

DSPS Office Hours:

By appointment only.

Contact DSPS SJC for availability.

## Eagle Access Center

The Eagle Access Center, accessible to current and prospective students, is available at all campuses. Friendly staff and college mentors (students especially trained to offer “student-to-student” assistance) are available to assist in using the online admissions application, orientation and registration process.

In addition, help is available in accessing the FAFSA (Free Application for Federal Student Aid), the CA Dream Act application (for undocumented students) and searching for scholarship information online. Learn how to login and utilize [ea.msjc.edu](http://ea.msjc.edu).

## Enrollment Services

### Learning Outcomes

- Identify and utilize departmental online services thereby demonstrating independence and responsibility pertaining to admissions and registration;
- Recognize procedure related documents connected to services, i.e., transcript request, petition submission, prerequisite evaluation, application for graduation, etc.; and
- Develop an awareness of the important date calendar via information in the online schedule of classes.

The Enrollment Services Office provides a number of services to students, faculty, staff and members of the community. General information about the college as well as detailed information about policy and procedures provided. The office processes a variety of forms (petitions, school parent agreements, transcript requests, credit by examination and enrollment verification) and performs a variety of functions (admissions, registration, evaluation of transcripts and graduation). Student academic records are electronically imaged and maintained by this office. Quality customer service and student success are placed as our highest priorities while supporting the mission of the College and serving a diverse population.

## Extended Opportunity Programs & Services (EOPS)

### Learning Outcomes

- Demonstrate the ability to comprehend EOPS processes through face to face contact, publications and technology.
- Demonstrate their ability to successfully complete program requirements.
- Identify and utilize departmental online services thereby demonstrating independence and responsibility pertaining to EOPS;

The Extended Opportunity Programs & Services (EOPS) program 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 EOPS program, a student must:

- Be a resident of California, or meet AB540/California Dream Act requirements;
- Be enrolled full-time (12 units) with MSJC when accepted by the EOPS program;
- Qualify to receive a Promise Grant (formerly Board of Governor’s Waiver) 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 EOPS program; and
- Have completed less than forty-five (45) degree applicable units.

\* foster youth students are exempt from the unit completion.

Academic, vocational and personal counseling is the foundation of the EOPS Program. The following are special services that may be offered to qualified students based on availability of funds: book grants, priority registration, SGA and parking fees, starter kits, transportation fee, referrals, UC/CSU application waivers and graduation packs.

### How can I apply for EOPS?

The EOPS and CARE application are located on the web at [www.msjc.edu/eops](http://www.msjc.edu/eops). Applications are accepted prior to the beginning of the semester however please check the EOPS annual calendar for application opening periods. Applications are only accepted during these open periods.

The EOPS/CARE office is located on the San Jacinto Campus and Menifee Campus. Counselors are also available at the San Geronio Pass. The San Jacinto office is open Monday through Thursday from 8:00 AM to 5:30 PM and on Friday from 8:00 AM to 12:00 noon. Times may vary during holidays and summer. Visit us on the web at [www.msjc.edu/eops](http://www.msjc.edu/eops), for more information about the program and our office hours. You may also contact the EOPS/CARE staff by calling (951) 487-3295 or via email at [eopsoffice@msjc.edu](mailto:eopsoffice@msjc.edu).

## Financial Aid

### Learning Outcomes

- Demonstrate the ability to inquire and comprehend financial aid processes through technology, face-to-face contact, and publications;
- Demonstrate academic success by taking personal ownership in their educational planning and knowledge of financial aid requirements, policies and procedures;
- Identify inhibiting factors (i.e., job skills, financial needs, etc.) by utilizing college and community resources

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 building 1150 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) and Federal Work Study; 2) State of California aid programs, including enrollment fee waivers through the California College Promise Grant (CCPG), Cal Grants, Student Success Completion Grant (SSCG), and California Chafee Grant for Foster Youth (Chafee); 3) Bureau of Indian Affairs (BIA) Tribal Grants; and 4) 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) or the CA Dream Act application (for undocumented students). 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.gov](http://www.fafsa.gov). The CA Dream Act application is available online at [dream.csac.ca.gov](http://dream.csac.ca.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 and the CA Dream Act application.

## 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) 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);
- Have a valid Social Security Number;
- 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;

Federal Student Aid (FSA) Regulations designate the amount of Federal Pell Grant funds a student may receive over his or her

lifetime is limited by a new federal law to be the equivalent of six (6) years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student may receive each year is equal to 100%, the six-year equivalent is 600%. This Federal Regulation is not appealable.

### To be eligible for California grants, you must:

- Be a resident of California or be eligible for AB540, California Non-resident Tuition Exemption; and
- 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/financialaid](http://www.msjc.edu/financialaid) 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 standards for academic progress each semester and complete a degree or certificate program within 150% of the published unit requirements for the chosen program of study.

At Mt. San Jacinto College, the limit is seventy-two (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 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/financialaid](http://www.msjc.edu/financialaid).

## Housing

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

## Learning Resource Center

The Learning Centers, located on both of Mt. San Jacinto College's campuses at Menifee and San Jacinto (with limited services available at San Geronio Pass and Temecula), provide rich academic support for all MSJC students through a variety of mediums, including tutoring, group study spaces, handouts, workshops, and other supportive resources for every student. Each center has a Math Center, a Writing Center, computers, and study space. Help is available in math, English, the sciences, and numerous other disciplines. Support is also provided to help students improve learning skills, such as time management and test anxiety. All services are provided free-of-charge and are available to all MSJC students. Although no appointment is necessary, students are required to bring their MSJC Student Identification cards for quick and easy check-in and check-out.

For additional information, visit:

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

## Learning Skills Program (LSP)

### Learning Outcomes

- Analyze and critically evaluate functional limitations, select appropriate compensatory learning strategies, and evaluate use adaptive technologies appropriate for their individual remediation needs;
- Communicate effectively with instructors, staff and fellow students using appropriate methods of technology and select appropriate learning and compensatory strategies;
- Demonstrate personal responsibility, identify personal needs and goals, and select appropriate resources necessary to meet them; and
- Practice active learning and demonstrate measurable progress of course level learning outcomes defined in their educational study plan.

The Learning Skills Program (LSP) is an academic and instructional support program that offers specialized classes and services to students with a prior history of learning disabilities or students who are experiencing significant difficulty in classes.

The LSP offers an assessment workshop designed to assess learning strengths and weaknesses, provide instruction in learning strategies, determine educational limitations, and develop an educational plan based on diagnostic assessment. Specialized classes and tutoring in mathematics, adaptive computer technology, reading, written and oral expression, and study skills teach compensatory strategies designed to help students maximize their success in college classes. LD 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 (DSPS) office.

## Library Services

### Learning Outcomes

- **Navigate** the library's website and discover how to access the library's resources remotely.
- **Distinguish** between the types of services, materials, and resources, both physical and virtual, available at the library.
- **Select** an appropriate catalog or database and **develop** search strategies to **identify** and **locate** sources that **fulfill** information needs.
- **Evaluate** information sources in any format to **determine** type, relevancy to topic, bias, currency, and accuracy

The MSJC Libraries offer resources and services in support of student success and learning. Resources include books, e-books, textbooks, and course reserve materials. The libraries also hold journals, magazines, newspapers, DVDs, and audiobooks. 60+ databases provide access to online articles, e-books, and streaming media. Services include research assistance, library instruction and workshops in order to help students learn how to find, evaluate, and apply information. Students may use library computers, equipped with MS Office, as well as printers and copy machines. Additional services include Wi-Fi, document scanning (SJC), and group study space (MVC). The library website provides 24/7 access to online resources that include databases and e-books.

A current MSJC student ID is required for borrowing materials at both libraries. Library hours and contact information are available at the website: <http://libguides.msjc.edu/msjclibraries>

The Menifee Valley Campus Library is located on the second floor of the Learning Resource Center, building 800. The Milo P. Johnson Library at the San Jacinto Campus is in building 300.

## Puente Program

### Learning Outcomes

- Acquire and assess relevant information that will help design an educational plan that focuses on attaining an AA/AS and/or transfer requirements;
- Analyze social and cultural issues that inform their understanding of civic responsibility to prepare them to be more involved in the college and/or local community as mentors or leaders; and
- Develop academic skills (reading, writing, oral, and study) that will demonstrate their ability to be successful in a higher education environment.

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 three (3) major components: writing instruction, personal growth instruction and 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 [aramirez@msjc.edu](mailto:aramirez@msjc.edu); or

Rosalva Amezcua – Puente Guidance Counselor  
(951) 639-3254 or [ramezcua@msjc.edu](mailto:ramezcua@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 on the MSJC website, under the scholarship tab, during the Fall and Spring term and must be completed by the indicated deadline. (Please contact the Foundation Office for the specific dates). The Fall application is for scholarships within the academic year the term falls and the Spring application is for scholarships the following academic year.

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.

For more information or for the scholarship application, please visit [www.msjc.edu/scholarships](http://www.msjc.edu/scholarships).

## Student Equity

The Mt. San Jacinto College Student Equity plan focuses on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer for all students as measured by success indicators linked to the CCC Student Success Scorecard. "Success indicators" are used to identify and measure areas for which disadvantaged populations may be impacted by issues of equal opportunity. Student Equity and Success at Mt. San Jacinto College reviews and addresses the following populations when looking at disproportionate impact: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, Hispanics, Whites, men, women, persons with disabilities, foster youth, veterans and low income students. We develop and monitor specific goals/outcomes and actions to address disparities that are discovered, disaggregating data for indicators by student demographics. Student Equity and Success develops and implements policies, activities and procedures as they relate to improving equity and success at the college.

## Student Life and Development Program

### Learning Outcomes

- Explore activities in individual and group settings for self-understanding and growth;
- Design and implement programs to enhance social, cultural, multicultural, intellectual, recreational, service, and shared governance involvement;
- Comprehend institutional policies and procedures and their relationship to individual and group interests and activities; and
- Develop the competencies required for effective leadership in the categories of personal, interpersonal, and the development of groups, organizations, and systems.

The Student Life and Development Program (SLDP) offer students various opportunities to learn through their involvement in campus life. Campus life is what occurs outside of the classroom. The program promotes the fact that a college education includes more than what goes on in the classroom. Campus activities describe the combined efforts of clubs and organizations established for and/or by students. These activities include, but are not limited to governance, leadership, service, cultural, social, diversity, recreational, artistic, political, and religious activities. SLDP offers students opportunities to participate in the following:

- Student Government Association (SGA)  
SGA is the representative organization of the MSJC student body. It is composed of elected and appointed student officers, each with designated duties assigned. SGA is designed to develop leadership and responsibility, to provide opportunities for the development of the social and cultural interests of students, and to promote college spirit and student morale. All students are encouraged to join and take an active part in SGA through participation in weekly meetings and/or SGA events.
- SGA Sticker – The \$7.00 SGA sticker helps support a variety of important student life activities sponsored by SGA. The card further provides students discounts on purchases in the bookstore and cafeteria, free admission to home athletic events and discounted tickets to some performing arts events. In addition, the SGA sticker provides various discount opportunities at surrounding businesses that participate in the Vendor Discount Program. You must opt-out if you do not wish to pay this optional fee, please refer to the SGA Sticker Refund Policy on page 27.
- SGA Semester Barbeque Events – Come to the quad during College Hour and participate in semester SGA Barbeque events! Students may receive a free BBQ lunch or have the opportunity to purchase a special BBQ meal provided by the cafeteria, connect with campus clubs, and get information and giveaways from vendors.
- Inter-Club Council (ICC)  
The ICC is a council composed of student leaders from the various MSJC Campus Clubs. The Council supports all Campus Clubs by providing training opportunities and facilitating collaboration among student organizations. In order for the Campus Clubs to conduct business (events, activities, and expenditures), they must participate



consistently in the ICC meetings and submit all required documents to initiate the approval process.

- Campus Clubs

SGA is the governing body that oversees the activation of all campus clubs. Through the Inter-Club Council, SGA is able to monitor and support the activities of MSJC's blossoming student groups.

- Leadership Courses and Programs

Our Leadership courses and programs allow students to further develop their leadership, people management, and communication skills. These courses and/or programs assist students in obtaining practical tools for effective decision-making practices, discovering strengths, enhancing student capacities to lead ethically and effectively, and in obtaining practical knowledge of professionalism.

### Talent Search

#### Learning Outcomes

- Acquire skills in math, English and science through offered tutorial services to pass to the next school grade and graduate with a high school diploma
- Identify the key elements of becoming a college student, including: SAT/ACT Test Preparedness, A – G high school requirements, and college matriculation steps
- Apply for college admittance, financial aid and enroll in the fall term after high school graduation
- Maintain community ties through community service and outreach.

The Talent Search Program at Mt. San Jacinto College provides economically disadvantaged and first generation college-bound students with academic support, access and exposure to postsecondary education.

Talent Search is a team effort. This pre-college program, working in cooperation with three schools within the San Jacinto Unified School District, enables students to complete high school and enroll in a postsecondary educational program of their choice.

Talent Search is 100% federally funded by the U.S. Department of Education, and is part of the TRiO Programs. Two-thirds of the applicants selected must be low-income and/or first generation college students. (This means that neither parent has graduated from a four-year university.)

#### Qualifications – How can I participate?

- Be a middle or high school student (Monte Vista and North Mountain Middle Schools, and San Jacinto High School);
- Complete and submit an application;
- Meet the Department of Education's income guidelines and family educational requirements;
- Demonstrate commitment to complete middle school, attend high school and plan to enroll in college;
- Participate in activities, workshops, trips and events related to Talent Search;
- Enroll in appropriate college preparatory classes;
- Maintain a 2.0 (C) or better in all academic courses.

- Admission into the Mt. San Jacinto College Talent Search program is open to those who meet eligibility criteria, regardless of gender, race, national origin, color, age, religion or disability.

For more information about the Talent Search Program contact:

Talent Search Office, Mt. San Jacinto Campus Room 751, (951) 487-3274; or

Eva Angeles – Talent Search Advisor

(951) 487-3270 or eangeles@msjc.edu

### Upward Bound

#### Learning Outcomes

- Analyze and develop a 4-year plan to: Improve standardized test scores in reading, language arts, and math; graduate high school and enroll in higher learning institution the fall term following graduation;
- Understand pre-college preparation by attending a series of informational and interactive workshops covering: College entrance test preparedness, financial aid, A – G high school requirements; and
- Maintain community ties with service area schools through community service and referrals to programs available at MSJC.

### Upward Bound Mission Statement

The purpose of the Upward Bound Project (UB) is to identify eligible youths who are from low-income and potential first-generation college students. UB will encourage project participants to remain and complete high school while setting higher standards for a college education. Furthermore, UB will provide the necessary tools to prepare students to enroll and succeed in college.

#### Students in Upward Bound at Mt. San Jacinto College will be encouraged to:

- Develop and improve academic skills;
- Successfully graduate from high school and enroll in postsecondary education;
- Explore and develop career choices; and
- Be motivated to reach their educational goals.

### History of Upward Bound

Upward Bound Projects began in 1964 and have been funded by the U.S. Department of Education, Federal TRiO programs. About 872,032 low income Americans have been served through TRiO programs nationwide.

The first Upward Bound 5 Year Grant Cycle was awarded on 09/01/2003 and ended on 08/31/2008 with annual funds of \$250,000. We are currently in our fourth Grant Cycle which was awarded on 09/01/2017 and will end 08/31/2022 with \$257,500.00 annual funds.

Upward Bound maintains and recruits 52 participants from San Jacinto High School.

We at Upward Bound are dedicated to help students reach their educational goals and together we will make them a reality!

### Qualifications:

- Students must be a ninth (9th) or tenth (10th) grade student at San Jacinto High School;
- Be the first individual in the family to attend college;
- Show low-income verification;
- Obtain four (4) letters of recommendation from the following individuals: Teachers/counselors (math, science, English or foreign languages); and
- At least a 2.50 grade point average.

Upward Bound is 100% federally funded by the U.S. Department of Education, and is part of the TRiO Programs. Two-thirds of the applicants selected must be low-income and/or first generation college students (This means that neither parent has graduated from a four-year university).

Admission into the Mt. San Jacinto College Upward Bound program is open to those who meet eligibility criteria, regardless of gender, race, national origin, color, age, religion or disability.

For more information about the Upward Bound Program contact: Marisa M. Jones – Upward Bound Director  
(951) 487-3270 or majones@msjc.edu;  
Silvia Rashad – Upward Bound Advisor  
(951) 487-3271 or srashad@msjc.edu

### 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.

Veterans and dependents are encouraged to visit one of our Veterans Resource Centers to complete an application for admission and assistance with their applications for VA Education Assistance and Federal Financial Aid at the Veterans Resource Center located in buildings 1560 (San Jacinto Campus) and 1017 (Menifee Valley Campus). 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 College for evaluation before the end of the student's second term of attendance.

The load requirements (fall and spring) for Chapter 30 (Montgomery GI Bill®), Chapter 31 (Veterans Vocational Rehabilitation), Chapter 35 (Dependents' Educational Assistance), Chapter 1606 (Montgomery GI Bill® – Selected Reserve), and Chapter 1606/1607 (Montgomery GE Bill Selected Reserve) are:

Full-time.....	12 units or more
¾ time.....	9–11½ units
½ time.....	6–8½ units
(Chapter 33 must be enrolled in a minimum of 7 units to receive partial Monthly Housing Allowance payments.)	
¼ time.....	3–5½ units

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

Veterans taking a course that lasts less than a semester may be paid only for the actual enrollment period. If the veteran receives an “F” or “W” grade for non-attendance, they may be liable to repay the VA from the date they 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 Veteran Resource Center each semester. It is the veteran's responsibility to promptly notify the Veterans Resource Center of any change of program, which would affect their VA assistance.

Veterans may be awarded three (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 Resource Center (VRC)

The Veterans Resource Center (VRC) is located in buildings 1560 (San Jacinto Campus) and 1017 (Menifee Valley Campus) and provides a central location designated strictly for Veteran and Dependent needs, to include:

- An available Veterans Counselor for academic and career counseling;
- A full-time School Certifying Official for GI Bill® benefits;
- VA Student Workers as assisting employees for resources and student support services;
- Free computer use and printing;
- A lounge area with sofas and matching tables, a flat screen TV, a DVD player, a coffee maker, and a microwave;
- and a conference/study area.

MSJC serves more than 1,400 Veteran students district wide and the VRC ultimately accommodates the influx of Veterans through a seamless and supportive transition into college life.

### Veterans Standards of Progress

To receive VA Educational Benefits a student must be in a satisfactory academic standing as outlined by Enrollment Services. A student in Academic or Progress Probation with Enrollment Services will be considered to have that same standing in regards to their VA educational benefits. For additional information contact one of the School Certifying Officials:

**Veterans Resource Center**  
San Jacinto Campus 1560  
(951) 487-3247; or

**Veterans Resource Center**  
Menifee Valley Campus, 1017  
(951) 639-5237

\* GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government Web site at: [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## WEB SERVICES EAGLEADVISOR

### **ea.msjc.edu**

EagleAdvisor is an online tool that allows you to view your grades, transcripts, and register for classes. Go to [www.msjc.edu](http://www.msjc.edu) and click on the EagleAdvisor icon or go directly to [ea.msjc.edu](http://ea.msjc.edu). Your username 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 (i.e. jsmith123). Your ID number is located on your Eagle card. Your password is your six-digit birth date (mmddy). You must change your password and keep the password in a safe place because we will not be able to retrieve the password once you change it. If you need to reset your password, you can do this by clicking on the Account Management link from the college homepage [www.msjc.edu](http://www.msjc.edu) or on the reset password link on the [ea.msjc.edu](http://ea.msjc.edu) login page.


















**STATE APPROVED AWARDS**

Major	State Approved Certificate	AA/AS Degree General Education OPTION A	AA/AS Degree Transfer Emphasis General Education	A.A.-T/A.S.-T for Transfer Degree (ADT)
Administration of Justice Administration of Justice for Transfer	X	AS		A.S.-T
American Indian Studies			AA	
American Sign Language Interpreter Preparation Program	X	AS		
Anthropology for Transfer				A.A.-T
Art Art History for Transfer Studio Arts for Transfer Visual Communications		AA	AA	A.A.-T A.A.-T
Audio Technology Film, TV, and Electronic Media for Transfer	X	AA		A.S.-T
Automotive/Transportation Technology	X	AS		
Business: Accounting Business Administration: Business Administration for Transfer Small Business/Entrepreneurship Office Administration: Business, Clerical Business, Office Administration Tech	X X X X X	AS AS		A.S.-T
Communication Studies for Transfer				A.A.-T
Computer Information Systems: Internet Authoring Networking Programming Computer Science for Transfer	X X X	AS		A.S.-T
Dance		AA		
Diagnostic Medical Sonography		AS		
Digital Media	X	AS		
Economics for Transfer				A.A.-T
Engineering Technologist Support	X			
English for Transfer				A.A.-T
Environmental Studies			AS	
Fire Technology	X	AS		
Geography for Transfer Geographic Information Science	X	AS		A.A.-T
History for Transfer				A.A.-T
Horticulture/Turf & Landscape Management	X	AS		
Humanities		AA		
Liberal Arts: Arts, Humanities & Communications Business & Technology Mathematics & Science Social & Behavioral Science			AA AA AA AA	
Management/Supervision	X	AS		

= Associate Degree for Transfer

Major	State Approved Certificate	AA/AS Degree General Education OPTION A	AA/AS Degree Transfer Emphasis General Education	A.A.-T/A.S.-T for Transfer Degree (ADT)
 Mathematics for Transfer				A.S.-T
 Music for Transfer Musical Theater	X	AA		A.A.-T
Nursing: Registered Nursing		AS		
 Philosophy for Transfer				A.A.-T
Photography	X	AS		
Physical Education  Kinesiology for Transfer		AA		A.A.-T
 Political Science for Transfer				A.A.-T
 Psychology for Transfer				A.A.-T
Real Estate	X	AS		
Science		AS		
Social/Behavioral Science		AA		
Teacher Education and Developmental Studies: Child Development and Education  Child and Adolescent Development for Transfer  Early Childhood Education for Transfer Early Intervention and Inclusion Teacher Associate Teacher CA Preschool Foundations & Framework Infant Toddler Teacher	X  X X X (Low-Unit) X (Low-Unit) X (Low-Unit)	AS  AS		A.A.-T  A.S.-T
 Theatre Arts for Transfer (Musical Theater - See Music) Technical Theater	X	AS		A.A.-T
Water Technology	X	AS		

 = Associate Degree for Transfer

## Course Numbering System

**Courses numbered 1 - 69** are non-degree applicable and may not be used to meet graduation requirements. In rare cases these courses may be applied to certificates, but such course units used to fulfill a certificate requirement may not be applied to graduation unit requirements. Units represented in the course MUST be replaced by (an) additional course(s) in order to meet unit graduation for the Associate degree or Certificate requirements.

**Courses numbered 70-79** within the English and Math discipline 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 graduation requirements. In rare cases these courses may be accepted at a transfer institution. Final determination regarding the transfer of college credit rest with the individual receiving institution

**Courses numbered 70-99** are courses not transferable to four-year institutions but are applicable to the associate's degree.

However, for purposes of associate-degree graduation, state regulations limit general math courses in the category to Math 096 (Intermediate Algebra) or higher. Courses intended for students with learning disabilities are the only exceptions to this limitation. In rare cases these courses may be accepted at a transfer institution. Final determination regarding the transfer of college credit rest with the individual receiving institution.

**Courses numbered 99** are Experimental courses designed in specific disciplines to “test” new curriculum before adopting the courses as part of an academic program. These course units cannot be used for degree or transfer credit nor can they be counted into the 60 unit graduation requirement.

**Courses numbered 100 - 299** are full collegiate level courses for which transfer articulation should exist unless otherwise noted. The courses are certified by the college to be of baccalaureate level and meet the criteria in California Code of Regulations, Title 5 Education Codes §55002, 55005, and 55061-55063 termed “standards of rigor” for Associate Degree and transfer



level courses. Final determination regarding the transfer of college credit rest with the individual receiving institution.

**Courses numbered 149** are Cooperative Education Program (CWEE), Work Experience courses that provide on-the-job learning related to a student's educational or occupational goals. These courses are offered by numerous disciplines, please see Cooperative Education Program (CWEE) for more details. Final determination regarding the transfer of college credit rest with the individual receiving institution.

**Courses numbered 298** are Special Topics courses are created to provide students with an opportunity to develop specialized skills unique to specific disciplines and service area needs. These courses are not offered on a regular cycle (not within a two-year period) and can only be used within the elective unit area of an Associate of Science (non-transferable) degree or vocational certificate. Final determination regarding the transfer of college credit rest with the individual receiving institution.

**Courses numbered 299** are Special Projects created to provide academic opportunities for students who are capable of independent work with interest and previous coursework within a specific subject field. These projects are student specific, require research and must be determined and supervised by a discipline faculty. The scope of the project will determine the number of units available between 1-3 and a contract must be completed prior to beginning the project and may be transferable. Final determination regarding the transfer of college credit rest with the individual receiving institution.

**Special prefix designation HEP** are Honors Studies courses considered a capstone for completion of the Honors program. Students must be admitted into the Honors Enrichment Program before they are eligible to enroll in HEP courses. HEP courses are CSU transferable at time of transfer. UC course unit acceptance is determined after transfer and may not be applied for the UC 60 unit admission requirement. Final determination regarding the transfer of college credit rest with the individual receiving institution.

### 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 in 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 regionally 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 in Arts Degree and Associate in 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 online class schedule. All official transcripts from other colleges and external examinations 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.

### CONTINUOUS ENROLLMENT CATALOG RIGHTS

Graduation requirements contained in this catalog apply to students who enter during the 2018-19 academic year. Certificate and degree requirements are regularly reviewed and may undergo change while a student is pursuing a degree or certificate. A student who maintains continuous enrollment has the right to graduate based upon the requirements listed in the catalog when they first entered Mt. San Jacinto College or any catalog thereafter. Continuous enrollment is defined as enrollment in at least one semester excluding summer/winter sessions each calendar year (January 1 – December 31) as posted on the official college transcript. 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.

In order to maintain catalog rights based on the initial semester of enrollment at MSJC, a student may petition for coursework completed at another regionally accredited post-secondary institution to count as continuous enrollment as defined above, except at least one evaluative symbol must have been posted on the official college transcript. Evaluative symbols included but are not limited to grades of "A", "B", "C", "D", "F", "P" or "NP" and may include +/- designations. Non-Evaluative symbols include but are not limited to grades of "I", "IP", "RD" or "W" and are not used in calculating grade point averages.

## Award of Multiple Degrees

### Instructional Programs

Instructional programs are “an organized sequence of courses leading to a defined objective, a degree, a certificate, a license, or transfer to another institution of higher education (Title 5, §55000).” Instructional programs of study at Mt. San Jacinto College are designed to provide students with degrees, certificates, licensure and/or training for a variety of career and technical fields, and/or preparation for transfer to four-year colleges or universities. Mt. San Jacinto College’s currently active certificate and degree programs may be found on the following pages. Detailed information about each program’s coursework and additional requirements are found on Instructional Program pages.

### 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.

### Degree Requirements

The Board of Trustees, on recommendation of the superintendent/president and faculty of the college, is authorized to confer the Associate in 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 their outlook and provide the basis for exemplary citizenship.

The minimum requirements for the Associate in Arts or Associate in 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.



### Associate Degrees For Transfer

[www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com)

The Student Transfer Achievement Reform Act (California Education Code §66746-66749 - Senate Bill 1440) guarantees admission to a California State University (CSU) campus for any California Community College student who completes an “associate degree for transfer” (ADT), a variation of the traditional associate degree offered at community colleges.

The Associate in Arts (A.A.-T) or the Associate in Science (A.S.-T) for Transfer is intended for students who plan to complete a baccalaureate degree in a similar major at a California State University (CSU) campus. Students completing these degrees are guaranteed admission to the CSU system, but not a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that accepts as similar the A.A.-T or A.S.-T (ADT) will be required to complete no more than 60 units after transfer to earn a bachelor’s degree in a similar major (unless the major is designated “high-unit”).

These degrees may not be the best option for students intending to transfer to a particular CSU campus or a college or university that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. Students should also complete campus specific major preparation courses as identified on ASSIST, even if these courses are not on the approved A.A./A.S.-T (ADT) degree pattern.

Mt. San Jacinto College has 21 approved A.A./A.S.-T (ADT) degrees and additional degree majors may be developed as appropriate. Please see a counselor for more information on these degrees.

### The following is required for all A.A.-T or A.S.-T (ADT) degrees:

1. Minimum of 60 CSU transferable semester units.
2. Minimum grade point average (GPA) of a least 2.0 in all CSU-transferable coursework. Students should keep in mind that while a minimum of 2.0 is required for admission most majors may require a higher GPA. Consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an ADT major as detailed in the Instructional programs section of this catalog. All courses in the major must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass/not pass” basis (Title 5 §55063).
4. Certified completion of the California State University General Education-Breadth pattern (Option B) OR the Intersegmental General Education Transfer Curriculum pattern (Option C).



## Associate Degrees

Mt. San Jacinto College also offers both Associate in Arts (AA) and Associate in Science (AS) degrees for non-transfer and for transfer that are not ADT's. Associate in Arts degrees are two-year degrees in Liberal Studies disciplines that provide a broad exploration of a specific area of emphasis. Associate in Science degrees typically are two-year occupational degrees that prepare students for career and technical fields. Most AA degrees and many AS degrees provide a solid foundation for further academic study for students wishing to transfer. All Associate degrees include a rigorous general education pattern as identified below.

## Certificates

Certificate programs focus on a specific vocational topic/subject area and are designed to provide students with knowledge and skills immediately applicable to employment. Certificate programs typically do not require or include general education type courses, and most can be completed in less than two years.

Certificates are awarded to students who have successfully completed the required sequence of courses in an occupational field. All certificates have been evaluated and approved by the Mt. San Jacinto College Curriculum Committee, the Mt. San Jacinto College Board of Trustees and the California Community College Chancellor's Office and are listed elsewhere in this catalog.

## Mt. San Jacinto College offers two types of vocational certificates:

### State Approved Certificates of Achievement

State-approved certificate programs consisting of 8 or more units of degree-applicable coursework. These certificates appear by name on student's transcripts. 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
- Residence requirement satisfactory completion of 8 units at MSJC

Certificate programs are designed to provide educational experiences that will give students occupational competence as well as credit toward the Associate in Arts or Associate in Science degrees. When utilizing certificate coursework towards a degree, a minimum grade of "C" or "P" is required for each course in the certificate. 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.

### Locally Approved Employment Concentrations

Locally approved certificate programs consisting of fewer than 16 units of degree-applicable coursework. These certificates do not appear on student's transcripts. 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.

## General Education

For a complete list of degrees and all requirements, see the individual MSJC General Education Pattern Options A, B and C below. 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 a minimum of 24 semester units of Mt. San Jacinto College General Education from the Associate in Arts/Science General Education pattern. Used for local, non-transferable AA or AS degrees.

For the Associate in 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.

For the Associate in 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 in Arts or Associate in Science with Transfer Emphasis or an ADT degree. Minimum overall GPA of 2.0 required for transfer. CSU GE Breadth can be used for transfer into CSU system, many California private universities and out-of-state universities.
- **Option C:** Complete the Intersegmental General Education Transfer Curriculum (IGETC) for an Associate in Arts or Associate in Science with Transfer Emphasis or an ADT degree. Minimum overall GPA of 2.4 required for transfer. IGETC can be used for transfer into the UC, CSU and many California private universities and out-of-state universities.

## Basic Skills Competency Requirements for Graduation-Option A

### Reading

Collegiate-level reading competency may be demonstrated by passing ENGL-101 or ENGL-101H with a “C” grade or better or with an equivalent AP score or equivalent course work.

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

### Mathematics

A minimum of 3 units required. This is demonstrated by passing a state approved and appropriate level math course with minimum grade of “C”. This requirement is also met with certification of CSU GE Breadth or IGETC.

### Scholarship Requirements for Graduation

A minimum grade point average (GPA) of 2.0 (“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 online schedule of classes for application deadline dates.

## General Education Certification for Transfer Option B or Option C

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 final transcripts are due to be sent to the university.

### Counseling

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

## 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 transferable 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. Most CSU’s and all UC’s require junior standing at time of transfer. Students who did not take the SAT or ACT during their senior year in high school MUST have a minimum of 60 transferable units. Please consult with the transfer institution for admission eligibility. Please see the Course Descriptions section of this catalog to determine which courses are transferable and see an MSJC counselor to create an educational plan.

**NOTE:** Unless otherwise posted, transfer agreements are intended for fall transfers.

## Transfer Information and Articulation Agreement

University of California, California State University, Private In-State and Out-of-State University information can be found on the msjc.edu website:

**[www.msjc.edu/TransferCenter/Pages/default.aspx](http://www.msjc.edu/TransferCenter/Pages/default.aspx)**

### Western Undergraduate Exchange (WUE)

**Western Undergraduate Exchange:** [www.wiche.edu/ca](http://www.wiche.edu/ca)  
California students have enrolled in undergraduate programs beyond California’s borders through the Western Undergraduate Exchange (WUE) since 1997.





### 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 print or online in the MSJC General Catalog, at 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's prior to transfer. A grade of "C" or better is required in each area of IGETC and when certified, a transfer student generally will not need to take additional lower-division general education after transfer unless the university requires a specific graduation requirement to be taken after transfer.

The IGETC transfer pattern is not recommended for high-unit majors like math, science or engineering. 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. The community college is responsible for certifying no more than 37 semester units on the IGETC pattern.

See the following pages for the acceptable MSJC courses on the 2019-2020 IGETC transfer patterns.

Note: IGETC is not recommended for all colleges within each University of California campus, 34 units without 1C.

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, unless the university requires a specific graduation requirement to be taken after transfer. While not required, it does allow 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 2019-2020 CSU-GE Breadth transfer patterns.

### 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. In both cases out of state and private universities will accept these courses.

**NOTE:** Not all courses have exact equivalents at every UC or CSU campus. Many courses may transfer as elective units only.

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

### Understanding Program Planning Using the Guides

Program patterns contained in the following "Instructional Program Pages" 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.

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).

### 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.

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 prerequisite or corequisite has not been met, the student may be dropped from the course administratively and enrollment fees related to the course refunded.

### 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 they enroll. Course prerequisites are listed in this catalog and in the online course search engine.





The most stringent placement restrictions are prerequisites. If a prerequisite is listed for a course, it means that the discipline faculty and department via the curriculum process have 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 discipline faculty and department via the curriculum process have 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.

### 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.

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 or courses students have completed prior to enrolling into a higher-level course. Completion of the placement process may also be used to meet a prerequisite or corequisite requirement. Prerequisites are only satisfied when courses are completed with a grade of “CR” (credit), “P” (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.

For students who believe they have taken the prerequisite at another institution:

- Request that 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. Students registering for the next semester while also enrolled in a course to meet the prerequisite requirement and subsequently earn a grade of “D”, “F”, “I”, or “NP”, 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.

### Verifying Prerequisites and Corequisites

If a student believes that they have met prerequisites, but the information is not reflected in college records, it is the student’s responsibility 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 the student had indeed acquired the skills or information for which the prerequisite was established.

### Challenging 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](http://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 placement. 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.

### 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 their case. Forms are available from the Enrollment Services Office. The grounds for challenge are limited to the following:

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

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



## Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California Community Colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California Community Colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. These course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer. For information: [www.c-id.net/course\\_compare.html](http://www.c-id.net/course_compare.html)

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

MSJC Course Number	Mt. San Jacinto College Courses	C-ID Numbering
ACCT 124	Financial Accounting - Principles of Accounting I	ACCT 110
ACCT 124H	Honors Financial Accounting - Principles of Accounting I	ACCT 110
ACCT 125	Managerial Accounting - Principles of Accounting II	ACCT 120
ACCT 125H	Honors Managerial Accounting - Principles of Accounting II	ACCT 120
AJ 101	Criminal Law	AJ 120
AJ 102	Introduction to Criminal Justice	AJ 110
AJ 103	Criminal Evidence	AJ 124
AJ 106	Juvenile Procedures	AJ 220
AJ 108	Criminal Investigation	AJ 140
AJ 111	Criminal Procedures	AJ 122
AJ 118	Community and the Justice System	AJ 160
ANAT 101 + ANAT 102	Human Anatomy & Physiology I + Human Anatomy & Physiology II	BIOL 115S
AJ 101	Criminal Law	AJ 120
AJ 102	Introduction to Criminal Justice	AJ 110
AJ 103	Criminal Evidence	AJ 124
AJ 106	Juvenile Procedures	AJ 220
AJ 108	Criminal Investigation	AJ 140
AJ 111	Criminal Procedures	AJ 122
AJ 118	Community and the Justice System	AJ 160
ART 101	Art History: Prehistoric Through Medieval Art	ARTH 110
ART 103H	Honors Introduction to Modernism	ARTH 150
ART 108	Beginning Drawing	ARTS 110
ART 109	Intermediate Drawing	ARTS 205
ART 112	Life Drawing	ARTS 200
ART 115	Painting I	ARTS 210
ART 120	2D Design	ARTS 100
ART 121	Color Theory	ARTS 270
ART 122	3D Design	ARTS 101
ART 131	Introduction to Digital Art	ARTS 250
BADM 103	Introduction to Business	BUS 110
BADM 201	Legal Environment of Business	BUS 120

MSJC Course Number	Mt. San Jacinto College Courses	C-ID Numbering
BIOL 150	General Biology I	BIOL 190
BIOL 150H	Honors General Biology I	BIOL 190
BIOL 150 + BIOL 151	General Biology I + General Biology II	BIOL 135S
BIOL 150H + BIOL 151H	Honors General Biology I + Honors General Biology II	BIOL 135S
CDE 101	Principles of Early Childhood Education	ECE 120
CDE 103	Appropriate Curricula for Young Children	ECE 130
CDE 110	Child Development	CDEV 100
CDE 110H	Honors Child Development	CDEV 100
CDE 111	Child Health, Safety and Nutrition	ECE 220
CDE 118	Diversity and Equity in Early Childhood	ECE 230
CDE 125	Child, Family and Community	CDEV 110
CDE 125H	Honors Child, Family and Community	CDEV 110
CDE 147	Observation and Assessment in Early Childhood Education	ECE 200
CDE 148	Supervised Field Experience: Student Teaching	ECE 210
CHEM 101	General Chemistry I	CHEM 110
CHEM 112	Organic Chemistry I	CHEM 150
CHEM 112 + CHEM 113	Organic Chemistry I + Organic Chemistry II	CHEM 160S
COMM 100	Public Speaking	COMM 110
COMM 100H	Honors Public Speaking	COMM 110
COMM 103	Interpersonal Communication	COMM 130
COMM 103H	Honors Interpersonal Communication	COMM 130
COMM 104	Advocacy and Argument	COMM 120
COMM 104H	Honors Advocacy and Argument	COMM 120
COMM 106	Small Group Communication	COMM 140
COMM 108	Intercultural Communication	COMM 150
COMM 108H	Honors Intercultural Communication	COMM 150
COMM 110	Communications Media Survey	JOUR 100

MSJC Course Number	Mt. San Jacinto College Courses	C-ID Numbering
COMM 113/THA 113	Oral Interpretation of Literature	COMM 170
COMM 115	Persuasion	COMM 190
COMM 120	Survey of Communication Studies	COMM 180
COMM 160	Debate and Forensics Activities	COMM 160B
CORR 101	Introduction to Correctional Science	AJ 200
CSIS 101	Introduction to Computers and Data Processing	ITIS 120
CSIS 111B	Fundamentals of Computer Programming	ITIS 130
CSIS 113A	C++ Programming - Level 1	COMP 122
CSIS 113B	Java Programming - Level 1	COMP 122
CSIS 118B	Computer Organization & Assembly Language	COMP 142
CSIS 211	Introduction to Data Structures and Algorithms	COMP 132
CSIS 213	Discrete Structures	COMP 152
ECON 201	Principles of Macroeconomics	ECON 202
ECON 201H	Honors Principles of Macroeconomics	ECON 202
ECON 202	Principles of Microeconomics	ECON 201
ECON 202H	Honors Principles of Microeconomics	ECON 201
ENGL 101	College Composition	ENGL 100
ENGL 101H	Honors College Composition	ENGL 100
ENGL 103	Critical Thinking and Writing	ENGL 110
ENGL 103	Critical Thinking and Writing	ENGL 105
ENGL 103H	Honors Critical Thinking and Writing	ENGL 105
ENGL 130	Introduction to Creative Writing	ENGL 200
GEOG 101	Physical Geography	GEOG 110
GEOG 102	Cultural Geography	GEOG 120
GEOG 103	Field Studies in Geography	GEOG 160
GEOG 104	Physical Geography Lab	GEOG 111
GEOG 105	Map Interpretation and Spatial Analysis	GEOG 150
GEOG 106	Introduction to Weather and Climate	GEOG 130
GEOG 108	World Regional Geography	GEOG 125
GEOG 111	Geography of California	GEOG 140
GEOG 115	Introduction to Geographic Information Science	GEOG 155
GEOL 100	Physical Geology	GEOL 101
GEOL 105	Historical Geology	GEOL 111

MSJC Course Number	Mt. San Jacinto College Courses	C-ID Numbering
HIST 101	Western Civilization to 1500	HIST 170
HIST 102	Western Civilization since 1500	HIST 180
HIST 103	World History to 1500	HIST 150
HIST 104	World History Since 1500	HIST 160
HIST 104H	Honors World History Since 1500	HIST 160
HIST 111	U.S. History to 1877	HIST 130
HIST 111H	Honors U.S. History to 1877	HIST 130
HIST 112	U. S. History Since 1865	HIST 140
HIST 112H	Honors U.S. History Since 1865	HIST 140
HIST 150	Immigration, Race and Ethnicity in U.S. History	SOCI 150
HIST 150H	Honors Immigration, Race and Ethnicity in U.S. History	SOCI 150
LIT 106	Introduction to Literature	ENGL 120
LIT 106H	Honors Introduction to Literature	ENGL 120
LIT/CDE 131	Children's Literature	ENGL 180
LIT/CDE 131H	Honors Children's Literature	ENGL 180
LIT 207	American Literature: Pre-Colonial to 1865	ENGL 130
LIT 207H	Honors American Literature: Pre-Colonial to 1865	ENGL 130
LIT 208	American Literature: 1865 to Present	ENGL 135
LIT 208H	Honors American Literature: 1865 to Present	ENGL 135
LIT 230	English Literature: Anglo Saxon to 1775	ENGL 160
LIT 230H	Honors English Literature: Anglo Saxon to 1775	ENGL 160
LIT 231	English Literature: 1775 to Present	ENGL 165
LIT 231H	Honors English Literature: 1775 to Present	ENGL 165
MATH 105	College Algebra	MATH 151
MATH 135	Calculus for Social Science and Business	MATH 140
MATH 211	Analytic Geometry and Calculus I	MATH 211
MATH 212	Analytic Geometry and Calculus II	MATH 221
MATH 212H	Calculus II	MATH 221
MATH 211+212 or MATH 212H	Analytic Geometry and Calculus I + Analytic Geometry and Calculus II or Honors Analytic Geometry and Calculus II	MATH 900S
MATH 213	Analytic Geometry and Calculus III	MATH 230



## Degrees, Certificates and Curricula

MSJC Course Number	Mt. San Jacinto College Courses	C-ID Numbering
MATH 213H	Honors Analytic Geometry and Calculus III	MATH 230
MATH 215	Differential Equations	MATH 240
MUS 100	Introduction and Appreciation of Music	MUS 100
MUS 100H	Honors Introduction and Appreciation of Music	MUS 100
MUS 101	Music Fundamentals	MUS 110
MUS 103	Music Theory I	MUS 120
MUS 104	Music Theory II	MUS 130
MUS 118	Applied Music: Instrumental	MUS 160
MUS 151	Applied Music: Voice	MUS 160
MUS 175	Musicianship I	MUS 125
MUS 176	Musicianship II	MUS 135
MUS 177	Musicianship III	MUS 145
MUS 178	Musicianship IV	MUS 155
MUS 201	Orchestra	MUS 180
MUS 203	Concert Band	MUS 180
MUS 205	College Singers	MUS 180
MUS 206	Chamber Choir	MUS 180
MUS 210	Jazz Ensemble I	MUS 180
MUS 211	Jazz Ensemble II	MUS 180
MUS 212	Instrumental Chamber Music	MUS 180
MUS 253	Music Theory III	MUS 140
MUS 254	Music Theory IV	MUS 150
PE 195	Introduction to Kinesiology	KIN 100
PHIL 101	Introduction to Philosophy I	PHIL 100
PHIL 101H	Honors Introduction to Philosophy I	PHIL 100
PHIL 103	Logic	PHIL 110
PHIL 103H	Honors Logic	PHIL 110
PHIL 105	Introduction to Ethics	PHIL 120
PHIL 109	Ancient and Medieval Philosophy	PHIL 130
PHY 101	Basic Physics: Energy and Motion	PHYS 105
PHY 201	Mechanics and Wave Motion	PHYS 205
PHY 202	Electricity and Magnetism	PHYS 210
PHY 202H	Honors Electricity and Magnetism	PHYS 210
PHY 203	Optics and Modern Physics	PHYS 215
PS 101	Introduction to American Government and Politics	POLS 110
PS 101H	Honors Introduction to American Government and Politics	POLS 110
PS 102	Comparative Politics and Government	POLS 130
PS 102H	Honors Comparative Politics and Government	POLS 130

MSJC Course Number	Mt. San Jacinto College Courses	C-ID Numbering
PS 105	Introduction to Political Theory	POLS 120
PS 105H	Honors Introduction to Political Theory	POLS 120
PS 106	Introduction to International Relations	POLS 140
PSYC 101	Introduction to Psychology	PSY 110
PSYC 101H	Honors Introduction to Psychology	PSY 110
PSYC 103	Human Development	PSY 180
PSYC 103H	Honors Human Development	PSY 180
PSYC 105	Social Psychology	PSY 170
PSYC 105H	Honors Social Psychology	PSY 170
PSYC 107	Psychobiology	PSY 150
PSYC 107H	Honors Psychobiology	PSY 150
PSYC/SOCI 121	Statistics for Behavioral Sciences	SOCI 125
PSYC 124/SOCI 124	Social Research Methodology with Lab	PSY 205B
PSYC 124H/SOCI 124H	Honors Social Research Methodology with Lab	PSY 205B
SOCI 102	Contemporary Social Problems	SOCI 115
SOCI 103	Marriage and the Family	SOCI 130
SOCI 108	Human Sexuality	PSY 130
SOCI 112	Gender and Social Interaction	SOCI 140
SOCI/PSYC 121	Statistics for Behavioral Sciences	SOCI 125
SOCI 125	Crime and Society	SOCI 160
SPAN 101	Elementary Spanish I	SPAN 100
SPAN 102	Elementary Spanish II	SPAN 110
SPAN 201	Intermediate Spanish I	SPAN 200
SPAN 204	Spanish for Native Speakers II	SPAN 230
THA 101	Introduction to Theater	THTR 111
THA 101H	Honors Introduction to Theater	THTR 111
THA 102	Theater History	THTR 113
THA 110	Fundamentals of Acting	THTR 151
THA 111	Intermediate Acting	THTR 152
THA 113/COMM 113	Oral Interpretation of Literature	COMM 170
THA 117	Stagecraft	THTR 171
THA 120	Lighting	THTR 173
THA 121	Costume Construction	THTR 174
THA 122	Stage Makeup	THTR 175
THA 201	Rehearsal and Performance	THTR 191



MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT  
A.A./A.S. DEGREE - GENERAL EDUCATION GRADUATION REQUIREMENTS  
2019 – 2020 Planning Guide OPTION A - Local Non-Transfer



AREA A— Natural Sciences			
<i>A minimum of 3 units required.</i>			
<small>* Asterisk indicates all lab classes – (science and non-science) Lab units require more class time.</small>			
C	IP	N	
<b>Anatomy &amp; Physiology</b> 101*, 102*, 104*; <b>Anthropology</b> 101, 111*, 201; <b>Astronomy</b> 101*, 111+; <b>Biology</b> 100*, 115*, 116*, 117, 125*, 128+, 130*, 131*, 134, 140*, 144*, 146, 150*, 151*; <b>Chemistry</b> 100*, 101*, 102*, 107*, 112*, 113*; <b>Environmental Studies</b> 100, 101, 102*, 110*, 190*; <b>Geography</b> 101, 104*, 105*, 106; <b>Geology</b> 100*, 103, 105*, 109, 110*, 111+; <b>History</b> 128+; <b>Nutrition</b> 101; <b>Physics</b> 100, 101*, 102*, 201*, 202*, 203			
AP or other courses:			

AREA B—Social & Behavioral Sciences			
<i>A minimum of 6 units required, 3 units from B1 and 3 units from B2.</i>			
B1.	C	IP	N
<b>History</b> 111, 112; <b>Political Science</b> 101			
AP or other courses:			
B2.	C	IP	N
<b>Administration of Justice</b> 101, 102, 111, 112, 117; <b>Anthropology</b> 102, 103A, 103D, 104, 115, 121+, 125; <b>Biology</b> 128+; <b>Child Development &amp; Education</b> 110, 118, 125, 140; <b>Communication</b> 108, 110, 116, 117, 120; <b>Dance</b> 100+, 133; <b>Economics</b> 201, 202, 203; <b>Education</b> 135, 136; <b>Geography</b> 102, 107, 108, 111; <b>History</b> 101, 102, 103, 104, 106, 107, 108, 109, 111, 112, 115, 117, 119, 120, 121+, 124, 125, 128+, 136+, 140, 141, 142, 150, 151+, 160, 165+; <b>Legal</b> 100, 124; <b>Nutrition</b> 100; <b>Physical Education</b> 126; <b>Political Science</b> 101, 102, 103, 104, 105, 106, 110, 120; <b>Psychology</b> 101, 102, 103, 104, 105+, 107, 108, 112+; <b>Sociology</b> 101, 102, 103, 105+, 106, 108, 110, 112+, 115, 125; <b>Theater Arts</b> 136+, 155+			
AP or other courses:			

AREA C—Humanities			
<i>A minimum of 3 units required.</i>			
C	IP	N	
<b>American Sign Language</b> 100, 101, 110, 201, 202, 203; <b>Anthropology</b> 145; <b>Art</b> 100, 101, 102, 103, 104, 105, 108*, 109*, 112*, 120*, 121*, 122*, 123*, 131*, 170*; <b>Child Development &amp; Education</b> 131; <b>Communication</b> 113+; <b>Dance</b> 100+, 108+, 125, 133, 201*, 225; <b>Education</b> 132+; <b>English</b> 130; <b>French</b> 101, 102, 201, 202; <b>History</b> 102, 107, 108, 117, 118, 136*, 151+, 154+, 165+; <b>Literature</b> 106, 131+, 132+, 205, 207, 208, 225, 230, 231, 240, 255, 260, 275, 280; <b>Music</b> 100, 101, 103, 106, 107, 108, 109; <b>Philosophy</b> 101, 105, 109, 110; <b>Photography</b> 130; <b>Spanish</b> 101, 101B, 102, 201, 202, 203, 204, 141; <b>Theater Arts</b> 101, 102+, 108+, 110, 111, 113+, 123*, 135, 136*, 137*, 150+, 155+			
AP or other courses:			

AREA D—Language & Rationality			
<i>A minimum of 6 units is required, 3 units from D1 and 3 units from D2.</i>			
D1. English Composition	C	IP	N
<b>English</b> 101 ENGL__ ⇔ ENGL__ ⇔ ENGL__			
D2. Communication & Analytical Thinking	C	IP	N
<b>Communication</b> 100, 103, 104, 106; <b>Computer Science Information Systems</b> 111B, 114A, 116E, 118B, 124A, 126E, 201; <b>English</b> 103; <b>Philosophy</b> 103, 112			
AP or other courses:			

AREA E— ***Healthful Living & Self Development			
<i>A minimum of 3 units required.</i>			
<i>No double counting of Area E courses allowed.</i>			
C	IP	N	
<b>Dance</b> 108+, 120*, 121A*, 121B*, 122A*, 122B*, 123A*, 123B*, 124*, 125, 126A*, 126B*, 127A*, 127B*, 128A*, 128B*, 129*, 131A*, 131B*, 135A*, 135B*, 201*, 212*, 213*, 214*; <b>Guidance</b> 100, 116, 120; <b>Health Science</b> 121, 123; <b>Leadership</b> 101, 102; <b>Nutrition</b> 100, 101; <b>Physical Education</b> 110, 112*, 112A*, 113*, 114A*, 114B*, 114C*, 119*, 119B*, 120*, 132*, 133*, 134*, 137*, 183, 195; <b>Physical Education Intercollegiate</b> 139*, 140*, 141A*, 141B*, 142*, 143A*, 143B*, 144*, 145*, 146*, 147*, 148*, 150*, 150A*, 150B*; <b>Theater Arts</b> 108+			
AP or other courses:			

AREA F—Diversity			
<i>A minimum of 3 units required.</i>			
<i>This course may be taken to fill other area requirements from A, B, or C. Units count once.</i>			
C	IP	N	
<b>American Sign Language</b> 110; <b>Anthropology</b> 102, 103A, 103D, 121+, 125; <b>Art</b> 104; <b>Child Development &amp; Education</b> 118; <b>Communication</b> 108; <b>Dance</b> 100+, 201*; <b>Literature</b> 240, 255, 260, 275, 280; <b>Geography</b> 108; <b>History</b> 107, 108, 115, 117, 121+, 140, 141, 142, 150, 151+, 160; <b>Music</b> 108, 109; <b>Political Science</b> 103; <b>Psychology</b> 104; <b>Sociology</b> 115			
AP or other courses:			

AREA G— Math Competency				
<i>A minimum of 3 units.</i>				
Math_____ ⇔ Math_____ ⇔ Math_____		C	IP	N
<b>Mathematics</b>				
May be demonstrated by passing <b>Math 094 or 096 or 096B</b> or any higher-level math course with minimum grade of "C" or with an equivalent AP score or equivalent course work				

AREA H— Reading Competency			
<b>Reading</b> - Collegiate-level reading competency may be demonstrated by passing ENGL-101 or ENGL-101H with a "C" grade or better or with an equivalent AP score or equivalent course work.			

**FOOTNOTES:**  
SPECIAL HONOR'S NOTE: MSJC Honors sections of a course may be used in lieu of the regular approved course for this pattern.  
\*\*\*Active duty military personnel and U.S. military veterans may satisfy Area E through submission of a military transcript that demonstrates the completion of Basic Training or Recruit Training (DD214, DD295, or other military transcript).  
\* Asterisk indicates all lab classes – (science and non-science) Lab units require more class time  
+ Plus indicates cross-listed classes. Example: DAN 100+ cross-listed as HIST 151+, please refer to catalog.



## MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT A.A./A.S. DEGREE - GENERAL EDUCATION GRADUATION REQUIREMENTS 2019 – 2020 Planning Guide OPTION A - Local Non-Transfer



### 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 program pages for specific major requirements).
  - 1. In a defined major (Refer to 18 unit requirement list in the general catalog)
  - 2. In an interdisciplinary group major (Refer to 18 unit requirement list in the general catalog)
    - a. Humanities
    - b. Science
    - c. Social & Behavioral Sciences
- C. Electives (as needed to total 60 degree applicable units)
- D. For Advanced Placement, CLEP or International Baccalaureate exam information please see charts in the current MSJC General Catalog.
- E. For the A.A. Liberal Arts Degree with Area of Emphasis use general education patterns Options B or C. Refer to the General Education Requirements for California State University and Colleges or the Intersegmental General Education Transfer Curriculum (IGETC) patterns, refer to the current MSJC catalog and make an appointment with an MSJC Counselor. Areas of Emphasis: Arts, Humanities & Communications, Social & Behavioral Sciences, Mathematics & Science, Business & Technology
- F. For A.A.-T/A.S.-T (ADT or SB 1440 degrees), please use general education patterns Options B or C and refer to the current MSJC 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 – Area D1

A grade of "C" or better in: English 101, 101H or approved AP exam and score

### IV. DIVERSITY – Area F

Please read section "F" on reverse side of this form.

### V. MATH COMPETENCY – Area G

A grade of "C" or better in Math 094 or 096 or 096B or higher-level math course, Biology 201, Psychology 121 or approved AP or IB exam and score or equivalent coursework

### VI. READING COMPETENCY – Area H

Collegiate-level reading competency may be demonstrated by passing ENGL-101 or ENGL-101H with a "C" grade or better or with an equivalent AP score or equivalent course work.

### VII. RESIDENCY UNIT REQUIREMENT for a DEGREE

A student must complete at least 12 units in residence at Mt. San Jacinto College.

#### NOTE:

1. Course Numbering: Only courses numbered 070 or higher are applicable for the Local Non-Transfer AA or AS degree.
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.

Comments

03-21-2019

Every effort is made to keep this information current. Please use this form as a guideline and consult with a Mt. San Jacinto College Counselor.



**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.

- **CSU GE Breadth for STEM CERTIFICATION (33 units): *Only allowed for an approved ADT Degree.*** Please confirm the CSU major program or college you are applying to accepts **partial CSU GE Breadth certification**. Although CSU GE Breadth for STEM is an option, you should prioritize completing major-preparation courses for the specific campuses and programs you're considering.

**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 111, 111H, 112, 112H or Political Science 101, 101H, 120 or 120H 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 Associate in Arts/Science degrees.

**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.

**MILITARY SERVICE:** CSU Executive Order 1036 encourages campuses to use evidence of military training to satisfy Area E for their students who enroll without a prior certification in GE. Typically the evidence is the completion of basic training as listed on the veteran's discharge papers, Form DD-214. All CSU campuses have elected to honor GE Breadth transfer certifications that clear Area E Lifelong Learning with a DD-214.

**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 college or university for transfer to meet your educational goal.
- II. Selecting an appropriate A.A.-T or A.S.-T (ADT) transfer degree, appropriate transfer pattern or Liberal Arts "Area of Emphasis" to meet your educational goal.
- III. Developing and completing an appropriate course of study in preparation for admission into university and major.
- IV. Completing the application process by going to [www.csumentor.edu](http://www.csumentor.edu) for application and deadline dates.

**GENERAL EDUCATION OPTION B- see catalog for current Transfer Degrees**

This general education option provides students the opportunity to complete transfer curriculum while completing an Associate Degree at Mt. San Jacinto College. These Degrees require a minimum of sixty (60) CSU transferable semester units with an overall G.P.A. of 2.0 and a minimum of 18 units within a specific degree pattern of designated courses located in the General Catalog for A.A./A.S.-T (ADT or SB 1440) or a Liberal Arts with "Area of Emphasis" degrees and must be completed with grades of A, B, C or P. Of these 60 semester units, 12 units must be completed at Mt. San Jacinto College for residency. The approved general education courses are listed on the reverse and any remaining units should be selected from the intended major preparation for the intended transfer institution or as elective coursework. Please see an MSJC Counselor for an educational plan to expedite these degree options.

**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](http://www.assist.org) for the current CSU General Education list for MSJC.**

05-09-2019





MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT  
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM  
Transfer Pattern & Planning Guide 2019– 2020 **OPTION C – Transfer Emphasis**



<b>AREA 1—English Communication</b>			
<i>CSU</i> - 3 courses required, 1 from each group A, B, C. <i>UC</i> - 2 courses required, 1 from group A, 1 from Group B.			
<b>1A. English Composition</b> 1 course, 3 semester/4 quarter units	<b>C</b>	<b>IP</b>	<b>N</b>
<b>English</b> 101, 101H ENGL ___ ⇔ ENGL ___ ⇔ ENGL ___ AP or other courses:			
<b>1B. Critical Thinking—English Composition</b> 1 course, 3 semester/4 quarter units	<b>C</b>	<b>IP</b>	<b>N</b>
<b>English</b> 103, 103H; <b>Philosophy</b> 112 Other courses:			
<b>1C. Oral Communication—CSU REQUIREMENT ONLY</b> 1 course, 3 semester/4 quarter units	<b>C</b>	<b>IP</b>	<b>N</b>
<b>Communication</b> 100, 100H, 104, 104H, 201 Other courses:			

<b>AREA 2—Mathematical Concepts &amp; Quantitative Reasoning</b>			
1 course, 3 semester/4 quarter units			
<b>Computer Science</b> 213; <b>Mathematics</b> 105, 110, 115, 135, 140, 211, 212, 212H, 213, 213H, 215, 218; <b>Psychology/Sociology</b> 121 Math ___ ⇔ Math ___ ⇔ Math ___ AP or other courses:	<b>C</b>	<b>IP</b>	<b>N</b>

<b>AREA 3—Arts and Humanities</b>			
At least 3 courses, 1 from the ARTS and 1 from the HUMANITIES: 9 semester/12 quarter units			
<b>3A. Arts:</b>	<b>C</b>	<b>IP</b>	<b>N</b>
<b>Art</b> 100, 101, 101H, 102, 102H, 103, 103H, 104, 104H; <b>Dance</b> 100+, 125, 133, 225; <b>History</b> 151+; <b>Humanities</b> 137+, 137H+; <b>Music</b> 100, 100H, 106, 107, 107H, 108, 108H, 109; <b>Theater Arts</b> 101, 101H, 137+, 137H+, 155 AP or other courses:			
<b>3B. Humanities:</b>	<b>C</b>	<b>IP</b>	<b>N</b>
<b>American Sign Language</b> 101, 110, 201, 202; <b>Anthropology</b> 145, 145H; <b>Dance</b> 100+; <b>Education</b> 132+, 132H+; <b>French</b> 102, 201, 202; <b>History</b> 101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 111H, 112H, 117, 117H, 136+, 140, 140H, 151+, 154+; <b>Humanities</b> 104; <b>Literature</b> 106, 106H, 132+, 132H+, 205, 205H, 207, 207H, 208, 208H, 225, 225H, 230, 230H, 231, 231H, 240, 240H, 260, 260H, 280, 280H; <b>Philosophy</b> 101, 101H, 105, 109, 110; <b>Spanish</b> 102, 201, 202, 202H, 203, 204, 230H, 231H, 251, 252; <b>Theater Arts</b> 102+, 135, 136+, 150+ AP or other courses:			

<b>AREA 4—Social and Behavioral Sciences</b>			
At least 3 courses from at least two disciplines or an interdisciplinary sequence: 9 semester/12 quarter units			
	<b>C</b>	<b>IP</b>	<b>N</b>
<b>Administration of Justice</b> 102; <b>Anthropology</b> 102, 102H, 103A, 103D, 104, 104H, 115, 121+, 125; <b>Biology</b> 128+, 128H+; <b>Child Development &amp; Education</b> 110, 110H; <b>Economics</b> 201, 201H, 202, 202H; <b>Geography</b> 102, 107, 108, 111; <b>History</b> 101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 109, 109H, 111, 111H, 112, 112H, 115, 115H, 117, 117H, 119, 119H, 120, 120H, 121+, 124, 124H, 125, 158+, 128+, 128H+, 136+, 140, 140H, 141, 142, 150, 150H, 160, 160H; <b>Political Science</b> 101, 101H, 102, 102H, 103, 103H, 104, 105, 105H, 106, 106H, 120, 120H; <b>Psychology</b> 101, 101H, 102, 103, 103H, 104, 104H, 105, 105H, 107, 107H, 108, 108H, 112+, 124, 124H; <b>Sociology</b> 101, 101H, 102, 103, 105, 105H, 106, 108, 110, 112+, 115, 125; <b>Theater Arts</b> 136+ AP or other courses:			

<b>AREA 5—Physical and Biological Sciences</b>			
At least 2 courses (1 Physical Science, 1 Biological Science) 1 course must include a laboratory: 2 courses (7 semester/9 quarter units)			
<b>5A. Physical Science:</b>	<b>C</b>	<b>IP</b>	<b>N</b>
<b>Astronomy</b> 101*, 111+; <b>Chemistry</b> 100*, 101*, 102*, 107*, 112*, 113*; <b>Environmental Studies</b> 100, 100H, 101, 101H; <b>Geography</b> 101, 104*(concurrent or previous enrollment in GEOG 101 required), 106; <b>Geology</b> 100*, 103, 105*, 110*, 111+; <b>Physics</b> 100, 101*, 102*, 201*, 202*, 202H* AP or other courses:			
<b>5B. Biological Science:</b>	<b>C</b>	<b>IP</b>	<b>N</b>
<b>Anatomy &amp; Physiology</b> 101, 102*; <b>Anthropology</b> 101, 101H, 111* (concurrent or previous enrollment in ANTH 101 or 101H required); <b>Biology</b> 100*, 100H*, 115*, 115H*, 116*, 117, 125*, 125H*, 130*, 131*, 131H*, 134, 135, 135H, 140*, 144*, 146, 150*, 150H*, 151*, 151H* AP or other courses:			
<b>5C. Science Laboratory:</b>	<b>C</b>	<b>IP</b>	<b>N</b>
This requirement may be met by the completion of any lab course above in 5A or 5B. (Lab courses are indicated by an asterisk "*" above) <b>Anthropology</b> 111*, (concurrent or previous enrollment in ANTH 101 or 101H required); <b>Geography</b> 104*(concurrent or previous enrollment in GEOG 101 required) AP or other courses:			

<b>AREA 6—Language Other Than English (UC Requirement only)</b>			
High school coursework equivalent to 2 years with a grade of "C" or better in the last semester of the 2 <sup>nd</sup> 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).			
<b># indicates courses with proficiency equivalent to 2 years' high school study in the same language</b>	<b>C</b>	<b>IP</b>	<b>N</b>
<b>American Sign Language</b> 100#; <b>French</b> 101#; <b>Spanish</b> 101#, 101B#			
AP or other courses:			

<b>CSU Graduation Requirement in U.S. History, Constitution and American Ideals</b>			
<i>This is not a part of IGETC; these courses may be completed prior to transfer or taken at the CSU after transfer. (1 course from each U.S. 1, 2 or 3 or PS 101 to clear U.S. 2 &amp; 3)</i>			
	<b>C</b>	<b>IP</b>	<b>N</b>
<b>US 1: History</b> 111, 111H, 112, 112H AP or other courses:			
<b>US 2: Political Science</b> 101 or <b>US 3: Political Science</b> 120, 120H - (PS 101 may be used to clear U.S. 2 & 3) AP or other courses:			

**+ 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

<b>UC ELIGIBILITY:</b> Students <b>NOT</b> eligible for the UC at the time of High School graduation and have completed any courses at a CCC after High School must complete 60 UC transferable semester units with a minimum G.P.A. of 2.4, please confirm with each UC. <b>Eligibility for UC admission includes the 7 course pattern as noted below, please confirm courses via ASSIST:</b>
<ul style="list-style-type: none"> <li>Students must also complete two transferable college courses in English Composition: ENGL 101 or 101H + ENGL 103 or 103H or PHIL 112 (<b>UC-E</b>)</li> <li>One transferable college course (3 semester/4 quarter units) in mathematical concepts and quantitative reasoning (<b>UC-M</b>) <b>excluding CSIS 213</b></li> <li>Four transferable college courses (3 semester/4 quarter 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 (<b>UC-H, UC-B, UC-S</b>)</li> <li>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).</li> <li>See AP/IB information on back for use in this pattern for General Education.</li> </ul>



## MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM Transfer Pattern & Planning Guide 2019-2020 OPTION C-TRANSFER EMPHASIS



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

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) with a grade of “C” (C- is not acceptable) 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 and all GPA admission requirements apply.

**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. The IGETC is not a good option for students intending to transfer into a high-unit major or one that requires extensive lower division preparation, such as engineering or some of the physical and natural sciences. Consult with a counselor or an admissions representative at the UC campus(es) that you plan to apply 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. Exception: unless it is used for MSJC degree completion. 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.

- **IGETC for STEM CERTIFICATION: Only allowed for an approved ADT Degree.** Please confirm the UC major program or college you are applying to accepts **partial IGETC certification**. Although IGETC for STEM is an option, you should prioritize completing major-preparation courses for the specific campuses and programs you’re considering.

**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 MSJC catalog chart for approved AP exams and confirm with specific UC’s for AP approved areas and acceptance.

**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 catalog chart for approved IB exams.

**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 Transfer Degrees**

This general education option provides students the opportunity to complete transfer general education curriculum while completing an Associate Degree at Mt. San Jacinto College. These Degrees require a minimum of sixty (60) CSU transferable or UC transferable semester units with an overall G.P.A. of 2.0 and a minimum of 18 units within a specific transfer degree pattern of designated courses located in the General Catalog for A.A./A.S.-T (ADT or SB 1440) or a Liberal Arts with “Area of Emphasis” degrees. All courses must be completed with grades of A, B, C or P. Of these 60 transferable semester units, 12 units must be completed at Mt. San Jacinto College for residency. The approved general education courses are listed on the reverse and any remaining units should be selected from the posted major preparation for the intended transfer institution or as elective coursework. Please see an MSJC Counselor for an educational plan to expedite these degree options.

**NOTE:** UC transferable admission eligibility requires a minimum of 60 UC transferable semester units with a minimum overall G.P.A. of 2.4

Comments

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](http://www.assist.org) for the current IGETC list for MSJC.  
05/09/2019

# COOPERATIVE WORK EXPERIENCE EDUCATION

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Career Education (951) 639-5352

## PROGRAM DESCRIPTION

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.

## 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.

Mandatory Orientations are held just prior to the beginning of the semester.



## Required Work Hours per Unit

PAID	UNPAID	UNITS
75-149	60-119	1
150-224	120-179	2
225-299	180-239	3
300+	240+	4

The maximum total units that can be earned are 16 units.

## LEARNING OUTCOMES

- Apply critical thinking, research, analysis and resolution for work-related and personal objectives.
- Convert classroom instruction to the employment environment through the development and attainment of three (3) learning objectives.
- Write specific, measurable, achievement, relevant and time objectives to new or expanded workplace responsibilities.
- Develop and apply personal skills, attitudes, and competencies in the workplace and within the course-related activities.
- Demonstrate effective communication and technological awareness through the use of technologies (Internet, email, and telephone) in ways appropriate to the course.
- Demonstrate accountability for their personal actions at work and as it relates to the course.
- Research resources for education and/or career options.



# HONORS ENRICHMENT PROGRAM

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 92584  
(951) 672-MSJC (6752)  
1-800-452-3335  
MVC Site Coordinator:  
Erik Ozolins (951) 639-5725  
eozolins@msjc.edu

## PROGRAM DESCRIPTION

### 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 the Associate in Arts degree or the Associate in 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

**Students need to complete an Honors Enrichment Program application to apply to become a member of the program. The application must be accompanied by the following information:**

1. Transcripts (Unofficial college or official High School)
2. Personal statement
3. Education Plan or list of several classes that the student can take as honors
4. Evidence of enrollment in or completion of English 101 (via transcript), or signed pledge indicating planned enrollment in English 101 during first semester in the program (included at end of application).

**Students will select one of the following options listed on the application to apply to Honors:**

### **Recommendation and Meeting Option:**

- A letter of recommendation from a teacher, counselor or principal familiar with your academic work. The letter should specifically reference the student's critical thinking skills.
- Brief meeting with one of the Honors Co-Directors.

### **Portfolio and Meeting Option:**

- Portfolio of work that includes a minimum of 3 items that demonstrate their academic potential. Items in the portfolio may include (but are not limited to) writing samples, artwork, performance pieces, news reports, and multimedia presentations.
- Brief meeting with one of the Honors Co-Directors.

### **Qualifying GPA and Contact Names:**

- Transcript must indicate qualifying GPA (3.5 unweighted GPA for high school, or 3.3 GPA for college-level coursework), or SAT 1890 (out of 2400), or SAT 1260 (out of 1600) or ACT 28 (out of 36).
- Names and contact information of two MSJC faculty members who will comment on behalf of the student's application to the program, or a letter of recommendation from a high school teacher or principal familiar with the student's academic performance.

### **Veteran Status:**

- Veteran or Active Duty in the US Military.
- Signature of MSJC Veterans Center Staff on the Honors application.

## 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
- Completion of English 101 or 101H by the first semester in the program
- Completion of Math 96 by the second semester in the program
- Maintenance of a 3.0 GPA in all honors course work
- Maintenance of the qualifying GPA
- Completion of 200 Honors points for participation in recognized honors events (see website for details)

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 College's honors transfer alliances with major universities. Honors students also attend and participate in honors conferences, and have publication opportunities in *Scribendi*, the Western Regional Honors Council publication dedicated to student work as well as the annual edition of *Building Bridges: Selected Abstracts of the HTCC Student Research Conference*.

### 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 as well as online from the program website ([www.msjc.edu/honors](http://www.msjc.edu/honors)). 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).

### LEARNING OUTCOMES

- Improve transfer opportunities for student members.
- Develop lifelong skills that can be used both inside and outside the classroom, including such skills as critical thinking, scholarly writing, research and presentation skills.
- Foster a community of scholars, both faculty and students, who support the educational endeavors of Honors students.





# ADMINISTRATION OF JUSTICE

## San Jacinto Campus


(951) 487-MSJC (6752)  
1-800-624-5561  
Ricardo Martinez (951) 487-3505  
rmartinez@msjc.edu

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335  
William Farrar (951) 639-5505  
wfarrar@msjc.edu

Degree(s)

### Transfer:

 A.S.-T in Administration of Justice for Transfer  
32473 AS.AJ.OPTBAST and 32473 AS.AJ.OPTCAST  
(using General Education Requirements Option B or C)

See also:

A.A. Liberal Arts - Social & Behavioral Science Emphasis

### Non-Transfer:

A.S. in Administration of Justice<sup>4426 AS-AJ</sup>  
(with General Education Requirements Option A)

Certificate(s)

Certificate in Administration of Justice<sup>22143 CTAJ</sup>

Employment Concentration Certificate(s)

Computer Forensics<sup>9999 ECC.AJ.CF</sup>

Corrections<sup>9999 ECC.AJ.CORR</sup>

Private Security and Loss Prevention<sup>9999 ECC.AJ.PS&LP</sup>

## PROGRAM DESCRIPTION

The scope of the program in administration of justice and corrections is designed to prepare the student for entry into careers in the criminal justice system. The program provides the student with a basic understanding of a variety of criminal justice positions at the federal, state, county and municipal level. The course of study involves an introduction to law enforcement and criminal justice, criminal law and evidence, juvenile and criminal procedures, public safety report writing, traffic investigation and control, community relations, criminal investigations, criminology, correctional courses, and vice and narcotics control. These courses provide the student with a base of knowledge that will serve them well regardless of the criminal justice field they choose, i.e., police officer, deputy sheriff, corrections, probation or parole, private security or investigator, FBI, or civilian support such emergency communications, crime analysis, or property/evidence technician.

For individuals currently working in the field there may be potential for salary and/or career advancement. Many agencies require entry level and current personnel to possess a certain level of education to be hired or to be eligible for promotion. The Certificate/Associate degree (A.S.) provide that level of education.

## Career Opportunities

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

## Transfer A.S. Degree

Students will be prepared to work in a variety of criminal justice fields and law enforcement agencies to include municipal police officers, probation or parole officers, county deputy sheriffs, state highway patrol officers, correctional officers, game wardens, park rangers, homeland security and private security. Those completing the A.S.-T in Administration of Justice degree will be able to transfer to the California State University system and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, Criminology, and Pre-Law. For any BA/BS careers, please see your transfer institution

## Non-Transfer A.S. Degree

Police Officer, Deputy Sheriff, Highway Patrol Officer, Probation Officer, Parole Officer, Border Patrol Officer, Air Marshal, Customs and Immigration Inspector, Air Marshal, TSA Agent, Fish and Game Warden, Park Ranger, Coroner's Assistant, Private Investigator, Insurance Adjuster, Fugitive Recovery Agent, Security Screener, Security Guard, Polygraph Examiner, Animal Control Officer, Crime Lab Technician, Emergency Communications Dispatcher, Community Service Officer, Parking Control Officer, Code Enforcement Officer.

## Certificate

Police Officer, Deputy Sheriff, Highway Patrol Officer, Probation Officer, Parole Officer, Border Patrol Officer, Air Marshal, Customs and Immigration Inspector, Air Marshal, TSA Agent, Fish and Game Warden, Park Ranger, Coroner's Assistant, Private Investigator, Insurance Adjuster, Fugitive Recovery Agent, Security Screener, Security Guard, Polygraph Examiner, Animal Control Officer, Crime Lab Technician, Emergency Communications Dispatcher, Community Service Officer, Parking Control Officer, Code Enforcement Officer.



## Employment Concentrations

### Computer Forensics

Private Investigator, Criminal Investigator, Evidence Technician

### Corrections

Correctional Officer

### Private Security and Loss Prevention

The U.S. Bureau of Labor Statistics expects the number of jobs for security professionals to increase 19 percent between 2010 and 2020. That's above the projected growth rate for all occupations as well as the 7-9 percent for police officers. Careers in this field include, but are not limited to: private security guard, loss prevention agent, gaming surveillance officers, private investigators, retail loss prevention, city security, and housing authority.

## TRANSFER PREPARATION

### Administration of Justice (Transfer)

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### Administration of Justice (Non- Transfer)

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Communicate verbally and in writing effectively.
- Demonstrate respect for social and cultural diversity.
- Critical thinking in applying the law.
- Demonstrate personal and civic responsibility in daily activities.

## DEGREES

### Transfer A.S.-T Degree

#### Administration of Justice

An Associate in Science in Administration of Justice for Transfer will fulfill the requirements for students to transfer to a CSU institution as an Administration of Justice or Criminal Justice major. The courses in the A.S.-T in Administration of Justice for Transfer degree allow for the development of depth in one of the

subject's substantive subsystems (i.e. law enforcement, juvenile, courts or corrections). The main objective is to familiarize students with the processes involved in the interaction of the criminal justice system as a whole.

The major requirements for an A.S.-T in Administration of Justice for Transfer to CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

### A.S.-T in Administration of Justice for Transfer (18 units)

#### Required Core (6 units)

AJ-101	Criminal Law	3 units
AJ-102	Introduction to Criminal Justice	3 units

#### List A: Select two (6 units)

AJ-103	Criminal Evidence	3 units
AJ-106	Juvenile Procedures	3 units
AJ-108	Criminal Investigation	3 units
AJ-111	Criminal Procedures	3 units
AJ-118	Community and the Justice System	3 units
CORR-101	Introduction to Correctional Science	3 units

#### List B: Select two (6 units)

Any course from List A not used above or the following:

AJ-105	Tactical Communication and Report Writing for Law Enforcement	3 units
AJ-117	Introduction to Terrorism and Homeland Security	3 units
MATH-140	Introduction to Statistics	3 units
PSYC-101	Introduction to Psychology	3 units
or		
PSYC-101H	Honors Introduction to Psychology	3 units
PS-101	Introduction to American Government and Politics	3 units
or		
PS-101H	Honors Introduction to American Government and Politics	3 units

**Units for Major** 18

**CSU General Education or IGETC Pattern** 37-39

**Possible double counting** 6-9

**Transferable Electives (as needed to reach 60 CSU transferable units)**

**Total Units for A.S.-T Degree** 60 units



This Associate in Science in Administration of Justice for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

## Non-Transfer Degree

### Administration of Justice

In addition to the 24 units of the certificate program in Administration of Justice, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Administration of Justice.

## CERTIFICATE

A certificate will be issued for completion of five core course and three elective courses for a total of 24 units. Students may submit a student petition to enrollment services to substitute credit for completion of a P.O.S.T. Basic Police Officers Academy through an accredited institution. Students must attach official college transcripts and an academy course outline or syllabus to the student petition. The Administration of Justice and Corrections Department Chair will determine the amount of credit to award the student. Four Administration of Justice course must be completed at MSJC to earn a certificate.

### Certificate in Administration of Justice (24 units)

#### Required Courses (15 units)

AJ-101	Criminal Law	3 units
AJ-102	Introduction to Criminal Justice	3 units
or		
AJ-102H	Honors Introduction to Criminal Justice	3 units
AJ-105	Tactical Communication and Report Writing for Law Enforcement	3 units
AJ-111	Criminal Procedures	3 units
AJ-118	Community and the Justice System	3 units

#### Elective Courses (9 units)

AJ-098	Introduction to Private Security	3 units
AJ-103	Criminal Evidence	3 units
AJ-106	Juvenile Procedures	3 units
AJ-108	Criminal Investigation	3 units
AJ-112	Introduction to Criminology	3 units
AJ-115	Introduction to Probation and Parole	3 units
AJ-117	Introduction to Terrorism and Homeland Security	3 units
AJ-125	Vice and Narcotics Control	3 units
AJ-128	Traffic Control, Enforcement and Investigation	3 units
AJ-149/CWE-149A	Cooperative Work Experience: 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 (13 units)

AJ-103	Criminal Evidence	3 units
AJ-105	Tactical Communication and Report Writing for Law Enforcement	3 units
CSIS-080	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)

AJ-105	Tactical Communication and Report Writing for Law Enforcement	3 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

#### Elective Courses (3 units)

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

### Private Security and Loss Prevention (12 units)

Private security professionals are needed in contemporary society and provide a variety of complex duties and responsibilities on a daily basis. Today, private security is the primary resource for individual and property protection. The security field, while broad, includes many sub-fields such as; private investigation, asset protection, physical security, institutional security, executive protection, industrial security, retail security, loss prevention, workplace security, computer security, and information security.

AJ-098	Introduction to Private Security	3 units
AJ-101	Criminal Law	3 units
AJ-105	Tactical Communication and Report Writing for Law Enforcement	3 units
AJ-108	Criminal Investigation	3 units





**Mt. San Jacinto College**  
 Undergraduate certificate in Administration of Justice  
 Program Length: 72 weeks

**Students graduating on time**  
 0% of Title IV students complete the program within 72 weeks<sup>1</sup>

**Program Costs\***  
**\$1,104** for in-state tuition and fees  
**\$8,184** for out-of-state tuition and fees  
**\$3,942** for books and supplies  
 Other Costs:  
 Parking Permits cost \$68 a year or \$34 a semester  
 RTA Go Pass cost \$12 a year or \$6 a semester  
 SGA discount sticker (optional) - \$14 a year or \$7 a semester  
 Student representation fee (optional) - \$2 a year or \$1 a semester  
 Help a Student Fund (optional) - \$4 a year or \$2 a semester  
 Student Health Center Fee - \$40 a year or \$20 a semester  
 \*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>  
 Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)  
 \*The amounts shown above include costs for the entire program, assuming normal time to completion.  
 Note that this information is subject to change.

**Students Borrowing Money**  
**The typical graduate leaves with**  
 N/A\* in debt<sup>2</sup>  
 \*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.  
**The typical monthly loan payment**  
 N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.  
 \*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**  
 N/A\* of program graduates got jobs  
 \*We are not currently required to calculate a job placement rate for program completers.  
**Program graduates are employed in the following fields:** Bailiffs: <http://onetonline.org/link/summary/33-3011.00>  
 Police Detectives: <http://onetonline.org/link/summary/33-3021.01>  
 Police Identification and Records Officers: <http://onetonline.org/link/summary/33-3021.02>  
 Criminal Investigators and Special Agents: <http://onetonline.org/link/summary/33-3021.03>  
 Immigration and Customs Inspectors: <http://onetonline.org/link/summary/33-3021.05>  
 Police Patrol Officers: <http://onetonline.org/link/summary/33-3051.01>  
 Sheriffs and Deputy Sheriffs: <http://onetonline.org/link/summary/33-3051.03>  
 Private Detectives and Investigators: <http://onetonline.org/link/summary/33-9021.00>

**Licensure Requirements<sup>6</sup>**  
 The following do not have licensure requirements for this profession:  
**California**

**Additional information:**  
 No additional notes provided.

Date Created: 5/14/2019  
 These disclosures are required by the U.S. Department of Education

**Footnotes:**  
<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).  
<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.  
<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.  
<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.  
<sup>5</sup> The median earnings of program graduates who received Federal aid.  
<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.  
<sup>7</sup> **State Job Placement Rate:**  
 Name of the state this placement rate is calculated for:  
 N/A  
 Follow the link below to find out who is included in the calculation of this rate:  
 N/A  
 What types of jobs were these students placed in?  
 N/A  
 When were the former students employed?  
 N/A  
 How were completers tracked?  
 N/A  
<sup>8</sup> **Accreditor Job Placement Rate:**  
 Name of the accrediting agency this placement rate is calculated for:  
 N/A  
 Follow the link below to find out who is included in the calculation of this rate:  
 N/A  
 What types of jobs were these students placed in?  
 N/A  
 When were the former students employed?  
 N/A  
 How were completers tracked?  
 N/A

# ALCOHOL/DRUG STUDIES

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

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Nursing and Allied Health Unit (951) 639-5577  
[www.msjc.edu/nursingandalliedhealth](http://www.msjc.edu/nursingandalliedhealth)

Degree(s)

**Transfer:**

None

**Non-Transfer:**

None

Certificate(s)

None

Employment Concentration Certificate(s)

Dual Diagnosis <sup>99999</sup> ECC.ADS.DD

## PLEASE NOTE:

**The ADS Program is on hold while under review - course offerings are suspended at this time.**

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

To become a counselor a master's degree is required. Students are advised to speak with a counselor regarding career opportunities.

## Employment Concentration

### Entry Level Positions

Alcohol/Drug Intern, Alcohol/Drug Technician

### Professional Positions

(for those who follow through with state certification):

Alcohol/Drug Advisor, Alcohol/Drug Recovery Center Director Inpatient/Outpatient Alcohol/Drug Advisor/Staff

## LEARNING OUTCOMES

- Pass the state examination - California Certification Board of Alcohol and Drug Counselors.
- Participate effectively as an entry-level practitioner in the Alcohol and Drug profession.
- Apply standard of care when working with patients/ clients with addictions.

## EMPLOYMENT CONCENTRATION

### Dual Diagnosis (13-15 units)

ADS-137 Co-Occurring Disorders 3 units

ADS-149/CWE-149B  
Cooperative Work Experience: Alcohol and Drug Studies 1-3 units

ADS-150 Supervised Field Work Practicum 3 units

PSYC-101 Introduction to Psychology 3 units

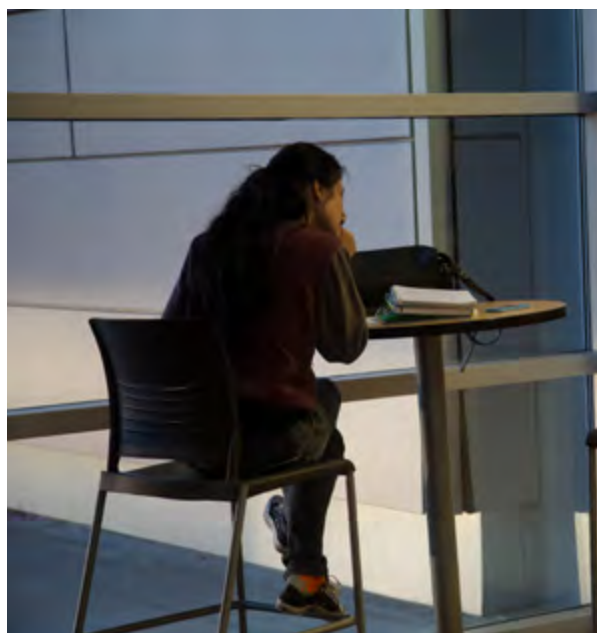
or

PSYC-101H Honors Introduction to Psychology 3 units

PSYC-108 Abnormal Psychology 3 units

or

PSYC-108H Honors Abnormal Psychology 3 units





# ALLIED HEALTH

**San Jacinto Campus**

(951) 487-MSJC (6752)

1-800-624-5561

Counseling (951) 487-3255

**Menifee Valley Campus**

(951) 672-MSJC (6752)

1-800-452-3335

Nursing and Allied Health Unit (951) 639-5577

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

Degree(s)

**Transfer:**

None

**Non-Transfer:**

None

Certificate(s)

None

Employment Concentration Certificate(s)

Emergency Medical Technician (EMT) <sup>9999</sup> ECC.EMTEmergency Medical Technician (EMT) Advanced <sup>9999</sup> ECC.EMT.ADV

## PROGRAM DESCRIPTION

**EMT**

This non-transfer program provides the knowledge and skills required to care for the ill or injured person(s) in the pre-hospital care setting. It is also a first step for those individuals who would prefer to work in an emergency room as an emergency room technician. Students are taught how to perform a complete patient assessment and provide multiple life saving interventions based on their assessment of the ill or injured patient. This course is primarily taken by individuals who intend to work in the field of pre-hospital emergency medicine and with critically ill or injured patients.

This course can also be taken by individuals currently working in a similar medical employment within the medical field and there may be potential for salary and/or career advancement. Individuals who wish to take this course must have a criminal free background due to licensing restrictions imposed by national, state and local licensing agencies. The potential student must be 18 years of age. Hospital clinical and field internship hours are required. This course is a positive attendance course due to national, state and local mandates.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

## Employment Concentrations

**Emergency Medical Technician**

Fire Service, Ambulance Service, Emergency Room Technician, State of California Volunteer EMT, Special Event EMT

**Emergency Medical Technician, Advanced**

Fire Service, Ambulance Service, Emergency Room Technician, State of California Volunteer EMT, Special Event EMT

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

**Certified Nursing Assistant**

- Perform safe, competent, and therapeutic nursing assistant care to maintain optimum wellness of the client and families.
- Apply basic principles of physical, social, cultural, and spiritual assessment to the nursing assistant care of the client and families.
- Identify and report abnormal physical and social assessment findings to the interdisciplinary patient care team.
- Participate in the plan of care for clients and families in a variety of health care settings.
- Demonstrate effective therapeutic communication and professionalism to clients, families, and other members of the interdisciplinary team.
- Demonstrate ethical, legal and safety standards to clients, families and other members of the interdisciplinary team.
- Prepare to take the CNA NNAAP Test.

**Home Health Aide**

- Identify State and Federal regulations and requirements for HHA certification.
- Identify members of the home health care team, their functions, and how they interact.



- Describe key steps involved in the communication process and methods used in communication with clients, families, team members, and community agencies.
- Identify the impact of illness on the client's and family's physical, emotional, and psychological health.
- Discuss how culture, lifestyle, and life experiences of the client and family can influence care provided.
- Recognize the role of the HHA in maintaining client and family rights and privacy.
- Discuss personal skills care, body mechanics, safety, emergency procedures and methods to improvise and adapt these procedures for the home delivery in home care.
- Demonstrate ability to select and purchase foods with consideration of nutritional principles, budget, preference, and storage.

### Emergency Medical Technician

- Use clinical reasoning when verbalizing and demonstrating the proper techniques when used when ventilating an adult manikin.
- Pass the National Emergency Medical Technician exam.
- Explain and demonstrate how to use all the medications that are in the EMT scope of practice.
- Synthesize and explain the physiological effects of hypoxia on both the molecular and cellular level in a patient that presents with hypoxia.
- Analyze and employ safe scene practices while working at the scene of a traffic collision on the freeway.
- Demonstrate professional behavior and respect for all

patients, coworkers, bystanders and assisting agencies in the performance of their duty as cited in the National Emergency Medical Technician code of ethics and behavior.

### Telemetry

- Demonstrate skills appropriate to the level of knowledge required for entrance into employment related to the medical field.
- Analyze and evaluate cardiac rhythms through a systematic approach comparing electrophysiology to electrocardiogram wave patterns.
- Demonstrate ethical behavior in the clinical setting and maintain patient confidentiality at all times.

## EMPLOYMENT CONCENTRATIONS

### Emergency Medical Technician (EMT) (13.5 units)

EMS-090	Emergency Medical Technician	6 units
EMS-098	Emergency Medical Technician Support Course	5 units
EMS-121	Emergency Medical Technician (Refresher)	2.5 units

### Emergency Medical Technician (EMT) Advanced (8 units)

EMS-098	Emergency Medical Technician Support Course	5 units
EMS-127	Infant to Adult Basic and Advanced Life Support	3 units



# AMERICAN INDIAN STUDIES

**San Jacinto Campus**

(951) 487-MSJC (6752)

1-800-624-5561

John Torres, (951) 487-3654

jtorres@msjc.edu

**Menifee Valley Campus**

(951) 672-MSJC (6752)

1-800-452-3335

Erik Ozolins (951) 639-5725

eoazolins@msjc.edu

**Degree(s)****Transfer:**

A.A. in American Indian Studies <sup>30315 AA.AIS.OPTB or 30315 AA.AIS.OPTC</sup>

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

See Also:

A.A. in Liberal Arts - Social & Behavioral Sciences Emphasis

**Non-Transfer:**

None

See:

A.A. in Social/Behavioral Science

A.S. in Science

**Certificate(s)**

None

**Employment Concentration Certificate(s)**

None

## PROGRAM DESCRIPTION

The scope of the American Indian Studies transfer program includes Native American Literature, regional studies in American Indian culture, and Cultural and Physical Anthropology. Elective courses allow students to follow interests by region or by time period, as well as to examine language in relation to culture. All courses selected for this major will enable a student to understand and communicate the depth and complexity of Native American issues in society today.

American Indian Studies courses provide students with an ability to examine issues affecting Native American populations today, tomorrow and in the past. These courses offer students an opportunity to learn about American Indian culture in an academic setting in which stereotypes and shallow interpretations of culture and history are not the norm. All courses offered for this major seek to stretch students' abilities to think critically and carefully examine primary sources of information.

The core and elective courses provide grounding in knowledge about cultural and genetic diversity, about various life ways, and about American Indian heritage. The articulated transfer major is intended to enhance student progress toward bachelor programs in American Indian Studies. Courses in the program are selected to prepare students for transfer successfully to four-year colleges.

## CAREER OPPORTUNITIES

### Transfer A.A. Degree

For any BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Evaluate the complex interrelationship between individual American Indian cultures and the history of invasion, immigration and settlement by others in North and South America.
- Analyze the interrelationship between human societies and their physical environment.
- Apply the principles of cultural relativism to observations of human behavior.
- Recognize the validity of people's variable language histories and experiences.
- Be able to recognize the value of the archaeological & historical records.
- Utilize the scientific method in observations of human attributes (biology, behavior, language, artifacts).
- Analyze the interrelationship between the history, beliefs, and cultural distinctions as they are depicted in oral and written literatures.

## DEGREE

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

### Transfer Degree

#### A.A. in American Indian Studies (18 units)

##### Required Courses (12 units)

ANTH-101	Physical Anthropology	3 units
or		
ANTH-101H	Honors Physical Anthropology	3 units
ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
ANTH-103A	North American Indians	3 units
LIT-240	American Indian Literature	3 units
or		
LIT-240H	Honors American Indian Literature	3 units

##### Elective Courses (6 units)

ANTH-103D	Latin American Cultures	3 units
ANTH-121/HIST-121	California Indians	3 units
ANTH-125	Magic, Witchcraft and Religion	3 units
ANTH-145	Introduction to Language and Linguistics	3 units
or		
ANTH-145H	Honors Introduction to Language and Linguistics	3 units
COMM-108	Intercultural Communication	3 units
or		
COMM-108H	Honors Intercultural Communication	3 units
HIST-150	Immigration, Race and Ethnicity in U.S. History	3 units
or		
HIST-150H	Honors Immigration, Race and Ethnicity in U.S. History	3 units
PS-103	Ethnic Politics in America	3 units
or		
PS-103H	Honors Ethnic Politics in America	3 units
SOCI-106	Intercultural Relations	3 units

Additional major preparation or elective courses may be required by each university or 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. Please see a counselor for details.





# AMERICAN SIGN LANGUAGE STUDIES

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Voice (951) 639-5399

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Videophone (951) 639-8138

Fax (951) 672-0454

Voice (951) 639-5399

Degree(s)

### Transfer:

None

See:

A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

### Non-Transfer:

A.S. in Interpreter Preparation <sup>32823 AS.ASL.IPP</sup>  
(with General Education Requirements Option A)

See:

A.A. in Humanities

Certificate(s)

Certificate in Interpreter Preparation <sup>32553 CT.ASL.IPP</sup>

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

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.

The Department of American Sign Language offers an associate degree in Interpreter Preparation to educate Deaf, hard of hearing, and hearing students in the field of interpretation and prepare them for interpreting work in a variety of settings. The student will learn and practice translation, consecutive interpretation, simultaneous interpretation, and the socio-cultural knowledge needed to serve as a cross-cultural mediator. This degree will provide high quality American Sign Language Instruction, prepare students to become professional interpreters who are competent, ethical, and life-long learners, and promote excellent outreach resources and service to interpreters. The goal is to offer students who are interested in becoming interpreters the ability to earn an Associate degree in Interpreter Preparation. The student may then continue their education receiving a BA/BS in any field, which will then lead to national certification by RID.

The Department of American Sign Language offers, to those currently holding a BA or BS degree, a certificate in the Interpreter Preparation to educate Deaf, hard of hearing, and hearing students in the field of interpretation and prepare them for interpreting work in a variety of settings. The student will learn and practice translation, consecutive interpretation, simultaneous interpretation, and the socio-cultural knowledge needed to serve as a cross-cultural mediator.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

The Interpreter Preparation degree offers students career opportunities, including but not limited to, Community, Theater, Education, and with advanced training, VRS, VRI, Medical and Legal, either Freelance or through an Agency. As well as other situations where Deaf/ Hard of Hearing/ Hearing individuals need an interpreter.

### Certificate

The Interpreter Preparation certificate will provide students with the preparation necessary for career placements in public and private settings, nationally, regionally and /or locally. Specific jobs and responsibilities may include placements in the community, theatre, educational, and with additional training legal and medical for interpreting situations. Both the certificate and the degree meet the requirements established by the Registry of the Interpreter for the Deaf (RID) and the National Association of the Deaf (NAD).

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/ Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate expressive and receptive competence of ASL grammatical features when communicating with the Deaf/Hard of Hearing people.
- Demonstrate expressive and receptive competence and interpersonal communication using visual language between individuals.
- Acquire information and recognize distinctive viewpoints that are only available through American Sign Language and Deaf culture.
- Engage in one-to-one conversations using ASL with the Deaf community to access information about Deaf culture that will lead to lifelong learning experiences.
- Examine expected social behaviors when interacting with mixed groups of Deaf/Hard of Hearing and hearing individuals at Deaf events (e.g., handwaving to show enjoyment of entertainment).

## DEGREE

### A.S. in Interpreter Preparation (35 units)

The 35 units in this degree plus all MSJC General Education Option A (24 units) to include ANTH-145 (3 units) and COMM-100 (3 units) for a total of 60 units is required to earn an Associate in Science in Interpreter Preparation.

#### Required Courses (35 units)

ASL-110	Deaf Culture and Community	3 units
ASL-150	American Sign Language Linguistics	3 units
ASL-203	American Sign Language V	4 units
IPP-101	Introduction to ASL/English Interpreting	3 units
IPP-103	Processing Skills Development	3 units

IPP-104	ASL to English Interpreting I	3 units
IPP-105	English to ASL Interpreting I	3 units
IPP-201	Ethical & Professional Standards of Interpreting	3 units
IPP-204	ASL to English Interpreting II	3 units
IPP-205	English to ASL Interpreting II	3 units
IPP-210	Specialized Interpreting	3 units
IPP-250	Practicum and Seminar	2 units

## CERTIFICATE

### Certificate in Interpreter Preparation (32 units)

The 32 units in this certificate plus ANTH-145 (3 units) and COMM-100 (3 units) (if not taken) for a total of 32-38 units are required to earn a certificate in Interpreter Preparation.

#### Required Courses (32 units)

ASL-110	Deaf Culture and Community	3 units
ASL-150	American Sign Language Linguistics	3 units
IPP-101	Introduction to ASL/English Interpreting	3 units
IPP-103	Processing Skills Development	3 units
IPP-104	ASL to English Interpreting I	3 units
IPP-105	English to ASL Interpreting I	3 units
IPP-201	Ethical & Professional Standards of Interpreting	3 units
IPP-204	ASL to English Interpreting II	3 units
IPP-205	English to ASL Interpreting II	3 units
IPP-210	Specialized Interpreting	3 units
IPP-250	Practicum and Seminar	2 units





## Mt. San Jacinto College

Undergraduate certificate in Interpreter Preparation

Program Length: 72 weeks

### Students graduating on time

**N/A\*** of Title IV students complete the program within 72 weeks<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$1,472** for in-state tuition and fees

**\$10,912** for out-of-state tuition and fees

**\$3,942** for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [/www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Interpreters and Translators: <http://onetonline.org/link/summary/27-3091.00>

### Licensure Requirements<sup>5</sup>

The following do not have licensure requirements for this profession:

**California**

### Additional Information:

No additional notes provided.

Date Created: 5/20/2019

These disclosures are required by the U.S. Department of Education

### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

#### <sup>7</sup> State Job Placement Rate.

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

#### <sup>8</sup> Accreditor Job Placement Rate.

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# ANTHROPOLOGY

## San Jacinto Campus


(951) 487-MSJC (6752)  
1-800-624-5561  
John Torres, (951) 487-3654  
jtorres@msjc.edu

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335  
Erik Ozolins (951) 639-5725  
eozolins@msjc.edu

Degree(s)

### Transfer:

 A.A.-T in Anthropology for Transfer 31853 AA.ANTH.OPTBAAT or 31853 AA.ANTH.OPTCAAT  
(with General Education Requirements Option B or C)

See Also:

A.A. in Liberal Arts - Social & Behavioral Sciences Emphasis

### Non-Transfer:

None

See:

A.A. in Social/Behavioral Science  
A.S. in Science

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The A.A.-T Anthropology degree 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.

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. For most of the possible careers involving a major in anthropology it is likely that students will have to complete bachelor, masters or even doctorate degrees.

## CAREER OPPORTUNITIES

### Transfer A.A. Degree

For any BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Explain Natural Selection and Evolutionary Theory.
- Recognize the interrelationship between humans and their physical environment.
- Suspend judgment and understand people within the context of their opportunities and challenges.
- Recognize and appreciate as valid people's variable language histories and experiences.
- Recognize the value of the archaeological and fossil records.
- Utilize the scientific method in observations of human attributes (biology, behavior, language, artifacts).

## DEGREE

### Transfer A.A.-T Degree

#### Anthropology

An Associate in Arts in Anthropology for Transfer will fulfill the requirements for students to transfer to a four-year college or university as an Anthropology major.

The major required for an A.A.-T in Anthropology for Transfer may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is acceptable if pass is defined as a grade of C or better..

#### A.A.-T in Anthropology for Transfer (19 units)

##### Required Core (9 units)

ANTH-101	Physical Anthropology	3 units
or		
ANTH-101H	Honors Physical Anthropology	3 units
ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
ANTH-115	Introduction to Archaeology	3 units

##### List A: Select one (3 units)

ANTH-104	World Prehistory	3 units
or		
ANTH-104H	Honors World Prehistory	3 units

##### List B: Select one to two (4 units)

ANTH-111	Physical Anthropology Lab	1 unit
ANTH-145	Introduction to Language and Linguistics	3 units
or		
ANTH-145H	Honors Introduction to Language and Linguistics	3 units

##### List C: Select one (3 units)

ANTH-103A	North American Indians	3 units
ANTH-103D	Latin American Cultures	3 units
ANTH-121/HIST-121		
	California Indians	3 units
ANTH-125	Magic, Witchcraft and Religion	3 units
ANTH-201	Introduction to Forensic Anthropology	3 units
ANTH-205	Archaeological Excavation	3 units
ANTH-210	Archaeology Laboratory	3 units
LIT-205	World Folklore and Mythology	3 units
or		
LIT-205H	Honors World Folklore and Mythology	3 units
LIT-240	American Indian Literature	3 units
or		
LIT-240H	Honors American Indian Literature	3 units
LIT-280	Multiethnic Literature	3 units
or		
LIT-280H	Honors Multiethnic Literature	3 units

##### **Units for Major**

**19**

##### **CSU General Education or IGETC Pattern**

**37-39**

##### **Possible double counting**

**16**

##### **Transferable Electives (as needed to reach 60 CSU transferable units)**

##### **Total Units for A.A.-T Degree**

**60 units**

This Associate in Arts in Anthropology for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.





# ART

## San Jacinto Campus

(951) 487-MSJC (6752)  
1-800-624-5561  
Eileen Doktorski (951) 487-3580  
edoktorski@msjc.edu  
www.msjc.edu/SJCart

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335  
John Seed (951) 639-5580  
jseed@msjc.edu  
Jason Bader (951) 639-5581  
jlbader@msjc.edu

Degree(s)

### Transfer:

A.A.-T in Art History for Transfer

32494 AA.ARTAH.OPTBAAT or  
32494 AA.ARTAH.OPTCAAT

*(with General Education Requirements Option B or C)*

A.A.-T in Studio Arts for Transfer

32481 AA.ARTSA.OPTBAAT or  
32481 AA.ARTSA.OPTCAAT

*(with General Education Requirements Option B or C)*

A.A. in Visual Communication (Graphic Design)

16742 AA.ART.VISCOM.OPTB or  
16742 AA.ART.VISCOM.OPTC

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

See Also:

A.A. in Liberal Arts - Arts, Humanities & Communications Emphasis

### Non-Transfer:

A.A. in Art <sup>4403 AA.ART</sup>

*(with General Education Requirements Option A)*

Certificate(s)

None

Employment Concentration Certificate(s)

Graphic Design <sup>99999 ECC.ART.GD</sup>

## PROGRAM DESCRIPTION

The MSJC Art Department offers five different awards. For students who intend to transfer to a four-year university, MSJC offers Associate of Arts degrees in Art History, Studio Arts and Visual Communication (Graphic Design). For students who wish to earn an Associate of Arts for personal enrichment, employment or any other reason than to transfer to a Bachelor of Art program, MSJC offers an Associate of Arts degree in Art and an employment certificate in Graphic Design. We highly encourage that the employment certificate is taken in conjunction with one of the colleges' degrees like the A.A. in Art, A.S. in Multimedia, A.A. in Photography or any other Associate of Arts or Science degrees that are offered by other departments.

Both campuses offer a broad range of art courses including: Art History and Art Appreciation, Drawing, Painting, Design, Ceramics and Sculpture. The Menifee campus houses a robust ceramics studio as well as a state-of-the-art digital lab for Graphic Design. The San Jacinto campus houses a bronze casting facility that supports more advanced, media specific courses in sculpture and ceramic-shell bronze casting. The art program at the San Jacinto campus is supported by an art gallery that hosts monthly exhibitions, introducing students to a culturally diverse range of visual art and serves as a venue for students from both campuses to display their work.

The MSJC Art Department serves a diverse group of students, including those who are taking their first art instruction, as well as those who plan on transferring to pursue degrees in art. The study of studio art at MSJC is an ideal way for students to understand their creative potential, and to be introduced to a variety of art disciplines. Art History and Appreciation courses can be used to satisfy Humanities requirements, and are designed to introduce students to important works and artists from both Western and world art traditions.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Transfer A.A. Degrees

Art History, Studio Arts or Visual Communication (Graphic Design)

For any BA/BFA careers, please see your transfer institution.

### Non-Transfer A.A.

#### Art

Painter, Sculptor, Illustrator, Commercial Artist, Computer Graphics Specialist, Graphic Arts Technician, Graphic Designer, Layout Artist, Paste-Up Artist

### Employment Concentration

#### Graphic Design

Graphic Designer, Digital Media, Web Designer, Motion Graphics, Animator



## TRANSFER PREPARATION

### Art History, Studio Arts or Visual Communication (Graphic Design)

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

#### Art

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate problem solving skills in the process of producing art.
- Demonstrate a general awareness of artistic cultures and styles.
- Demonstrate the use of appropriate terminology in evaluating art and design.
- Develop a progression of works that demonstrate their creative style, technical skill, and personal approach to subject and media.

## RELATED-CONTENT GROUPS

(4 attempts within a related-content group/each course 1 time for credit)

#### Ceramics:

**ART-151**

#### Drawing:

**ART-108, 109, 112**

#### Foundational Studies:

**ART-120, 121, 122**

#### Painting:

**ART-115, 116, 118, 119**

#### Sculpture:

**ART-160, 170 (171 thru SU14)**

## DEGREES

### Transfer A.A.-T Degrees

#### Art History

An Associate in Arts in Art History for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. It is advised that students meet with a counselor to develop an education plan and receive university admission and transfer requirements. The major requirement for an A.A.-T in Art History may be met by completing the pattern described below plus all MSJC General Education Option B (CSU-GE Breadth) and or option C (IGETC) requirements.

The major requirements for an A.A.-T in Art History for Transfer to CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

#### A.A.-T in Art History for Transfer (18-19 units)

##### Required Core (9 units)

ART-101 Art History: Prehistoric Through Medieval Art 3 units

or

ART-101H Honors Art History: Prehistoric Through Medieval Art 3 units

ART-102 Art History: Renaissance to 20th Century Art 3 units

or

ART-102H Honors Art History: Renaissance to 20th Century Art 3 units

ART-108 Beginning Drawing 3 units

##### List A: Select one (3 units)

ART-104 World Art 3 units

or

ART-104H Honors World Art 3 units

##### List B: Select one (3 units)

ART-109 Intermediate Drawing 3 units

ART-112 Life Drawing 3 units

ART-115 Painting I 3 units

ART-120 2D Design 3 units

ART-121 Color Theory 3 units

ART-131 Introduction to Digital Art 3 units

ART-151 Ceramic Arts 3 units

ART-160 Sculpture 3 units



ART-170	Intermediate Sculpture	3 units
PHOT-125	Digital Photography Production I	3 units

**List C: Select one (3-4 units)**

Any course from List A or List B not already used or one of the following courses:

ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
ANTH-103A	North American Indians	3 units
ANTH-103D	Latin American Cultures	3 units
AANTH-115	Introduction to Archaeology	3 units
ANTH-121/HIST-121	California Indians	3 units
ART-103	Introduction to Modernism	3 units
or		
ART-103H	Honors Introduction to Modernism	3 units
DAN-100/HIST-151	History and Appreciation of Dance	3 units
FREN-201	Intermediate French I	4 units
HIST-101	Western Civilization to 1650	3 units
HIST-102	Western Civilization since 1650	3 units
HIST-103	World History to 1500	3 units
or		
HIST-103H	Honors World History to 1500	3 units
HIST-104	World History Since 1500	3 units
or		
HIST-104H	Honors World History Since 1500	3 units
HIST-107	The History of East Asia Before 1600	3 units
HIST-108	The History of East Asia Since 1600	3 units
HUM-104	World Religions	3 units
THA-137	Introduction to World Cinema	3 units
PHIL-109	Ancient and Medieval Philosophy	3 units
THA-155	Musical Theater History	3 units

<b>Units for Major</b>	<b>18-19</b>
<b>CSU General Education or IGETC Pattern</b>	<b>37-39</b>
<b>Possible double counting</b>	<b>9</b>
<b>Transferable Electives (as needed to reach 60 CSU transferable units)</b>	
<b>Total Units for A.A.-T Degree</b>	<b>60 units</b>

This Associate in Arts in Art History for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

## Studio Arts

An Associate in Arts in Studio Arts for Transfer will fulfill the requirements for students to transfer to a CSU institution as a Studio Arts major and prepare students with a cohesive body of work so that they may begin development of their artist portfolio while they work towards a BA or BFA. The A.A.-T in Studio Arts for Transfer degree may be met by completing the course pattern described below plus all MSJC General Education Option B (CSU-GE Breath) and or Option C (IGETC) requirements.

The major requirements for an A.A.-T in Studio Arts for Transfer to CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

## A.A.-T in Studio Arts for Transfer (24 units)

### Required Core (12 units)

ART-102	Art History: Renaissance to 20th Century Art	3 units
or		
ART-102H	Honors Art History: Renaissance to 20th Century Art	3 units
ART-108	Beginning Drawing	3 units
ART-120	2D Design	3 units
ART-122	3D Design	3 units

### List A: Select one (3 units)

ART-101	Art History: Prehistoric Through Medieval Art	3 units
or		
ART-101H	Honors Art History: Prehistoric Through Medieval Art	3 units
ART-104	World Art	3 units
or		
ART-104H	Honors World Art	3 units

### List B: Select three (9 units)

ART-109	Intermediate Drawing	3 units
or		
ART-112	Life Drawing	3 units
ART-115	Painting I	3 units
ART-121	Color Theory	3 units
ART-123	Graphic Design I	3 units
ART-125	Graphic Design: Typography	3 units
ART-131	Introduction to Digital Art	3 units
ART-151	Ceramic Arts	3 units
ART-160	Sculpture	3 units



ART-223	Graphic Design II	3 units
PHOT-125	Digital Photography Production I	3 units
<b>Units for Major</b>		<b>24</b>
<b>CSU General Education or IGETC Pattern</b>		<b>37-39</b>
<b>Possible double counting</b>		<b>6</b>
<b>Transferable Electives (as needed to reach 60 CSU transferable units)</b>		
<b>Total Units for A.A.-T Degree</b>		<b>60 units</b>

This Associate in Arts in Studio Arts for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

## Transfer Degree

### Visual Communication

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. Visualization, research, as well as proficiency in technology, are all important elements in the education required within the A.A. in Visual Communication.

#### A.A. in Visual Communication (21 units)

##### Required Core Courses (15 units)

ART-102	Art History: Renaissance to 20th Century Art	3 units
or		
ART-102H	Honors 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-131	Introduction to Digital Art	3 units

##### Art Electives (6 units)

ART-101	Art History: Prehistoric Through Medieval Art	3 units
or		
ART-101H	Honors Art History: Prehistoric Through Medieval Art	3 units
ART-105	History of Graphic Design	3 units
or		
ART-105H	Honors History of Graphic Design	3 units
ART-109	Intermediate Drawing	3 units
ART-122	3D Design	3 units
ART-125	Graphic Design: Typography	3 units

The major requirements for an A.A. in Visual Communication may be met by completing the pattern described plus all MSJC General Education Option B (CSU-GE breadth) and/or Option C (IGETC) requirements.

Additional major preparation or elective courses may be required by each university or 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. Please see a counselor for details

## Non-Transfer Degree

### Art

The major requirement for an Associate in Arts in Art may be met by completing the pattern described plus all MSJC General Education Option A requirements (for a total of 60 units).

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

##### Required Courses (12 units)

ART-101	Art History: Prehistoric Through Medieval Art	3 units
or		
ART-101H	Honors Art History: Prehistoric Through Medieval Art	3 units
ART-102	Art History: Renaissance to 20th Century Art	3 units
or		
ART-102H	Honors 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	World Art	3 units
or		
ART-104H	Honors World Art	3 units
ART-105	History of Graphic Design	3 units
or		
ART-105H	Honors History of Graphic Design	3 units

#### Two Dimensional Art

ART-109	Intermediate Drawing	3 units
ART-112	Life Drawing	3 units
ART-115	Painting I	3 units
ART-116	Painting II	3 units
ART-118	Watercolor/Mixed Media	3 units
ART-119	Mural Painting	3 units
ART-121	Color Theory	3 units
ART-123	Graphic Design I	3 units
ART-125	Graphic Design: Typography	3 units
ART-299	Special Projects: Art	1-3 units

#### Three Dimensional Art

ART-151	Ceramic Arts	3 units
ART-160	Sculpture	3 units
ART-170	Intermediate Sculpture	3 units
ART-299	Special Projects: Art	1-3 units

## EMPLOYMENT CONCENTRATION

The Employment Concentration in Graphic Design is for the student who would like to build a portfolio that is sufficient forentry-level work in the Graphic Design field. This award can supplement any degree that is offered at MSJC.

### Graphic Design (14 units)

ART-093	Graphic Design Practicum	1 unit
or		
ART-095	Typography Practicum	1 unit
ART-123	Graphic Design I	3 units
ART-125	Graphic Design: Typography	3 units
ART-131	Introduction to Digital Art	3 units
ART-223	Graphic Design II	3 units
ART-299	Special Projects: Art	1 unit





# AUDIO & VIDEO TECHNOLOGY

**San Jacinto Campus**  
(951) 487-MSJC (6752)  
1-800-624-5561  
David Parrott (951) 487-3665  
dparrott@msjc.edu

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

## Degree(s)

### Transfer:

A.S.-T in Film, Television and Electronic Media for Transfer

35559 AS.FTVE.OPTBAST and 35559 AS.FTVE.OPTCAST

*(using General Education Requirements Option B or C)*

### Non-Transfer:

A.A. in Audio Technology 8682 AA.MUS.AT

*(with General Education Requirements Option A)*

### Certificate(s)

Certificate in Audio Technology 22133 CT.MUS.AT

### Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Audio & Video Technology program features a radio station, television station, three recording studios and a Pro Tools lab. This program offers students a hands-on and theoretical approach to audio technologies, video technologies, television production and broadcast, and radio production and broadcast. Students will become familiar with equipment, devices and software used in television, radio, film, recording studios, and educational institutions. The Audio & Video Technology Program offers an A.S. -T degree in Film, Television and Electronic Media, an A.A. degree in Audio Technology, and certificate in Audio Technology. Earning the A.S.-T degree guarantees placement in a CSU offering a Bachelor's of Science in Film, Television and Electronic Media. Avid-issued, Pro Tools certification is also available. Most audio classes are cross-listed under Music.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

## Transfer Degree

For any BA/BS careers, please see your transfer institution.

## Non-Transfer A.A. Degree

### Audio Technology

Sound Engineer, Broadcast Technician, Audio-Visual Specialist

## Certificate

Entry Level

Sound Engineer, Broadcast Technician, Audio-Visual Specialist

## TRANSFER PREPARATION

### Film, Television and Electronic Media for Transfer

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### Audio Technology

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.



## LEARNING OUTCOMES

- Operate audio and video components.
- Apply the theories of audio and video.
- Apply critical thinking skills in audio and video applications.
- Prepare to enter the work force in the audio and video area.

## DEGREES

### Transfer Degree

#### Film, Television and Electronic Media

An A.S.-T in Film, Television and Electronic Media for Transfer will fulfill the requirements for students to transfer to a CSU institution as a Film, Television and Electronic Media major. The courses in the A.S.-T in Film, Television and Electronic Media for Transfer provide students with an ability to solve quantitative problems and think critically in regards to major concepts in video and audio theories, including television broadcasting, radio broadcasting, studio recording, video camera technology and application, microphone technology and application, pre and post production applications, communications, and principles in acting for film and television.

The major requirements for an A.S.-T in Film, Television and Electronic Media for Transfer to a CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

#### A.S.-T in Film, Television and Electronic Media for Transfer (18 units)

##### Required Core (6 units)

COMM-110	Communications Media Survey	3 units
ENGL-111	Introduction to Media Writing	3 units

##### List A: Select one from each Area (6 units)

##### Area 1 Audio (3 units)

AUD-141/MUS-141	Intermediate Studio Recording	3 units
-----------------	-------------------------------	---------

or

AUD-148	Radio Production	3 units
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##### Area 2 Video or Film Production (3 units)

AUD-180	Video Production I	3 units
AUD-183	Video Production II	3 units
AUD-185	Television Studio Production & Broadcast	3 units

##### List B: Select one (3 units)

Any course from List A not used above or the following:

THA-101	Introduction to Theater	3 units
or		
THA-101H	Honors Introduction to Theater	3 units
THA-135	Introduction to Film	3 units
THA-136/HIST-136	Cultural History of American Motion Pictures	3 units
THA-137	Introduction to World Cinema	3 units
or		
THA-137H/	Honors Introduction to World Cinema	3 units

##### List C: Select one (3 units)

Any course from List B not used above or the following:

AUD-140/MUS-140	Beginning Studio Recording	3 units
COMM-120	Survey of Communication Studies	3 units
MUS-100	Introduction and Appreciation of Music	3 units
or		
MUS-100H	Honors Introduction and Appreciation of Music	3 units
THA-110	Fundamentals of Acting	3 units
THA-112	Acting for Film and Television	3 units

<b>Units for Major</b>	<b>18</b>
<b>CSU General Education or IGETC Pattern</b>	<b>37-39</b>
<b>Possible double counting</b>	<b>12</b>
<b>Transferable Electives (as needed to reach 60 CSU transferable units)</b>	
<b>Total Units for A.S.-T Degree</b>	<b>60 units</b>

This Associate in Science in Film, Television and Electronic Media for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

## Non-Transfer Degree

### A.A. in Audio Technology

In addition to the 18 units of the certificate program in Audio Technology, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Arts degree in Audio Technology.

## CERTIFICATES

### Certificate in Audio Technology (18 units)

#### Required Courses (12 units)

AUD-140 /MUS-140	Beginning Studio Recording	3 units
------------------	----------------------------	---------

AUD-141/MUS-141	Intermediate Studio Recording	3 units
AUD-142/MUS-142	Advanced Studio Recording I	3 units
AUD-143/MUS-143	Pro Tools 101	3 units
<b><u>Elective Courses (6 units)</u></b>		
AUD-145/MUS-145	Pro Tools 110	3 units
AUD-146/MUS-146	Recording Music and Live Sound	3 units
AUD-147/BADM-147/MUS-147	The Music & Audio Business	3 units
AUD-148	Radio Production	3 units
AUD-180	Video Production I	3 units
AUD-183	Video Production II	3 units
MUS-100	Introduction and Appreciation of Music	3 units
or		
MUS-100H	Honors Introduction and Appreciation of Music	3 units
MUS-101	Music Fundamentals	3 units
MUS-107	Introduction and Appreciation of American Music	3 units
or		
MUS-107H	Honors Introduction and Appreciation of American Music	3 units



Mt. San Jacinto College  
 Undergraduate certificate in Audio Technology  
 Program Length: 72 weeks

**Students graduating on time**

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

**Program Costs\***

\$1,242 for in-state tuition and fees  
 \$9,207 for out-of-state tuition and fees  
 \$3,942 for books and supplies

**Other Costs:**

Parking Permits cost \$68 a year or \$34 a semester  
 RTA Go Pass cost \$12 a year or \$6 a semester  
 SGA discount sticker (optional) - \$14 a year or \$7 a semester  
 Student representation fee (optional) - \$2 a year or \$1 a semester  
 Help a Student Fund (optional) - \$4 a year or \$2 a semester  
 Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>  
 Visit website for more program cost information: [/www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)  
 \*The amounts shown above include costs for the entire program, assuming normal time to completion.  
 Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Audio and Video Equipment Technicians: <http://onetonline.org/link/summary/27-4011.00>

Sound Engineering Technicians: <http://onetonline.org/link/summary/27-4014.00>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

California

**Additional Information:**

No additional notes provided.

Date Created: 5/15/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

- <sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).
- <sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- <sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- <sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.
- <sup>5</sup> The median earnings of program graduates who received Federal aid.
- <sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

<sup>7</sup> **State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

<sup>8</sup> **Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# AUTOMOTIVE/TRANSPORTATION TECHNOLOGY

## San Jacinto Campus

(951) 487-MSJC (6752)  
1-800-624-5561

Dean of Instruction, Academic Programs (951) 487-3400

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335

Dean of Instruction, Academic Programs (951) 487-3400

Degree(s)

### Transfer:

None

### Non-Transfer:

A.S. in Automotive/Transportation Technology<sup>4400 AS.AUME</sup>  
(with General Education Requirements Option A)

Certificate(s)

Certificate in Automotive/Transportation Technology<sup>22129 CTAUME</sup>

Employment Concentration Certificate(s)

Engine Performance Technician<sup>99999 ECC.AUME.ENG.PERF</sup>

General Certification Technician<sup>99999 ECC.AUME.GCT</sup>

General Technician<sup>99999 ECC.AUME.GENTECH</sup>

## PROGRAM DESCRIPTION

Automotive Technology is a career oriented non-transfer occupational program that prepares students to work in today's highly automated repair shops, and provides the background for career advancement in the automotive industry. Students get hands-on training and instruction in automotive repair and maintenance. Our Automotive Technology program prepares students for employment in many areas of the automotive field including dealerships, independent garages, fleet shops, service stations, and specialty shops.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer A.S. Degree

First-Line Supervisor, Manager of Mechanics, Heating and Air Conditioning, Refrigeration Mechanic

### Certificate

Automotive Service Technician and Mechanic, Electrical and Electronics Installer and Repairer

## Employment Concentrations

### Engine Performance Technician

Heating, Air Conditioning and Refrigeration Mechanic, Electrical and Electronics Installer and Repairer

### General Certificate Technician

Porter, Express Technician, Light Repair Tech

### General Technician

Automotive Service Technician and Mechanic

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Pass all eight areas in the ASE certification.
- Complete all NATEF (National Automotive Technician Education Foundation) task sheets.
- Prepare to enter the workforce in the automotive industry.

## DEGREE

### Non-Transfer Degree

#### A.S. in Automotive Technology

In addition to the 20 units of the certificate program in Automotive/Transportation Technology, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Automotive/Transportation Technology.

## CERTIFICATE

### Certificate in Automotive/Transportation Technology (20 units)

#### Required Courses (20 units)

AUME-072	Basic Auto Mechanics	4 units
AUME-087	Engine Performance I	4 units
AUME-095	Automotive Brake Systems	4 units
AUME-096	Automotive Electrical/Electronics I	4 units
AUME-120	Automotive Suspension, Steering and Alignment Systems	4 units

## EMPLOYMENT CONCENTRATIONS

### Engine Performance Technician (14 units)

AUME-088	Engine Performance II	4 units
AUME-097	Automotive Electrical/Electronics II	4 units
AUME-111	Emission Controls A6/A8/L1	6 units

### General Certificate Technician (11 units)

AUME-089	Basic Maintenance Light Repair I (MLR)	4 units
AUME-090	Basic Maintenance Light Repair II (MLR)	4 units
AUME-091	Maintenance Light Repair III (MLR)	3 units

### General Technician (14 units)

AUME-070A	Automatic Transmissions & Transaxles	4 units
AUME-070B	Manual Transmissions & Transaxles	4 units
AUME-092A	Automotive Engine Theory and Repair (Bottom End)	3 units
AUME-092B	Automotive Engine Theory and Repair (Upper End)	3 units



## Mt. San Jacinto College

Undergraduate certificate in Automotive Transportation Technology  
 Program Length: 72 weeks

### Students graduating on time

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

### Program Costs\*

\$920 for in-state tuition and fees  
 \$6,820 for out-of-state tuition and fees  
 \$3,942 for books and supplies

#### Other Costs:

Parking Permits cost \$68 a year or \$34 a semester  
 RTA Go Pass cost \$12 a year or \$6 a semester  
 SGA discount sticker (optional) - \$14 a year or \$7 a semester  
 Student representation fee (optional) - \$2 a year or \$1 a semester  
 Help a Student Fund (optional) - \$4 a year or \$2 a semester  
 Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

N/A\* per month in student loans with an interest rate of N/A<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Electrical and Electronics Installers and Repairers, Transportation Equipment: <http://onetonline.org/link/summary/49-2093.00>

Electronic Equipment Installers and Repairers, Motor Vehicles: <http://onetonline.org/link/summary/49-2096.00>

Automotive Master Mechanics: <http://onetonline.org/link/summary/49-3023.01>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

California

### Additional Information:

No additional notes provided.

Date Created: 5/14/2019

These disclosures are required by the U.S. Department of Education

### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

#### <sup>7</sup> State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

#### <sup>8</sup> Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# BUSINESS/BUSINESS ADMINISTRATION

## San Jacinto Campus

(951) 487-MSJC (6752)  
1-800-624-5561  
Larry Barraza (951) 487-3525  
lbarraza@msjc.edu

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335  
Caren Hennessy (951) 639-5526  
chennessy@msjc.edu  
Gloria Sanchez (951) 639-5520  
gsanchez@msjc.edu

Degree(s)

### Transfer:

 A.S.-T in Business Administration for Transfer <sup>31140 AS.BADM.OPTBAST</sup>  
and <sup>31140 AS.BADM.OPTCAST</sup>

*(using General Education Requirements Option B or C)*

See Also:

A.A. in Liberal Arts - Business & Technology Emphasis

### Non-Transfer:

A.S. in Business Administration <sup>4388 AS.BADM</sup>  
*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Accounting <sup>35602 CT.ACCT</sup>

Certificate in Business Administration <sup>22122 CT.BADM</sup>

Certificate in Small Business/Entrepreneurship <sup>04389 CT.BUS.SBO</sup>

Employment Concentration Certificate(s)

Business Information Analysis <sup>99999 ECC.BUS.BIA</sup>

Project Management Concentration <sup>99999 ECC.BUS.PM</sup>

## PROGRAM DESCRIPTION

The Business Department offers an Associate in Science in Business Administration for Transfer degree. The Business Administration curriculum is designed for students who are interested in an encompassing formal business education. The A.S.-T in Business Administration for Transfer degree will assure preparation and readiness for transfer to the CSU system.

The Business Department also offers a non-transfer Associate degree in Business Administration structured around a set of core courses enabling students to develop a general business perspective and skills. The program offers students the knowledge and skills necessary to understand the changing global and domestic business environment and to prepare students for success in their professional careers.

The non-transfer Accounting Certificate is designed to prepare students for entry-level positions in accounting in public and private sector areas in industry such as small business, public accounting, financial service, wholesale trades, government and nonprofit. The student will have an understanding of fundamental accounting and business concepts and gain valuable skills needed in the evolving and competitive job market. Entry-level opportunities include but not limited to

positions in accounts receivable/payable, general bookkeeping and accounting, payroll, income tax preparation, cost accounting, and a number of trainee/internship positions. This certificate also provides a path to higher level education. The Accounting Certificate requires the completion of 24-27 units of which 18 are in required courses. Additional 6-9 units must be chosen from a list of selective courses. The certificate will take at least one to two years to complete.

The non-transfer Certificate in Business Administration provides a broader theoretical overview and approach to the business world. The Business Department is committed to providing a broad and flexible professional education. Recognizing the importance of Accounting, Business Law, Economics, Finance, and Marketing in the business community; these areas provide students with learning opportunities relevant to everyday business and consumer decisions.

Transfer students may earn an Associate degree in Liberal Arts with an area of emphasis that includes Business and Technology. This degree path is designed to accommodate the differing requirements for a wide variety of transfer institutions and provides an efficient means to achieve transfer goals and career success.

For individuals currently working within these listed fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Transfer Degree

For BA/BS careers, please see your transfer institution.

### Non-Transfer A.S. Degree

#### Business Administration

Top Executive, Chief Operating Officer, Budget Analyst, Chief Executive, Wholesale and Retail Buyer, Purchasing Agent (except wholesale, retail and farm products), Load Counselor, Tax Preparer, Financial Specialist, Account Manager, Sales Manager, Sales Representative, Small Business Managers





## Certificate

### Accounting

Entry-level opportunities include but not limited to: Accounts Receivable/Payable, General Bookkeeping and Accounting, Payroll, Income Tax Preparation, Cost Accounting, and a number of trainee/internship positions.

### Business Administration

Bank Teller, Claims Adjuster, Examiner, Sales Representative, Investigator, Account Manager, Sales Manager, Small Business Manager

### Small Business/Entrepreneurship

Small Business Manager, Banking Center, Financial Manager, Business Development Director, Personal Financial Advisor, Owner Operator, Business Operation Specialist (No formal college degree is required, but training and college courses are recommended.)

## Employment Concentration

### Business Information Analysis

Administrative Assistance, Executive Secretary, Business Owners, Office Managers, Business Analysts, Receptionist

### Project Management

Management Analyst, Business Consultant, Business Management Analyst, Employment Program Analyst, Industrial Analyst, Management Consultant, Program Management Analyst, Quality Control Analyst

## TRANSFER PREPARATION

### A.S.-T in Business Administration for Transfer

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation, major preparation, and admissions. Prospective transfer students are advised to research careers, degrees, universities and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### Accounting and Business Administration (Non-Transfer)

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Communicate effectively through appropriate modes of communication (listening, speaking, reading, writing) as

they pertain to the business environment with emphasis on the use of computer technology.

- Analyze data to determine relevant information needed to produce reports, visual presentations, and other business documents.
- Identify and solve business problems, assess results, and determine alternative courses of action.

## DEGREES

### Transfer A.S.-T Degree

#### Business Administration

An Associate in Science degree in Business Administration for Transfer will fulfill the requirements for students to transfer to a four-year college or university as a Business Administration major.

The major required for an A.S.-T in Business Administration for Transfer may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

#### A.S.-T in Business Administration for Transfer (24 units)

##### Required Core: Select five (15 units)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
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or

ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units
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ACCT-125	Managerial Accounting – Principles of Accounting II	3 units
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or

ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	3 units
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BADM-201	Legal Environment of Business	3 units
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ECON-201	Principles of Macroeconomics	3 units
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or

ECON-201H	Honors Principles of Macroeconomics	3 units
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ECON-202	Principles of Microeconomics	3 units
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or

ECON-202H	Honors Principles of Microeconomics	3 units
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##### List A: Select one (3 units)

MATH-135	Calculus for Social Science and Business	3 units
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MATH-140	Introduction to Statistics	3 units
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## List B: Select two (6 units)

Any course from List A not already used above can be selected.

BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units

**Units for Major** 24

**CSU General Education or IGETC Pattern** 37-39

**Possible double counting** 9

**Transferable Electives (as needed to reach 60 CSU transferable units)**

**Total Units for A.S.-T Degree** 60 units

This Associate in Science in Business Administration for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

## **Non-Transfer Degree**

### **Business Administration Major (18 units)**

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

#### Required Courses (6 units)

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

#### Additional Required Courses (9 units from this list)

BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors 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

#### Electives (3 units from this list)

ACCT-125	Managerial Accounting - Principles of Accounting II	3 units
or		
ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	3 units
ACCT-128	Federal Income Tax Accounting	3 units
BADM-104	Business Communications	3 units

or		
BADM-104H	Honors Business Communications	3 units
BADM-150	Small Business Entrepreneurship	3 units
ECON-202	Principles of Microeconomics	3 units
or		
ECON-202H	Honors Principles of Microeconomics	3 units

## **CERTIFICATE**

### **Certificate in Accounting (24-27 units)**

#### Required Courses (18 units)

ACCT-077	QuickBooks Accounting	3 units
ACCT-124	Financial Accounting - Principles of Accounting I	3 units
or		
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units
ACCT-125	Managerial Accounting - Principles of Accounting II	3 units

or		
ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	3 units
ACCT-126	Computerized Accounting	3 units
ACCT-128	Federal Income Tax Accounting	3 units
BADM-103	Introduction to Business	3 units

or		
BADM-103H	Honors Introduction to Business	3 units

#### Elective Courses (6-9 units)

BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
BADM-150	Small Business Entrepreneurship	3 units
BADM-201	Legal Environment of Business	3 units
ECON-201	Principles of Macroeconomics	3 units

or		
ECON-201H	Honors Principles of Macroeconomics	3 units

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

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

#### Required Courses (15 units)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
or		
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units



BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors 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)**

CAPP-122	Using Microsoft Excel	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units
ECON-201	Principles of Macroeconomics	3 units
or		
ECON-201H	Honors Principles of Macroeconomics	3 units

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

ACCT-125	Managerial Accounting - Principles of Accounting II	3 units
or		
ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	3 units
ACCT-126	Computerized Accounting	3 units
BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
BADM-150	Small Business Entrepreneurship	3 units
BADM-157	Principles of Salesmanship	3 units
ECON-202	Principles of Microeconomics	3 units
or		
ECON-202H	Honors Principles of Microeconomics	3 units
ENGR-108/MGT-108	Organizational Behavior	3 units
MGT-133	Productivity Management	3 units
MGT-138	Personnel Management	3 units

**Small Business/Entrepreneurship (24 units)**

The Small Business/Entrepreneurship Certificate provides students with practical tools used in the small business environment. This certificate focuses on the critical thinking, technical, and soft skills needed to operate and work in a small business. Coursework includes explaining the various business functions as well as preparing and presenting a business plan.

BADM-103	Introduction to Business	3 units
BADM-104	Business Communications	3 units
BADM-150	Small Business Entrepreneurship	3 units
CAPP-122	Using Microsoft Excel	3 units
or		
BADM-097	Business Computer Applications	3 units
MGT-205	Principles of Marketing Management	3 units
BADM-201	Legal Environment of Business	3 units
ACCT-124	Financial Accounting - Principles of Accounting I	3 units

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

**EMPLOYMENT CONCENTRATION**

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.

**Business Information Analysis (13 units)**

The Business Information Analysis Employment Concentration is designed for students who want to explore business research and analytics. Students will develop critical thinking skills to identify business needs and then utilize technology to collect data to prepare reports in order to formulate and present an action plan.

BADM-103	Introduction to Business	3 units
ECON-202	Principles of Microeconomics	3 units
MATH-140	Introduction to Statistics	3 units
BADM-097	Business Computer Applications	3 units

**Project Management Concentration (9 units)**

CAPP-098	Using Microsoft Project	3 units
MGT-103	Introduction to Management	3 units
MGT-133	Productivity Management	3 units



## Mt. San Jacinto College Undergraduate certificate in Accounting Program Length: 72 weeks

### Students graduating on time

**N/A\*** of Title IV students complete the program within 72 weeks<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$1,242** for in-state tuition and fees

**\$9,207** for out-of-state tuition and fees

**\$3,942** for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>2</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A**<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Treasurers and Controllers: <http://onetonline.org/link/summary/11-3031.01>

Financial Managers, Branch or Department: <http://onetonline.org/link/summary/11-3031.02>

Accountants: <http://onetonline.org/link/summary/13-2011.01>

Auditors: <http://onetonline.org/link/summary/13-2011.02>

Financial Analysts: <http://onetonline.org/link/summary/13-2051.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**California**

### Additional Information:

No additional notes provided.

Date Created: 5/21/2019

These disclosures are required by the U.S. Department of Education

### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

#### <sup>7</sup> State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

#### <sup>8</sup> Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



Mt. San Jacinto College  
Undergraduate certificate in Business Administration  
Program Length: 72 weeks

**Students graduating on time**

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

**Program Costs\***

\$1,104 for in-state tuition and fees

\$8,184 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A<sup>2</sup> in debt<sup>3</sup>

<sup>2</sup>Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A<sup>4</sup> per month in student loans with an interest rate of N/A<sup>4</sup>.

<sup>4</sup>Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A<sup>5</sup> of program graduates got jobs

<sup>5</sup>We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** General and Operations Managers: <http://onetonline.org/link/summary/11-1021.00>

Sales Managers: <http://onetonline.org/link/summary/11-2022.00>

Administrative Services Managers: <http://onetonline.org/link/summary/11-3011.00>

Industrial Production Managers: <http://onetonline.org/link/summary/11-3051.00>

Transportation Managers: <http://onetonline.org/link/summary/11-3071.01>

Storage and Distribution Managers: <http://onetonline.org/link/summary/11-3071.02>

Construction Managers: <http://onetonline.org/link/summary/11-9021.00>

Social and Community Service Managers: <http://onetonline.org/link/summary/11-9151.00>

Regulatory Affairs Managers: <http://onetonline.org/link/summary/11-9199.01>

Compliance Managers: <http://onetonline.org/link/summary/11-9199.02>

Investment Fund Managers: <http://onetonline.org/link/summary/11-9199.03>

Supply Chain Managers: <http://onetonline.org/link/summary/11-9199.04>

Security Managers: <http://onetonline.org/link/summary/11-9199.07>

Loss Prevention Managers: <http://onetonline.org/link/summary/11-9199.08>

Wind Energy Operations Managers: <http://onetonline.org/link/summary/11-9199.09>

Wind Energy Project Managers: <http://onetonline.org/link/summary/11-9199.10>

Cost Estimators: <http://onetonline.org/link/summary/13-1051.00>

Management Analysts: <http://onetonline.org/link/summary/13-1111.00>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

California

**Additional Information:**

No additional notes provided.

Date Created: 5/16/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA<sup>4</sup> interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

N/A

**Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

N/A



**Mt. San Jacinto College**  
 Undergraduate certificate in Small Business/Entrepreneurship  
 Program Length: 72 weeks

### Students graduating on time

**N/A\*** of Title IV students complete the program within 72 weeks<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$1,104** for in-state tuition and fees

**\$8,184** for out-of-state tuition and fees

**\$3,942** for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>2</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A**<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** General and Operations Managers: <http://onetonline.org/link/summary/11-1021.00>

Regulatory Affairs Managers: <http://onetonline.org/link/summary/11-9199.01>

Compliance Managers: <http://onetonline.org/link/summary/11-9199.02>

Investment Fund Managers: <http://onetonline.org/link/summary/11-9199.03>

Supply Chain Managers: <http://onetonline.org/link/summary/11-9199.04>

Security Managers: <http://onetonline.org/link/summary/11-9199.07>

Loss Prevention Managers: <http://onetonline.org/link/summary/11-9199.08>

Wind Energy Operations Managers: <http://onetonline.org/link/summary/11-9199.09>

### Licensure Requirements<sup>5</sup>

The following do not have licensure requirements for this profession:

**California**

### Additional Information:

No additional notes provided.

Date Created: 5/21/2019

These disclosures are required by the U.S. Department of Education

### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

#### <sup>7</sup> State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

#### <sup>8</sup> Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# BUSINESS/OFFICE ADMINISTRATION

**San Jacinto Campus**  
 (951) 487-MSJC (6752)  
 1-800-624-5561  
 Larry Barraza (951) 487-3525  
 lbarraza@msjc.edu

**Menifee Valley Campus**  
 (951) 672-MSJC (6752)  
 1-800-452-3335  
 Caren Hennessy (951) 639-5526  
 chennessy@msjc.edu  
 Gloria Sanchez (951) 639-5520  
 gsanchez@msjc.edu

Degree(s)

**Transfer:**

None

**Non-Transfer:**

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

Certificate(s)

Certificate in Business, Clerical <sup>4392 CT.BUS.CLER or 16038 CT.BUS.CLER.TP</sup>

Certificate in Business, Office Administration Technician  
22125 CT.BUS.OADM or 22126 CT.BUS.OATP

Employment Concentration Certificate(s)

Microsoft Application Concentration <sup>99999 ECC.BUS.MA</sup>

## PROGRAM DESCRIPTION

The Business Department offers a non-transfer Associate degree in Office Administration designed to introduce the student to 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 type positions available in the job market.

The non-transfer Certificate in Business, Clerical focuses more on the clerical aspect of the office. The non-transfer Certificate in Business, Office Administration Technician focuses more on the technical aspect of the office. The employment concentration in Microsoft Applications Specialist focuses on the application of several Microsoft products used in today's business environment.

The Business Department is committed to providing a broad and flexible professional education. Recognizing the importance of office communications, office computer applications, records management, and virtual technology in the business community, these areas provide students with learning opportunities relevant to everyday business.

For individuals currently working within these listed fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

## Non-Transfer A.S. Degree

### Office Administration

Administrative Assistant, Executive Secretary

### Certificates

#### Business, Clerical

Data Entry Operator, File Clerk, General Office Clerk, Hotel Desk Clerk, Insurance Clerk, Municipal Clerk, Office Manager, Record Clerk, Receptionist, Information Clerk

#### Office Administration

General Office Clerk

## Employment Concentration

### Microsoft Application Concentration

Administrative Assistant, Office Manager, Receptionist, Information Clerk

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Communicate effectively through appropriate modes of communication (listening, speaking, reading, writing) as they pertain to the business environment with emphasis on the use of computer technology.
- Analyze data to determine relevant information needed to produce reports, visual presentations, and other business documents.
- Identify and solve business problems, assess results, and determine alternative courses of action.



## 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 in Science degree in Office Administration.

## Non-Transfer Degree

### A.S. in Office Administration (18 units)

#### Required Courses (12 units)

BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-127	Using Microsoft Word	3 units
O TEC-098	Office Procedures and Systems	3 units

#### Elective Courses (6 units)

ACCT-076	Bookkeeping	3 units
ACCT-077	QuickBooks Accounting	3 units
CAPP-094	Using Microsoft PowerPoint	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CSIS-103	Introduction to the Internet	3 units
MGT-103	Introduction to Management	3 units

## CERTIFICATES

### Certificate in Business, Clerical (24-25 units)

#### Required Courses (18-19 units)

BADM-085	Business Math	3 units
or		
MATH-090	Elementary Algebra (or higher)	4 units
BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-127	Using Microsoft Word	3 units
O TEC-090	Keyboarding and Document Formatting	3 units
O TEC-098	Office Procedures and Systems	3 units

#### Elective Courses (6 units)

ACCT-076	Bookkeeping Part 1 - Accounting Theory	3 units
ACCT-077	QuickBooks Accounting	3 units
CAPP-094	Using Microsoft PowerPoint	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units

### Certificate in Business, Office Administration Technician (24-25 units)

#### Required Courses (24-25 units)

BADM-085	Business Math	3 units
or		
MATH-090	Elementary Algebra (or higher)	4 units
BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-127	Using Microsoft Word	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units
MGT-103	Introduction to Management	3 units
O TEC-098	Office Procedures and Systems	3 units

## EMPLOYMENT CONCENTRATION

### Microsoft Applications Concentration (15 units)

#### Required Courses (15 units)

CAPP-094	Using Microsoft PowerPoint	3 units
CAPP-122	Using Microsoft Excel	3 units
CAPP-123	Using Microsoft Access – Level 1	3 units
CAPP-127	Using Microsoft Word	3 units
CAPP-098	Using Microsoft Project	3 units



**Mt. San Jacinto College**  
 Undergraduate certificate in Business Clerical  
 Program Length: 72 weeks

**Students graduating on time**

3% of Title IV students complete the program within 72 weeks<sup>1</sup>

**Program Costs\***

\$1,150 for in-state tuition and fees

\$8,525 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:**

Executive Secretaries and Executive Administrative Assistants: <http://onetonline.org/link/summary/43-6011.00>

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: <http://onetonline.org/link/summary/43-6014.00>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

**California**

**Additional Information:**

No additional notes provided.

Date Created: 5/16/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

<sup>7</sup> **State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

<sup>8</sup> **Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

Mt. San Jacinto College  
Undergraduate certificate in Office Administration  
Program Length: 72 weeks

**Students graduating on time**

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

**Program Costs\***

\$1,150 for in-state tuition and fees

\$8,525 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money****The typical graduate leaves with**

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A\* per month in student loans with an interest rate of N/A<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:**

Executive Secretaries and Executive Administrative Assistants: <http://onetonline.org/link/summary/43-6011.00>

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive: <http://onetonline.org/link/summary/43-6014.00>

**Licensure Requirements<sup>5</sup>**

The following do not have licensure requirements for this profession:

California

**Additional Information:**

No additional notes provided.

Date Created: 5/16/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**<sup>7</sup> State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**<sup>8</sup> Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# CHILD DEVELOPMENT AND EDUCATION

See Teacher and Developmental Education

# COMMUNICATION STUDIES

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Michael Fleming (951) 487-3625

[mfleming@msjc.edu](mailto:mfleming@msjc.edu)

Ron Newman, Director of Forensics (951) 487-3626

[rnewman@msjc.edu](mailto:rnewman@msjc.edu)

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

E. David Moss, Ph.D. (951) 639-5626

[emoss@msjc.edu](mailto:emoss@msjc.edu)

Suzanne Uhl, Ph.D. (951) 639-5625

[suhl@msjc.edu](mailto:suhl@msjc.edu)

Ron Newman, Director of Forensics (951) 639-5628

[rnewman@msjc.edu](mailto:rnewman@msjc.edu)

Degree(s)

### Transfer:

 A.A.-T in Communication Studies for Transfer 32120 AA.COMM.OPTBAAT  
or 32120 AA.COMM.OPTCAAT

*(using General Education Requirements Option B or C)*

See Also

A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

### Non-Transfer:

None

See:

A.A. in Humanities

Certificate(s)

None

Employment Concentration Certificate(s)

Communication, Teamwork and Leadership 99999 ECC.COMM.CTL

## PROGRAM DESCRIPTION

The Communication Studies Program offers lower division preparation for students who plan to transfer to pursue a bachelor's degree in Communication Studies.

The Communication transfer program major provides students with an opportunity to improve their personal 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. This major will prepare students for careers or further studies in international relations, intercultural studies, rhetoric, public relations, advertising, journalism, corporate communications, mass media, politics, civic service and a variety of other disciplines.

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. The discipline plays a key role in the technologically driven Information Age.

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.

## FORENSICS PROGRAM

The MSJC Forensic Team is comprised of students, on all campuses, competing in a broad range of oratory events, both individually and as a team. Students compete against other colleges and universities. Major forensic events include debate, extemporaneous speaking (informative and persuasive), and oral interpretation (prose and poetry). It is very challenging, tons of fun and a tremendous academic advantage to students in transferring. Contact the Director of Forensics, Ron Newman ([rnewman@msjc.edu](mailto:rnewman@msjc.edu)) for details)

## CAREER OPPORTUNITIES

### Transfer Degree

For any BA/BS careers, please see your transfer institution.

### Employment Concentration

Soft skills are a collection of skills appropriate to any career in any field. In particular, this skill set enables one to be more effective in dealing directly with co-workers and the consumer/the public than they otherwise would be.



## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Recognize and discuss the ways in which communication, both verbal and nonverbal, affects lives in various social contexts (e.g., intrapersonal, interpersonal, intercultural, group, organizational, mass, and mediated communication among others).
- Locate, read, and critically evaluate research (traditional and electronic), comparing and contrasting research methodologies used in the discipline.
- Construct and responsibly present different types of speeches both individually and group, demonstrating effective communication practices (e.g., active listening, self-presentation).
- Explore, compare and evaluate the basic communication theories of small group, public, organizational and mass communication, the ways in which technology affects communication, as well as the rhetorical foundations of the field of Communication Studies.

## DEGREE

### Transfer A.A.-T Degree

#### Communication Studies

An Associate in Arts in Communication Studies for Transfer will fulfill the requirements for students to transfer to a CSU institution as a Communication Studies major. The Communication Studies courses in A.A.-T in Communication Studies will provide students with the practical skill of effective communication, both publicly, inter-personally, and professionally. Additionally, the student will gain specific knowledge in a variety of other communication subtexts: intercultural, media, argument, organizational, persuasion, gender, public relations, and/or performance.

The major required for an A.A.-T in Communication Studies for Transfer may be met by

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is acceptable if pass is defined as a grade of C or better.

#### A.A.-T in Communication Studies for Transfer (18 units)

##### Required Core (3 units)

COMM-100 Public Speaking 3 units

or

COMM-100H Honors Public Speaking 3 units

##### List A: Select two (6 units)

COMM-103 Interpersonal Communication 3 units

or

COMM-103H Honors Interpersonal Communication 3 units

COMM-104 Argumentation and Debate 3 units

or

COMM-104H Honors Argumentation and Debate 3 units

COMM-106 Small Group Communication 3 units

##### List B: Select two (6 units)

Any List A course not used above or one of the following:

COMM-108 Intercultural Communication 3 units

or

COMM-108H Honors Intercultural 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-120 Survey of Communication Studies 3 units

COMM-160 Debate and Forensic Activities 1-3 units

COMM-201 Advanced Public Speaking 3 units

##### List C: Select one (3 units)

Any List A or B course not used above or one of the following:

COMM-116 Gender and Communication 3 units

COMM-117 Organizational Communication 3 units

COMM-119 Public Relations 3 units

COMM-129/THA-127 Reader's Theater 3 units

**Units for Major 18**

**CSU General Education or IGETC Pattern 37-39**

**Possible double counting 15**

**Transferable Electives (as needed to reach 60 CSU transferable units)**

**Total Units for A.A.-T Degree 60 units**

This Associate in Arts in Communication Studies for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

## Employment Concentration

### Communication, Teamwork and Leadership (15 units)

Soft skills are the “people skills” that accompany an individual’s technical skills and knowledge. These skills help distinguish employees in the job market and workplace and are critical to excellence in any field. This skill set includes interpersonal communication skills, the ability to work collaboratively in teams, and strengthened emotional intelligence. Additionally, strong writing, speaking and listening skills, together with enhanced critical thinking skills, allow individuals to excel in personal leadership.

#### Required Courses (13 units)

COMM-103	Interpersonal Communication	3 units
or		
COMM-103H	Honors Interpersonal Communication	3 units
COMM-106	Small Group Communication	3 units
ENGL-098	Writing and Reading Fundamentals in English	4 units
or		
ENGL-101	College Composition	4 units
or		
ENGL-101H	Honors College Composition	4 units
or		
ESL-098W	English Writing Fundamentals	4 units
GUID-120	Personal Success Habits of Highly Effective People	3 units
or		
LEAD-101	Leadership Development	3 units


# COMPUTER/INFORMATION SYSTEMS

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

**Menifee Valley Campus**  
 (951) 672-MSJC (6752)  
 1-800-452-3335  
 Glenn Stevenson (951) 639-5532  
 gstevenson@msjc.edu

Degree(s)

**Transfer:**

 A.S.-T in Computer Science for Transfer <sup>32492 AS.CIS.CS.OPTCAST</sup>  
*(using General Education Requirements Option C)*

See: also

A.A. in Liberal Arts - Business & Technology Emphasis

**Non-Transfer:**

A.S. in Computer Information Systems <sup>4395 AS.CIS.GENERAL, AS.CIS.NETWORKAS, CIS.INTERNET, AS.CIS.PROGRAM</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Internet Authoring <sup>11474 CT.CIS.IA.98</sup>

Certificate in Networking <sup>11475 CT.CIS.NET.98</sup>

Certificate in Programming <sup>11476 CT.CIS.PROG.98</sup>

Employment Concentration Certificate(s)

Computer Forensics <sup>99999 ECC.AJ.CF</sup>

Computer Hardware Specialist <sup>99999 ECC.CIS.A+</sup>

Cybersecurity <sup>99999 ECC.CIS.CYB</sup>

Internet Authoring Apprentice <sup>99999 ECC.CIS.IAA</sup>

## PROGRAM DESCRIPTION

Computer Information Systems are the tools that facilitate the effective and efficient transformation of data into information. MSJC's CIS program is designed to provide students with the knowledge and skills required to gain entry level employment as computer programmers, and/or software/system administration technicians.

The requirement and 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 transfer degree in Computer Science, a non-transfer CIS Associate degree, State Approved Certificate, or locally approved Employment Concentration. The program offers students the choice of pursuing a transfer degree in Computer Science, an Associate in Science (A.S.) degree in Computer Information Systems or certificate(s) with emphasis in Internet Authoring, Networking and Programming. The program also offers a transfer preparation. The courses offered will transfer to California State University/University of California systems, and other four-year colleges.

These programs offer 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.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Transfer Degree

For any BA/BS careers, please see your transfer institution.

### Non-Transfer A.S. Degree

Computer and Information Systems Manager - Emphasis in Networking Technologies Apprentice or Service Desk Hardware Support

Computer Forensic Investigators - Emphasis in Computer Forensics

Information Researcher - Emphasis in Internet Authoring: Internet and Web Technologies

Network Control Technician - Emphasis in Programming: C++ Programming, Java Programming, SQL Programming, Database Programming or Database Developer

Office and Administrative Support Supervisors and Managers - Emphasis in Computer Hardware Specialist, Networking Technologies Apprentice or Service Desk Hardware Support

## Certificates

### Internet Authoring

This Certificate is a viable program of study for working professionals who are looking to improve their standing in the workplace by 1) gaining a better understanding of information technologies or 2) by the acquisition of specific job skills.

Web Developer, Internet Developer, Web Designer, Web Publisher, Web Technologies, Application Developer, Software Application Developer

### Networking

This Certificate is a viable program of study for working professionals who are looking to improve their standing in the workplace by 1) gaining a better understanding of information technologies or 2) by the acquisition of specific job skills.



Computer Forensic Investigator, Software Engineer, System Architect, Computer Systems Analyst, System Designer

## Programming

This Certificate is a viable program of study for working professionals who are looking to improve their standing in the workplace by 1) gaining a better understanding of information technologies or 2) by the acquisition of specific job skills.

## Employment Concentrations

Students who are interested in obtaining an advanced degree in one of the Computing & Information Technology disciplines are encouraged to supplement their bachelors/masters programs with a program of study that may be pertinent to their career interest.

### Computer Forensics

Private Detective, Investigator

### Computer Hardware Specialist

Computer Maintenance Technician, Help-Desk Technician, Computer Service Technician, Computer Repairer, Technical Support Specialist, Computer Support Specialist, Computer Support Technician

### Cybersecurity

Security Analyst, Security Engineer, Security Architect, Security Administrator

### Internet Authoring Apprentice

Web Developer, Internet Developer, Web Designer, Web Publisher, Web Technologies, Application Developer, Software Application Developer

## TRANSFER PREPARATION

### Computer Science

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### Computer Information Systems

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Recognize that a system consists of people, procedures, hardware, software, and data within a global environment.

- Apply systems concepts in the investigation, evaluation, and resolution of information technology problems.
- Recognize how the very large amounts of data collected by modern organizations can be used to review, redesign, and improve processes.
- Employ applications software and software tools in the application of information technologies to help individuals, groups, and organizations achieve their goals.
- Analyze existing processes based on interviewing, observation, documentation, analysis and other similar methods.
- Research and apply industry reference models and best practices in order to improve process designs.
- Assess, manage, and control IT risks.
- Demonstrate working effectively as a member of the team to accomplish common goals.
- Analyze technical information, as well as listen effectively to, communicate orally with, and prepare memos, reports and documentation for a wide range of audiences.
- Investigate and assess new sources of information and learning opportunities to stay abreast of emerging information and computing technologies.
- List career paths related to the program of study, as well as any qualifications and/or professional certifications that may be associated with those careers.

## DEGREES

### Transfer A.S.-T Degree

#### Computer Science

The curriculum in Computer Science is designed to provide the transfer student the opportunity to earn an Associate in Science in Computer Science for Transfer degree. Computer Science is the study of computers, their design, and their uses for computation, data processing, and systems control, including design and development of computer hardware and software, and programming. Computer Science provides a foundation of knowledge for students with career objectives in a wide range of computing and computer-related professions.

The major required for an A.S.-T in Computer Science for Transfer may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC).
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0. ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better. (30 units)



## **A.S.-T in Computer Science for Transfer (28 units)**

CSIS-113A	C++ Programming - Level 1	3 units
or		
CSIS-113B	Java Programming - Level 1	3 units
CSIS-118B	Computer Organization & Assembly Language	3 units
CSIS-211	Introduction to Data Structures and Algorithms	3 units
CSIS-213	Discrete Structures	3 units
MATH-211	Analytic Geometry and Calculus I	4 units
MATH-212	Analytic Geometry and Calculus II	4 units
or		
MATH-212H	Honors Analytic Geometry and Calculus II	4 units
PHY-201	Mechanics and Wave Motion	4 units
PHY-202	Electricity and Magnetism	4 units
or		
PHY-202H	Honors Electricity and Magnetism	4 units
or		
BIOL-150	General Biology I	4 units
or		
BIOL-150H	Honors General Biology I	4 units
<b>Units for Major</b>		<b>28</b>
<b>CSU General Education Pattern or IGETC Pattern</b>		<b>37 -39</b>
<b>Possible double counting (CSU)</b>		<b>9</b>
<b>Possible double counting (IGETC)</b>		<b>6-9</b>
<b>Transferable Electives (as needed to reach 60 CSU transferable units)</b>		
<b>Total Units for A.S.-T Degree</b>		<b>60 units</b>

This Associate in Science in Computer Science for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

## **Non-Transfer Degree**

### **Computer Information Systems**

An Associate degree in CIS may be earned by completing a CIS State Certificate in Internet Authoring, Programming, or Networking (18 units) as well as all MSJC General Education Option A requirements (a total of 60 units).

## **CERTIFICATES**

### **Internet Authoring (18 units)**

#### Required Courses (15 units)

CSIS-086	Developing ASP.NET Web Applications	3 units
CSIS-103	Introduction to the Internet	3 units
CSIS-114A	SQL Programming - Level 1	3 units
CSIS-115A	Web Development - Level 1	3 units

or

CSIS-116D	PHP Web Development	3 units
CSIS-125A	Web Development - Level 2	3 units

#### Elective Courses (3 units)

CSIS-113B	Java Programming - Level 1	3 units
CSIS113C	C# Programming - Level 1	3 units
CSIS-116E	Python Programming - Level 1	3 units
CSIS-124A	SQL Programming - Level 2	3 units

### **Networking (18 units)**

Networking is one of the fastest growing fields in the state. The AS degree in networking will prepare a student to become a Cisco Certified Network Associate and for a career in computer networking.

#### Required Courses (18 units)

CSIS-091	CCNA 2 Routing and Switching Essentials	3 units
CSIS-092	CCNA 3 Scaling Networks	3 units
CSIS-093	CCNA 4 Connecting Networks	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units
CSIS-201	System Analysis and Design	3 units
CSIS-202	CCNA 1 Computer Networks	3 units

### **Programming (18 units)**

#### Required Courses (6 units)

CSIS-118B	Computer Organization & Assembly Language	3 units
CSIS-201	System Analysis and Design	3 units

#### Programming Elective Courses (6 units)

Select a Level 1 & Level 2 course from the same language

CSIS-113A	C++ Programming - Level 1	3 units
and		
CSIS-123A	C++ Programming - Level 2	3 units
or		
CSIS-113B	Java Programming - Level 1	3 units
and		
CSIS-123B	Java Programming - Level 2	3 units
or		
CSIS-113C	C# Programming - Level 1	3 units
and		
CSIS-123C	C# Programming - Level 2	3 units
or		
CSIS-116E	Python Programming - Level 1	3 units
and		
CSIS-126E	Python Programming - Level 2	3 units

#### Additional Elective Courses (6 units)

CSIS-086	Developing ASP.NET Web Applications	3 units
CSIS-111B	Fundamentals of Computer Programming	3 units
CSIS-114A	SQL Programming - Level 1	3 units
CSIS-115A	Web Development - Level 1	3 units
CSIS-116D	PHP Web Development	3 units
CSIS-124A	SQL Programming - Level 2	3 units
CSIS-125A	Web Development - Level 2	3 units



CSIS-211 Introduction to Data Structures and Algorithms 3 units

## EMPLOYMENT CONCENTRATIONS

### Computer Forensics (13 units)

AJ-103 Criminal Evidence 3 units  
 AJ-105 Tactical Communication and Report Writing for Law Enforcement 3 units  
 CSIS-080 Computer Hardware – Level 1 4 units  
 CSIS-182 Computer Forensics 3 units

### Computer Hardware Specialist Certification (7 units)

This program of study qualifies students to pass the A+ (A plus) certification given by the Computing Technology Industry Association (CompTIA). The A+ certification is an entry-level computer certification for students who desire to become PC computer service technicians. The exam is designed to certify the competency of entry-level PC computer service professionals in installing, maintaining, customizing, and operating personal computers

CSIS-080 Computer Hardware - Level 1 4 units  
 CSIS-081 OS Installation and Configuration 3 units

### Cybersecurity (15 units)

The employment concentration in Cybersecurity is designed to provide students with the knowledge and skill to gain employment in such Cybersecurity fields such as Security Analyst, Security Specialist and Security Administrator. In addition, the course work prepares students to pass the Cisco Cybersecurity exams to become a certified associate in Security and Cyber Operation.

CSIS-091 CCNA 2 Routing and Switching Essentials 3 units  
 CSIS-094 Cyber Operations 3 units  
 CSIS-160 Information Security Systems 3 units  
 CSIS-164 Cybersecurity: Ethical Hacking 3 units  
 CSIS-202 CCNA 1 Computer Networks 3 units

### Internet Authoring Apprenticeship (9 units)

#### Foundation Layer (3 units)

CSIS-103 Introduction to the Internet 3 units  
 or  
 CSIS-111B Fundamentals of Computer Programming 3 units

#### Presentation Layer (3 units)

CSIS-115A Web Development - Level 1 3 units

#### Interactive Layer (3 units)

CSIS-125A Web Development - Level 2 3 units



## Mt. San Jacinto College

Undergraduate certificate in Computer Information Systems - Internet Authoring

Program Length: 72 weeks

### Students graduating on time

**N/A\*** of Title IV students complete the program within 72 weeks<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$828** for in-state tuition and fees

**\$6,138** for out-of-state tuition and fees

**\$3,942** for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>2</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Web Developers: <http://onetonline.org/link/summary/15-1134.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**California**

### Additional Information:

No additional notes provided.

Date Created: 5/14/2019

These disclosures are required by the U.S. Department of Education

### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a **N/A\*** interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

#### <sup>7</sup> State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

#### <sup>8</sup> Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

Mt. San Jacinto College  
 Undergraduate certificate in Computer Information Systems - Networking  
 Program Length: 72 weeks

#### Students graduating on time

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

#### Program Costs\*

\$828 for in-state tuition and fees

\$6,138 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

<sup>1</sup>The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

#### Students Borrowing Money

##### The typical graduate leaves with

N/A\* in debt<sup>2</sup>

<sup>2</sup>Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

##### The typical monthly loan payment

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

<sup>4</sup>Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Graduates who got jobs

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Computer and Information Systems Managers: <http://onetonline.org/link/summary/11-3021.00>

Information Security Analysts: <http://onetonline.org/link/summary/15-1122.00>

Database Administrators: <http://onetonline.org/link/summary/15-1141.00>

Network and Computer Systems Administrators: <http://onetonline.org/link/summary/15-1142.00>

Computer Network Architects: <http://onetonline.org/link/summary/15-1143.00>

Telecommunications Engineering Specialists: <http://onetonline.org/link/summary/15-1143.01>

Computer Network Support Specialists: <http://onetonline.org/link/summary/15-1152.00>

#### Licensure Requirements<sup>5</sup>

The following do not have licensure requirements for this profession:

California

#### Additional Information:

No additional notes provided.

Date Created: 5/15/2019

These disclosures are required by the U.S. Department of Education

#### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

#### <sup>7</sup> State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

#### <sup>8</sup> Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

Mt. San Jacinto College  
 Undergraduate certificate in Computer Information Systems - Programming  
 Program Length: 72 weeks

**Students graduating on time**

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

**Program Costs\***

\$828 for in-state tuition and fees

\$6,138 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Computer Programmers: <http://onetonline.org/link/summary/15-1131.00>

Software Developers, Applications: <http://onetonline.org/link/summary/15-1132.00>

Software Developers, Systems Software: <http://onetonline.org/link/summary/15-1133.00>

Web Developers: <http://onetonline.org/link/summary/15-1134.00>

Computer Network Support Specialists: <http://onetonline.org/link/summary/15-1152.00>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

California

**Additional Information:**

No additional notes provided.

Date Created: 5/15/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**<sup>6</sup> State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**<sup>6</sup> Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# DANCE

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Julie Freeman (951) 487-3630

jfreeman@msjc.edu

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

Paula Naggi (951) 639-5792

pnaggi@msjc.edu

Degree(s)

### Transfer:

None

See:

A.A. in Liberal Arts - Arts, Humanities & Communications

Emphasis

### Non-Transfer:

A.A. in Dance <sup>8680 AA.DAN</sup>

(with General Education Requirements Option A)

See Also:

A.A. in Musical Theater

Certificate(s)

None

See:

Certificate in Musical Theater

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Dance Program at MSJC provides a two-year concentration for students pursuing academic studies in dance, culminating in a non-transfer Associates of Art degree in Dance and/or a Certificate in Musical Theater. Multi-faceted curricula in the theory and practice of the discipline facilitate matriculation to a four-year institution. Challenging coursework, dance touring and performance opportunities are presented in order to prepare the serious student. A hallmark of the program is the ability for students to commit to professional technical training, choreographic inquiry, performance and historical studies of dance within a nurturing, liberal arts college environment.

Course offerings include ballet, modern, jazz, hip hop and tap dance techniques, ballroom and world dance forms, conditioning and alignment for dance, choreography, improvisation and dance history.

Additionally, the program provides extended training of the emerging choreographic and performing artist through advanced coursework in dance composition and technique, and numerous concerts and informal showings throughout the year. A balanced program of critical thinking, choreographic inquiry and performance contextualizes the student's understanding of the impact of dance within the contemporary world. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer A.A. Degree

Dancer, Dance Teacher, Choreographer, Dance Therapist, Recreation Specialist

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. Though all four-year institutions prescribe their own standards for course evaluation and admissions, many courses that fulfill major requirements for an associate degree in dance have been accepted for transfer into four-year dance programs. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Develop an awareness of the history, diversity, and cultural significance of dance.
- Apply knowledge and skills gained to new and varied situations through dance expression.
- Discover and evaluate movement through the use of aesthetic tools gained.
- Compose, perform and evaluate works of artistic expression.
- Examine anatomical ideas and discover the connections required to demonstrate depth of knowledge and technical ability.



## Related-Content Groups

(4 attempts within a related-content group/each course 1 time for credit unless otherwise noted)

### Ballet:

DAN-121A (formerly 121), 121B, 128A\* (formerly 128), 128B\*

### Choreography:

DAN/THA-108, DAN-125, 225

### Conditioning:

DAN-120

### Dance Production:

(DAN/MUS/THA-209 thru SU16), DAN-212, 213, 214, 216

### Hip Hop:

DAN-131A (formerly 131), 131B, 135A, 135B

### Jazz Dance:

DAN-123A (formerly 123), 123B, 127A (formerly 127), 127B

### Modern Dance:

DAN-122A (formerly 122), 122B, 126A\* (formerly 126), 126B\*

### Musical Theater Production:

(DAN/MUS/THA-209 thru SU16), DAN-216, MUS-216, THA-216+

### Tap Dance:

DAN-124, 129

### World Dance:

DAN-201

\* Repeatable 2 times for credit.

+Repeatable 4 times for credit.

## DEGREE

### Non-Transfer A.A. Degree

An Associate in Arts (A.A.) degree in Dance is available by completing the 21 required units in the major and all MSJC General Education Option A requirements (for a total of 60 units).

#### A.A. in Dance (21 units)

##### Required Courses (9 units)

DAN-100/HIST-151	History and Appreciation of Dance	3 units
DAN-125	Choreography I	3 units
DAN-133	History of Popular Dance in the United States	3 units

### Required Production/Performance Courses

#### (3 units)\*\*

DAN-212 Dance Production 1-3 units  
or

DAN-213 Dance Performance 1-3 units

\*\*Units may be combined from 212 and 213 to satisfy the 3 unit requirement in this section.

#### 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-121A	Beginning Ballet	2 units
DAN-121B	Advanced Beginning Ballet	2 units
DAN-122A	Beginning Modern Dance	2 units
DAN-122B	Advanced Beginning Modern Dance	2 units
DAN-123A	Beginning Jazz Dance	2 units
DAN-123B	Advanced Beginning Jazz Dance	2 units
DAN-124	Beginning Tap Dance	2 units
DAN-126A	Intermediate Modern Dance	2 units
DAN-126B	Advanced Intermediate Modern Dance	2 units
DAN-127A	Intermediate Jazz Dance	2 units
DAN-127B	Advanced Intermediate Jazz Dance	2 units
DAN-128A	Intermediate Ballet	2 units
DAN-128B	Advanced Intermediate Ballet	2 units
DAN-129	Intermediate Tap Dance	2 units
DAN-131A	Beginning Hip Hop	2 units
DAN-131B	Advanced Beginning Hip Hop	2 units
DAN-135A	Intermediate Hip Hop	2 units
DAN-135B	Advanced Intermediate Hip Hop	2 units
DAN 201	Dances of the World	1 unit

#### Area B - Required Courses (3 units)

DAN-108/THA-108	Improvisation for Dance and Theater	3 units
DAN-214	Dance Touring Ensemble	3 units
DAN-225	Choreography II	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.



# DIAGNOSTIC MEDICAL SONOGRAPHY

**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  
 Nursing and Allied Health Unit (951) 639-5577  
[www.msjc.edu/nursingandalliedhealth](http://www.msjc.edu/nursingandalliedhealth)

Degree(s)

**Transfer:**  
 None

**Non-Transfer:**  
 A.S. in Diagnostic Medical Sonography <sup>16824 AS.DMS</sup>  
*(with General Education Requirements Option A)*

Certificate(s)  
 None

Employment Concentration Certificate(s)  
 None

## ADMISSION INFORMATION

The following must be met prior to the application deadlines:

1. Admission to Mt. San Jacinto College, completion of orientation, optional advisement
2. Proof of High School Diploma or GED, California Proficiency Exam or College Degree
3. Submission of Official Transcripts from all Colleges and/or Universities attended to Enrollment Services
4. Attend Information Workshop or view workshop presentation on website
5. A minimum cumulative GPA of at least 2.5 on a 4.0 college scale and a grade of “C” or better in the required pre-requisite courses.
6. Admission will be offered to students with a complete application and rank the highest on the Multi-Criteria Selection process.

## PROGRAM DESCRIPTION

The Diagnostic Medical Sonography program is a non-transfer AS degree program, consisting of a cohort group completing 4 semesters + 1 summer semester which includes a 12 month clinical internship. This program is competitive in nature due to the greater number of applicants as compared to the number of available clinical internships. This degree program provides an opportunity for students to be educated and trained in the healthcare career of Diagnostic Medical Sonography. 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 goal of our DMS program is to prepare competent entry-

level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students will demonstrate a high competency in anatomy and pathology, as seen on the ultrasound exam. Students will be evaluated on didactic learning in Ultrasound Physics and Instrumentation, hands on scanning skills, communication skills, patient care and critical thinking ability.

Students will practice ultrasound scanning skills with ultrasound equipment in the campus lab. Those skills will be applied and enhanced in an affiliated medical center by training on the job with a licensed sonographer scanning patients. The DMS program prepares the student to work in an ultrasound department performing abdomen, superficial structures (thyroid, breast and testicular), gynecology, and obstetric ultrasound exams. Additional vascular didactic and lab training is included in program curriculum, although our program has not pursued vascular accreditation at this time.

The didactic education will prepare the student for taking the national exams of the American Registry of Diagnostic Medical Sonography (ARDMS). These exams include Sonography Physics and Instrumentation (SPI), Abdominal (ABD) and Obstetrics and Gynecology (OB-GYN)

## ACCREDITATION STATUS

The DMS program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and by the Joint Review Commission for Diagnostic Medical Sonography (JRC-DMS). This achievement places MSJC’s DMS program among the top programs in the United States. Accreditation increases opportunities for student clinical training, strengthens the student learning process, and increases opportunities for student employment after graduation. Students enrolled in an accredited DMS program are eligible to take the ARDMS national board exams up to 60 days prior to graduation.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer A.S. Degree Diagnostic Medical Sonographer



## MULTI-CRITERIA SELECTION PROCESS

CRITERIA	MAXIMUM POINTS FOR EACH CATEGORY	POINT DISTRIBUTION AND EXPLANATION
<p style="text-align: center;"><b>1.</b></p> <p>PREVIOUS ACADEMIC DEGREES, DIPLOMA = AA/AS OR BA/BS OR HIGHER</p>	<b>10</b>	<p>POINTS FOR THIS CRITERIA ARE GIVEN FOR ANY PRIOR DEGREES OR MULTIPLE DEGREES.</p> <p>SCORE WILL EITHER BE 10 POINTS OR 0 POINTS- MULTIPLE # OF DEGREES DO NOT ADD POINTS</p>
<p style="text-align: center;"><b>2.</b></p> <p>LICENSED HEALTHCARE WORK OR CERTIFIED HEALTHCARE WORK</p> <p>*SEE ADJACENT COLUMN:</p> <p>LICENSE OR CERTIFICATE MUST BE DIRECT PATIENT CARE.</p> <p><i>VOLUNTEER HOURS DO NOT COUNT</i></p>	<b>10</b>	<p>POINTS FOR THIS CRITERIA ARE GIVEN FOR HEALTH CARE LICENSING, CERTIFICATE OR MULTIPLE LICENSES.</p> <p><b>LICENSES/CERTIFICATIONS MUST BE CURRENT WITH THE STATE OF CALIFORNIA.</b></p> <p>SCORE WILL BE EITHER 10 POINTS OR 0 POINTS- MULTIPLE # LICENSES/CERTIFICATIONS DO NOT ADD POINTS.</p> <p>*EXAMPLES OF APPROVED DIRECT PATIENT CARE, INCLUDING BUT NOT LIMITED TO: <b>LICENSES/ CERTIFICATIONS:</b></p> <p>IMAGING TECHNOLOGIST (RT): X-RAY, MRI, CT, NUCLEAR MEDICINE, MAMMOGRAPHY, CNA, LVN, RN, MA, HHA, PARAMEDIC, EMERGENCY MEDICAL TECHNICIAN-EMT, RESPIRATORY THERAPIST, PHYSICAL THERAPIST, DENTAL HYGIENIST, PHLEBOTOMIST</p>
<p style="text-align: center;"><b>3.</b></p> <p>GPA FROM PREREQUISITE COURSES</p> <p>MINIMUM GPA TO APPLY IS 2.5</p>	<b>40</b>	<p style="text-align: center;">3.9 – 4.0 = 40 POINTS 3.5 – 3.8 = 30 POINTS 3.0 – 3.4 = 20 POINTS 2.5 – 2.9 = 10 POINTS</p>
<p style="text-align: center;"><b>4.</b></p> <p>COMPLETION OF ALL GENERAL EDUCATION UNITS</p>	<b>5</b>	<p>POINTS FOR THESE CRITERIA ARE GIVEN FOR COMPLETION OF ALL GENERAL EDUCATION REQUIREMENTS. (OPTION A)</p>
<p style="text-align: center;"><b>5.</b></p> <p>APPROVED DIAGNOSTIC ASSESSMENT TOOL = TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)</p>	<b>35</b>	<p>POINTS FOR TEAS IS A MAXIMUM OF 35 POINTS.</p> <p>SCORE 90 TO 100% = 35 POINTS</p> <p>SCORE 82 TO 89% = 30 POINTS</p> <p>SCORE 74 TO 81% = 25 POINTS</p> <p>SCORE 70 TO 73% = 20 POINTS</p> <p>(THE HIGHEST SCORE ON THE TEAS WILL BE ACCEPTED, LIMIT OF 2 ATTEMPTS)</p>
<b>TOTAL MAXIMUM POINTS</b>	<b>100</b>	



## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Complete the American Registry of Diagnostic Medical Sonographers Physics and Instrumentation exam and one or more specialty exams of Abdomen and Obstetrics/Gynecology.
- Apply knowledge of proper use of ultrasound equipment and demonstrate image improvement through manipulating the instrumentation of the equipment.
- Document proper imaging of the abdomen, small parts, obstetrics and gynecology ultrasound exams.
- Use effective communication with patients, staff, and physicians.
- Show discretion with and implement HIPPA laws for all patients.
- Demonstrate professional and ethical behavior in the workplace.

## DEGREE

### Non-Transfer A.S. Degree

The 57 units list below plus all MSJC General Education Option A requirements are required to earn an Associate in Science degree in Diagnostic Medical Sonography. See counselor for recommended vocational and academic courses.

#### Program Prerequisites: 21 units

AH-105	Medical Sonography	3 units
ANAT-101	Human Anatomy & Physiology I	4 units
ANAT-102	Human Anatomy & Physiology II	4 units
COMM-103	Interpersonal Communication	3 units
or		
COMM-103H	Honors Interpersonal Communication	3 units
MATH-090	Elementary Algebra	4 units
(or higher)		
PHY-100	Conceptual Physics	3 units

## DMS Program Courses (57 units)

### Semester One: 10 units

DMS-100	Fundamentals of Diagnostic Medical Sonography	2 units
DMS-101	Pathophysiology	3 units
DMS-103	Patient Care Techniques for Sonographer	3 units
DMS-125	Ultrasound Physics and Instrumentation I	2 units

### Semester Two: 13.5 units

DMS-102	Sonography Medical Ethics	3 units
DMS-104	Clinical Observation	2 units
DMS-110	Sectional Imaging	2 units
DMS-120	Abdomen Scanning	1.5 units
DMS-122	Ultrasound Pathology I	3 units
DMS-135	Ultrasound Physics and Instrumentation II	2 units

### Summer: 5 units

DMS-114	Clinical Experience I	5 units
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### Semester Three: 16.5 units

DMS-124	Clinical Experience II	10 units
DMS-130	Obstetric/Gynecology Scanning	1.5 units
DMS-132	Ultrasound Pathology II	3 units
DMS-140	Introduction to Vascular Scanning	2 units

### Semester Four: 12 units

DMS-134	Ultrasound Seminar	2 units
DMS-136	Clinical Experience III	10 units

The sonography courses must be taken in a specific sequence, students must attain a minimum grade of “C” and a GPA of 2.5 or above in all required courses in order to obtain the degree.





# DIGITAL MEDIA

## San Jacinto Campus

(951) 487-MSJC (6752)  
1-800-624-5561  
Rhonda Nishimoto (951) 639-5550  
rnishimoto@msjc.edu  
Alan Marsala (951) 639-5545  
amarsala@msjc.edu  
Digital Media Office (951) 639-5549

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335  
Rhonda Nishimoto (951) 639-5550  
rnishimoto@msjc.edu  
Alan Marsala (951) 639-5545  
amarsala@msjc.edu  
Digital Media Office (951) 639-5549

Degree(s)

### Transfer:

None

### Non-Transfer:

A.S. in Digital Media <sup>12022 AS,DM</sup>  
(with General Education Requirements Option A)

Certificate(s)

Certificate in Digital Media <sup>22127 CTDM</sup>

Employment Concentration Certificate(s)

Digital Media Design <sup>99999 ECC.DM.DMD</sup>

Digital Video Effects <sup>99999 ECC.DM.DVE</sup>

Social Media Specialist <sup>99999 ECC.DM.SMS</sup>

Video Production <sup>99999 ECC.DM.VP</sup>

Web Design <sup>99999 ECC.DM.WD</sup>

## PROGRAM DESCRIPTION

The non-transfer Certificate in Digital Media is designed to prepare students for entry into careers associated video production, video editing, motion graphics, visual effects, web design, and social media, marketing. This program specifically provides students with a strong foundation in visual communication, professional production skills, verbal and visual creativity, and individual and team accountability and interaction. Apprenticeship, internships and special projects are also available. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

Illustrator, Production Artist, Creative Director, Lead Designer, Graphic Designer and Artist, Animator, UX/UI Interface Designer, Website Designer, Digital Media Designer, Social Media Marketer, Technical Director, Webmaster, Public Relations Worker, Producer, Camera Operator, Cinematographer, Video Editor, Video Producer, Sound Designer, Sound Engineer and Producer, Script Writer, Special Effects Specialist, Videographer

## Certificate

Digital Media Designer, Web Designer and Developer, Mobile Web Designer, Social Media Marketer, Information Architect, Production Artist, Lead Designer, Graphic Designer and Artist, Animator, UX/UI Designer, Technical Director, Computer Programmer, Game Artist, Webmaster, Trainer, Director, Producer, Camera Operator, Cinematographer, Video Editor, Sound Designer, Screen Writer, Special Effects Specialist, Motion Graphics Designer, Video Producer, Videographer

## Employment Concentrations

### Digital Media Design

Digital Media Designer, User Interface Designer, Product Design

### Digital Video Effects

Visual Effects Editor, Virtual Reality Producer, Storyboard Artist, Compositor, Animator

### Social Media Specialist

Social Media Marketer, Social Media Manager, Social Media Specialist, Content Strategist, Digital Media Producer, Brand Manager, Engagement Coordinator, Online Content Coordinator

### Video Production

Assistant to Camera Operator, Editor's Assistant, Production Assistant

### Web Design

Web Developer, Social Media Marketer, Information Architect, Computer Programmer, Network Systems and Data Communications Analyst, Web Design and Development

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.



## LEARNING OUTCOMES

- Apply information and digital design concepts.
- Communicate verbally and visually, demonstrating creativity and innovation.
- Demonstrate professional accountability, task completion and appropriate team interaction.
- Demonstrate professional level production skills effectively.
- Interpret, evaluate, and apply digital media effectively.

## DEGREE

### Non-Transfer Degree

#### Digital Media

In addition to the 24 units of the certificate program in Digital Media, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Digital Media.

## CERTIFICATE

### Certificate in Digital Media (24 units)

#### Required Courses (9 units)

DIG-110	Introduction to Digital Media	3 units
DIG-180	Digital Media Design	3 units
DIG-198	Digital Media Project Management	3 units

#### Elective Courses (15 units)

ART-120	2D Design	3 units
AUD-143/MUS-143	Pro Tools 101	3 units
AUD-180	Video Production I	3 units
AUD-183	Video Production II	3 units
CSIS-125A	Web Development - Level 2	3 units
CWE-149K/DIG-149	Cooperative Work Experience	
	Digital Media	1-3 units
DIG-170	3D Animation	3 units
DIG-171	2D Animation	3 units
DIG-172	Motion Graphics	3 units
DIG-175	Animation Production	3 units
DIG-181	Social Media Marketing	3 units
DIG-182	Advanced Social Media Marketing	3 units
DIG-185	Advanced Digital Media Design	3 units
DIG-190	Digital Video Design I	3 units
DIG-191	Digital Video Design II	3 units
DIG-192	Digital Video Editing	3 units
DIG-193	Production Management	3 units
DIG-194	Virtual Reality	3 units
DIG-195	Professional Production	3 units
DIG-299	Special Projects: Digital Media	3 units

## EMPLOYMENT CONCENTRATIONS

### Digital Media Design (15 units)

Digital Media Designers produce creative, comprehensive layouts and high-level designs for deliverables requiring strong conceptualization of ideas in preparation of original art and media for digital media.

ART-120	2D Design	3 units
DIG-110	Introduction to Digital Media	3 units

DIG-172	Motion Graphics	3 units
DIG-180	Digital Media Design	3 units
DIG-192	Digital Video Editing	3 units

### Digital Visual Effects (15 units)

Visual-effects artists and technicians create special effects (VFX), animation, 3D models, and complete visual clean-up for corporate, commercial, and film industry. VFX applies drawing, storyboarding, 2D animation, video editing, virtual reality, 3D animation, texture and lighting, modeling, character rigging, compositing, rendering, motion capture and dynamic effects skills and knowledge to industry and entertainment projects.

DIG-170	3D Animation	3 units
DIG-171	2D Animation	3 units
DIG-172	Motion Graphics	3 units
DIG-175	Animation Production	3 units
DIG-190	Digital Video Design I	3 units
or		
DIG-194	Virtual Reality	3 units

### Social Media Specialist (15 units)

Social media specialists administer and coordinate social media marketing and advertising campaigns, develop marketing plans, cultivate an engagement and promotion strategy, and determine marketing strategies using tools and analytics. Social media marketers develop brand awareness and online reputation, manage and communicate content, and monitor, listen and respond to users.

DIG-110	Introduction to Digital Media	3 units
DIG-181	Social Media Marketing	3 units
DIG-182	Advanced Social Media Marketing	3 units
DIG-299	Special Projects: Digital Media	3 units
MGT-205	Principles of Marketing Management	3 units

### Video Production (15 units)

Video producers, designers, and editors create innovative, highly visual and interactive productions connecting stories to the world. These streaming productions combine visual styles, content, and motion for communicating online, internally, broadcast, and social media outlets for commercial, nonprofit, and entertainment companies.

DIG-190	Digital Video Design I	3 units
DIG-191	Digital Video Design II	3 units
DIG-192	Digital Video Editing	3 units
DIG-193	Production Management	3 units
DIG-195	Professional Production	3 units

### Web Design (15 units)

Web designers create custom designs and interfaces which respond to differing screen sizes. Interface and web designers apply current emerging technologies, visual communication strategies, search engine optimization and social media marketing techniques, layouts and wireframes for preproduction, and usability and accessibility requirements to corporate, commercial, and entertainment products.

CSIS-125A	Web Development - Level 2	3 units
DIG-110	Introduction to Digital Media	3 units
DIG-180	Digital Media Design	3 units
DIG-181	Social Media Marketing	3 units
DIG-185	Advanced Digital Media Design	3 units

## Mt. San Jacinto College

Undergraduate certificate in Digital Media

Program Length: 72 weeks

### Students graduating on time

4% of Title IV students complete the program within 72 weeks<sup>1</sup>

### Program Costs\*

**\$1,104** for in-state tuition and fees

**\$8,184** for out-of-state tuition and fees

**\$3,942** for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

N/A\* in debt<sup>2</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:**Media and Communication Workers, All Other: <http://onetonline.org/link/summary/27-3099.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

California

### Additional Information:

No additional notes provided.

Date Created: 5/15/2019

These disclosures are required by the U.S. Department of Education

### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

#### <sup>7</sup> State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

#### <sup>8</sup> Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# ECONOMICS

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Samson Wakjira (951) 487-3754

swakjira@msjc.edu

## Menifee Valley Campus

(951) 672-MSJC (6752)


1-800-452-3335

Dewey Heinsma (951) 639-5636

dheinsma@msjc.edu

Degree(s)

### Transfer:

 A.A.-T in Economics for Transfer

33297 AA.ECON.OPTBAAT or 33297 AA.ECON.OPTCAAT

*(using General Education Requirements Option B or C)*

See Also

A.A. in Liberal Arts

With Area of Emphasis:

Social & Behavioral Sciences

Business & Technology

See Also

A.S. in Environmental Studies

A.S.-T in Business Administration for Transfer

### Non-Transfer:

None

See:

A.A. in Social/Behavioral Science

A.S. in Business Administration

A.S. in Management/Supervision

Certificate(s)

None

See:

Certificate in Business Administration

Certificate in Management/Supervision

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Economics program is intended for students who are planning to transfer to a four-year college or for a business occupational area of his/her own choice. Transfer students may earn an Associate degree in Economics for Transfer or Associate degree in Liberal Arts with an area of emphasis that includes either Business and Technology, or Social and Behavioral Sciences. These degree paths are designed to accommodate the differing requirements for a wide variety of transfer institutions and provide an efficient means to achieve transfer goals and career success.

Economics is a social science discipline focusing on the development of critical thinking and logical analysis, mathematical concepts and quantitative reasoning through communication and composition, problem-based learning, and the study of economic literature. These skills provide the fundamental foundation for academic and career path success. The economics curriculum is designed to equip students with the skills and knowledge of macroeconomics, microeconomics, and environmental economics; as related to politics and history, business and markets, governments and global economies, as well as social and cultural institutions.

Economic majors may pursue diverse career paths. Popular undergraduate majors related to the field of Economics include: Accounting, Banking and Financial Services, Business Administration, Business Economics, Business Law, Entrepreneurship, Environmental Economics, Environmental Studies, International Business, Management, Marketing, Public Administration, along with an array of career opportunities, both in government, private, and international sectors. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

### Transfer Degree

For any BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Analyze, apply, and communicate economic principles and policies.
- Demonstrate an understanding of the workings of the US economy and its institutions in a global context.



- Identify, evaluate, and solve economic problems.
- Assess benefits and costs of economic decision-making

## DEGREE

An A.A.-T in Economics for Transfer will fulfill the requirements for students to transfer to a CSU institution as an Economics major.

The courses in the A.A.-T in Economics for Transfer provide students with an ability to solve quantitative problems and think critically regarding macro and micro economic ideas and issues they encounter and to demonstrate problem solving through the means of problem based activities.

The major required for an A.A.-T in Economics for Transfer to CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

### A.A.-T in Economics for Transfer (18-25 units)

#### Required Core (12-17 units)

ECON-201 Principles of Macroeconomics 3 units  
or

ECON-201H Honors Principles of Macroeconomics 3 units

ECON-202 Principles of Microeconomics 3 units  
or

ECON-202H Honors Principles of Microeconomics 3 units

MATH-140 Introduction to Statistics 3 units

MATH-135 Calculus for Social Science and Business 3 units  
or

MATH-211 Analytic Geometry and Calculus I 4 units  
or sequence

MATH-211 Analytic Geometry and Calculus I 4 units  
and

MATH-212 Analytic Geometry and Calculus II 4 units  
or

MATH-212H Honors Analytic Geometry and Calculus II 4 units

#### List A: Select one (3-4 units)

Any course from Required Core not used above or one of the following courses:

ACCT-124 Financial Accounting - Principles of Accounting I 3 units  
or

ACCT-124H Honors Financial Accounting - Principles of Accounting I 3 units

ACCT-125 Managerial Accounting - Principles of Accounting II 3 units or

ACCT-125H Honors Managerial Accounting - Principles of Accounting II 3 units

MATH-212 Analytic Geometry and Calculus II 4 units  
or

MATH-212H Honors Analytic Geometry and Calculus II 4 units

(If not taken above)

#### List B: Select one (3-5 units)

Any course from List A not used above or one of the following courses:

ECON-203 Introduction to Environmental Economics 3 units

MATH-213 Analytic Geometry and Calculus III 5 units  
or

MATH-213H Honors Analytic Geometry and Calculus III 5 units

MATH-218 Linear Algebra 3 units

**Units for Major 18-25**

**CSU General Education or IGETC Pattern 37-39**

**Possible double counting 9**

**Transferable Electives (as needed to reach 60 CSU transferable units)**

**Total Units for A.A.-T Degree 60 units**

This Associate in Arts in Economics for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.



# ENGINEERING TECHNOLOGY

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

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Michael Caputo (951) 639-5521  
mcaputo@msjc.edu

Degree(s)

**Transfer:**  
None

**Non-Transfer:**  
None

Certificate(s)

Certificate in Engineering Technologist Support <sup>35043 CTENGR.ETS</sup>

Employment Concentration Certificate(s)  
None

## PROGRAM DESCRIPTION

Engineering Technology is a non-transfer program offering one certificate. Some of the courses do transfer to four-year colleges and universities. The program will prepare students for a career in civil engineering, architecture, surveying, and mechanical engineering. Students become familiar with computer hardware and software programs which will assist in many industries including construction and fabrication.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

### Certificate

#### Engineering Technologist Support

Training received with completion of this certificate can increase the likelihood of students being hired in various fields of engineering including Electrical, Computer Integrated Manufacturing, Civil, and Architecture

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers,

degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate knowledge of mathematics, surveying, computer automated drafting, and machining to apply this knowledge to proper engineering use within the workforce.
- Solve surveying engineering problems in practice by applying fundamental knowledge of mathematics, statistics, and science by using modern surveying engineering techniques, skills, and tools.
- Demonstrate knowledge and understanding of important characteristics of traditional manufacturing production methods including both basic engineering and technological aspects.

## CERTIFICATE

### Certificate in Engineering Technologist Support (18 units)

The coursework in this certificate uses project based learning curriculum from Project Lead the Way. It provides the framework for students to enter into an entry-level career in Engineering Technology, as a support person for an Engineering Technologist. Training received with completion of this certificate provides experience in various fields of engineering, such as, Electrical, Computer Integrated Manufacturing, Civil, and Architectural.

#### Required Courses (18 units)

ENGR-120	Principles of Engineering Technology	3 units
ENGR-121	Introduction to Engineering Design	3 units
ENGR-122	Electronics for Engineering Technologists	3 units
ENGR-123	Computer Integrated Manufacturing	3 units
ENGR-124	Civil Engineering and Architecture	3 units
ENGR-125	Engineering Design and Development	3 units





**Mt. San Jacinto College**  
 Undergraduate certificate in Engineering Technologist Support  
 Program Length: 36 weeks

**Students graduating on time**

0% of Title IV students complete the program within 36 weeks<sup>1</sup>

**Program Costs\***

\$828 for in-state tuition and fees

\$6,138 for out-of-state tuition and fees

\$1,971 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A\* in debt<sup>2</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Construction Managers: <http://onetonline.org/link/summary/11-9021.00>

Architectural and Engineering Managers: <http://onetonline.org/link/summary/11-9041.00>

Cost Estimators: <http://onetonline.org/link/summary/13-1051.00>

Surveyors: <http://onetonline.org/link/summary/17-1022.00>

Surveying Technicians: <http://onetonline.org/link/summary/17-3031.01>

Mapping Technicians: <http://onetonline.org/link/summary/17-3031.02>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

California

**Additional Information:**

No additional notes provided.

Date Created: 5/20/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (36 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

<sup>7</sup> **State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

<sup>8</sup> **Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

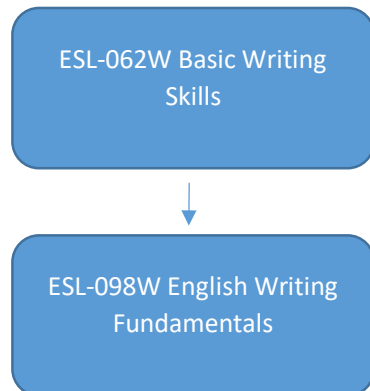
N/A

How were completers tracked?

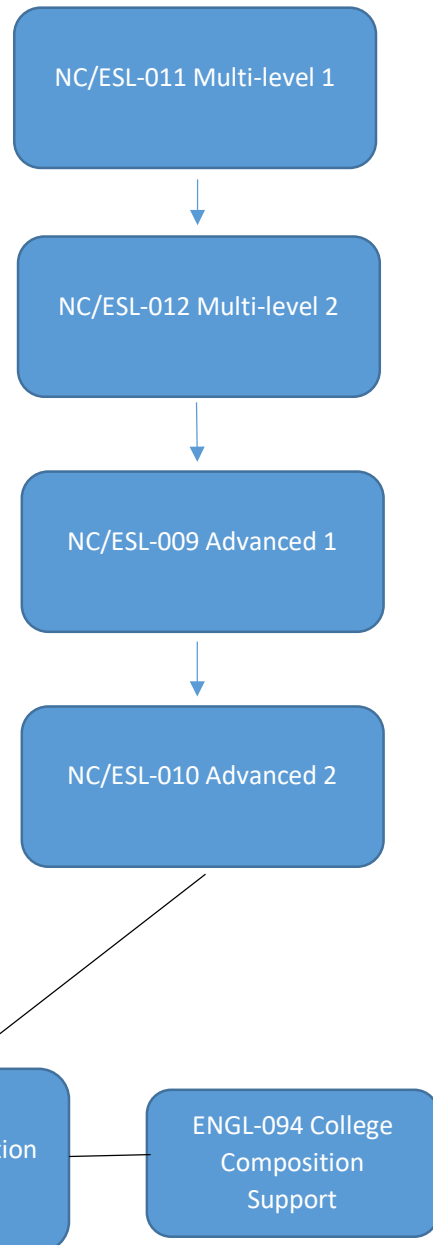
N/A

## ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCES

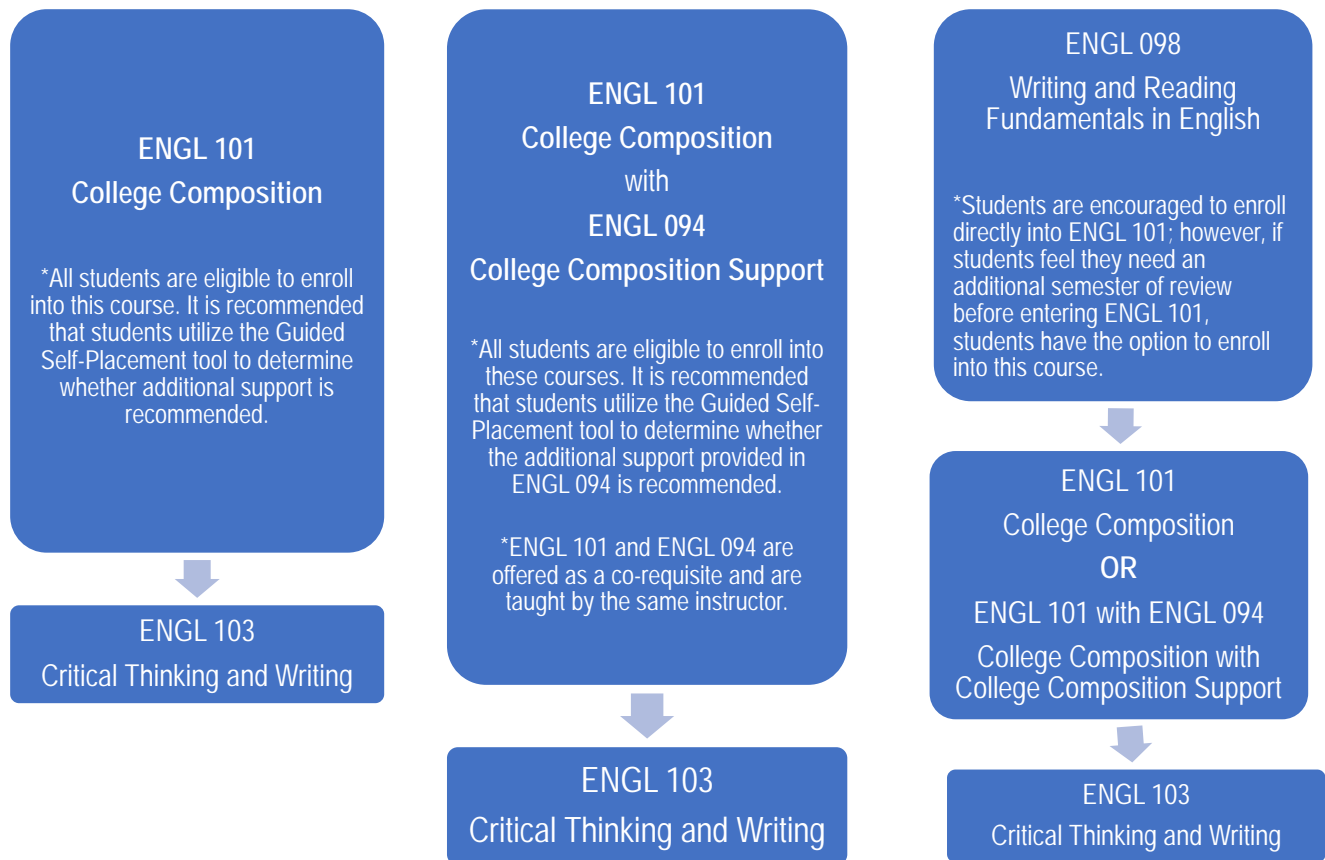
### ESL Credit Pathway



### ESL Non-Credit Pathway



## ENGLISH COURSE SEQUENCES





# ENGLISH

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Andrea Hammock (951) 487-3755

ahammock@msjc.edu

## Menifee Valley Campus

(951) 672-MSJC (6752)


1-800-452-3335

Crystal Bryan (951) 639-5642

cbryan@msjc.edu

Degree(s)

### Transfer:

 A.A.-T in English for Transfer <sup>32119 AA.ENGL.OPTBAAT or 32119 AA.ENGL.OPTCAAT</sup>  
(using General Education Requirements Option B or C)

See Also

A.A. in Liberal Arts - Arts, Humanities & Communications

Emphasis

### Non-Transfer:

None

See:

A.A. in Humanities

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

English, a transfer program, is an academic discipline focusing on the development of language skills through composition, critical thinking, and the study of literature and writing. Language skills provide an essential foundation for academic and career success. The study of English enhances a wide variety of intellectual skills while exposing students to a major source of cultural enrichment. The scope of the English program includes Freshman Composition, Critical Thinking and Composition, Introduction to Literature, American Literature, English Literature, Survey of Shakespeare, World Folklore, Introduction to Creative Writing, Adolescent Literature, Children's Literature, Introduction to African American Literature, American Indian Literature, Women and Literature, Multiethnic Literature, and Film and Literature.

## CAREER OPPORTUNITIES

### Transfer Degree

For any BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Present a clear, reasoned, well supported, clearly organized argument, demonstrating college-level writing skills.
- Recognize writing as a process of developing, drafting, revising, and editing.
- Conduct research appropriate to a narrowly specific topic, understanding how to find and evaluate the credibility of sources, incorporating information, concepts and ideas from outside sources through summarizing, paraphrasing, and quoting to develop strong, well-supported arguments, citing sources according to Modern Language Association guidelines.
- Analyze text, recognizing the arguments presented, and construct an effective, argumentative or persuasive response, synthesizing information, concepts, and ideas from various sources and including that knowledge in effective, well-reasoned arguments.
- Demonstrate understanding of acknowledged methods of critical thinking and analysis of literature.
- Analyze a variety of literary genres in their social, cultural and historical context.
- Evaluate the artistic contributions made by writers in the English, American and world literary traditions by analyzing the stylistic, formal, and thematic elements of their works.

## DEGREE

### Transfer A.A.-T Degree

#### English

An Associate in Arts in English for Transfer will fulfill the requirements for students to transfer to a four-year college or university as an English major. The courses in the A.A.-T in English for Transfer provide students with an ability to write academic



analyses and arguments, to conduct research, and to read and think critically. The literature courses in this degree provide students with an understanding of diverse cultures and historical time periods and seek to stretch students' abilities to think critically about texts and ideas they encounter and to communicate insightful ideas through the means of well-written academic discourse. The major required for an A.A.-T in English for Transfer to CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

**A.A.-T in English for Transfer (18 units)**

Required Core (6 units)

ENGL-103	Critical Thinking and Writing	3 units
or		
ENGL-103H	Honors Critical Thinking and Writing	3 units
LIT-106	Introduction to Literature	3 units
or		
LIT-106H	Honors Introduction to Literature	3 units

List A: Select two (6 units)

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

List B: Select one (3 units)

Any course from List A not used above or one of the following courses:

ENGL-130	Introduction to Creative Writing	3 units
or		
ENGL-130H	Honors Introduction to Creative Writing	3 units
LIT-280	Multiethnic Literature	3 units

or		
LIT-280H	Honors Multiethnic Literature	3 units

List C: Select one (3 units)

Any course from List A or B not used above or one of the following courses:

LIT-131/CDE-131	Children's Literature	3 units
or		
LIT-131H/CDE-131H	Honors Children's Literature	3 units
LIT-132/ED-132	Adolescent Literature	3 units
or		
LIT-132H/ED-132H	Honors Adolescent Literature	3 units
LIT-205	World Folklore and Mythology	3 units
or		
LIT-205H	Honors World Folklore and Mythology	3 units
LIT-225	Film and Literature	3 units
or		
LIT-225H	Honors Film and Literature	3 units
LIT-240	American Indian Literature	3 units
or		
LIT-240H	Honors American Indian Literature	3 units
LIT-260	Introduction to African American Literature	3 units
or		
LIT-260H	Honors Introduction to African American Literature	3 units

**Units for Major 18**  
**CSU General Education or IGETC Pattern 37-39**  
**Possible double counting 9**

**Transferable Electives (as needed to reach 60 CSU transferable units)**

**Total Units for A.A.-T Degree 60 units**

This Associate in Arts in English for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

# ENVIRONMENTAL STUDIES

## San Jacinto Campus

(951) 487-MSJC (6752)  
1-800-452-3335  
Michael Plotkin (951) 487-3730  
mplotkin@msjc.edu

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335  
Jason Hlebakos (951) 639-5731  
jhlebakos@msjc.edu

Degree(s)

### Transfer:

A.S. in Environmental Studies <sup>16765 AS.ENVS.OPTB or AS.ENVS.OPTC</sup>  
(with Transfer Emphasis using General Education Requirements  
Option B or C)

See Also:

A.A. in Liberal Arts - Mathematics & Science Emphasis

### Non-Transfer:

None

See:

A.S. in Science  
A.S. in Horticulture/ Turf & Landscape Management  
A.S. in Water Technology

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Environmental Studies transfer and non-transfer programs draw on a multi-disciplinary curriculum that emphasizes the impact of human civilizations on environmental systems. The disciplines represented draw from the physical, life and social sciences as well as the humanities. Environmental science is largely issues-based and relies heavily on the critical thinking skills necessary to understand contemporary issues and propose meaningful solutions to complex problems. Successful completion of the degree requirements entails a broad scientific background, which provides a foundation for continued academic and career success.

## CAREER OPPORTUNITIES

For any BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Explain how scientific knowledge is obtained and verified.
- Evaluate the cycling of matter and the flow of energy in environmental systems.
- Achieve basic environmental literacy.
- Think critically about the environmental issues by drawing on an understanding of scientific principles.
- Explore the ethical and social considerations inherent in environmental science.
- Apply the most current environmental discoveries and regulations to contemporary situations.

## DEGREE

An Associate in Science (A.S.), degree in Environmental Studies prepares students for transfer to four-year colleges offering a Bachelor of Science (BS) in Environmental Studies or related fields. The major requirements for an A.S. in Environmental Studies can be met by completing the pattern described plus all MSJC General Education Option B (CSU-GE breadth) and/or Option C (IGETC) requirements.

### MSJC Core Requirements (17 units)

CHEM-101	General Chemistry I	5 units
CHEM-102	General Chemistry II	5 units
ENVS-101	Environmental Science	3 units
or		
ENVS-101H	Honors Environmental Science	3 units
MATH-110	Pre-Calculus (or higher)	4 units

### Elective Courses (12 units)

ANTH-101	Physical Anthropology	3 units
or		
ANTH-101H	Honors Physical Anthropology	3 units
ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
BIOL-116	Natural History and Biodiversity of California	4 units
BIOL-117	Conservation Biology	3 units
BIOL-130	Marine Biology	4 units
BIOL-140	Ecology	4 units



BIOL-144	Plant Biology	4 units
or		
BIOL-144H	Honors Plant Biology	4 units
BIOL-146	Biodiversity	3 units
BIOL-150	General Biology I	4 units
or		
BIOL-150H	Honors General Biology I	4 units
BIOL-151	General Biology II	4 units
or		
BIOL-151H	Honors General Biology II	4 units
BIOL-201	Biostatistics	3 units
CHEM-112	Organic Chemistry I	5 units
CHEM-113	Organic Chemistry II	5 units
ECON-201	Principles of Macroeconomics	3 units
or		
ECON-201H	Honors Principles of Macroeconomics	3 units
ECON-202	Principles of Microeconomics	3 units
or		
ECON-202H	Honors Principles of Microeconomics	3 units
ECON-203	Introduction to Environmental Economics	3 units
ENVS-100	Humans and Scientific Inquiry	3 units
ENVS-102	Environmental Science Laboratory	1 unit
or		
ENVS-102H	Honors Environmental Science Laboratory	1 unit
ENVS-110	Natural Resources	4 units
ENVS-190	Watershed Resource Management	4 units
GEOG-101	Physical Geography	3 units
GEOG-102	Cultural Geography	3 units
GEOG-104	Physical Geography Lab	1 unit
GEOG-105	Map Interpretation and Spatial Analysis	3 units
GEOG-115	Introduction to Geographic Information Science	3 units
GEOG-120	Intermediate Geographic Information Science	3 units
GEOL-100	Physical Geology	4 units
GEOL-110	Oceanography	4 units
MATH-135	Calculus for Social Science and Business	3 units
MATH-140	Introduction to Statistics	3 units
PHIL-105	Introduction to Ethics	3 units
PHY-201	Mechanics and Wave Motion	4 units
PHY-202	Electricity and Magnetism	4 units
or		
PHY-202H	Honors Electricity and Magnetism	4 units
PS-101	Introduction to American Government and Politics	3 units
or		
PS-101H	Honors Introduction to American Government and Politics	3 units
PS-102	Comparative Politics and Government	3 units
or		
PS-102H	Honors Comparative Politics and Government	3 units
SOCI-101	Principles of Sociology	3 units

or  
SOCI-101H Honors Principles of Sociology 3 units

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

This emphasis is not intended to transfer. It 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. Emphasis is placed on obtaining hands-on training for students at wastewater treatment plants, water quality analysis industries, and turf management companies.

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

ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
BIOL-115	Topics in Biology	4 units
or		
BIOL-115H	Honors Topics in Biology	4 units
BIOL-125	Microbiology	5 units
or		
BIOL-125H	Honors Microbiology	5 units
ECON-203	Introduction to Environmental Economics	3 units
ENGR-154	Computer Aided Drafting I	3 units
ENGR-164	Plane Surveying I	4 units
ENVS-190	Watershed Resource Management	4 units
GEOG-101	Physical Geography	3 units
GEOG-102	Cultural Geography	3 units
GEOG-104	Physical Geography Lab	1 unit
GEOG-115	Introduction to Geographic Information Science	3 units
GEOL-100	Physical Geology	4 units
GEOL-103	Environmental Geology	3 units
GEOL-105	Historical Geology	4 units
GEOL-109	Geology of National Parks	3 units
GEOL-110	Oceanography	4 units
HORT-101	Horticulture Science	3 units
HORT-106	Pesticide Law & Regulations-Turf & Landscape	3 units
HORT-107	Arboriculture	3 units
MATH-140	Introduction to Statistics	3 units
MATH-215	Differential Equations	4 units
PHIL-103	Logic	3 units
or		
PHIL-103H	Honors Logic	3 units
PHIL-104	World Religions	3 units
PHIL-105	Introduction to Ethics	3 units
PS-102	Comparative Politics and Government	3 units
or		
PS-102H	Honors Comparative Politics and Government	3 units

SOCI-101	Principles of Sociology	3 units
or		
SOCI-101H	Honors Principles of Sociology	3 units
WATR-100	Introduction to Water/Wastewater Operations	1 unit
WATR-103	Water Treatment Plant Operations I & II	3 units
WATR-105	Water Treatment Plant Operations 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	Test Procedures for Water and Wastewater	3 units
WATR-130	Environmental Laws and Regulations	3 units





# FIRE TECHNOLOGY

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

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Nursing and Allied Health Unit (951) 639-5577  
[www.msjc.edu/nursingandalliedhealth](http://www.msjc.edu/nursingandalliedhealth)

Degree(s)

**Transfer:**  
None

**Non-Transfer:**  
A.S. in Fire Technology<sup>4429 AS.FIRE</sup>  
(with General Education Requirements Option A)

Certificate(s)  
Certificate in Fire Technology<sup>22144CT.FIRE</sup>

Employment Concentration Certificate(s)  
Fire Academy Preparation<sup>99999 ECC.FIRE.FAP</sup>

## PROGRAM DESCRIPTION

The non-transfer Certificate/Associate degree (A.S.) in Fire Technology involves the study of fire behavior, protection and control techniques which for individuals currently working within these fields, there may be potential for salary and/or career advancement. This program prepares the student for an entry-level career in the fire service by providing a foundation of core concepts, practices, vocabulary, culture, safety and requirements for the fire service. This program is designed to prepare students for the entry-level career in public or private fire protection agencies, to survey career options, and to upgrade fire personnel. This program follows the Fire and Emergency Services Higher Education (FESHE) model from the National Fire Academy in Emmetsburg, Maryland and is a component of accreditation from the California State Fire Training.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer A.S. Degree

Firefighter

### Certificate

Firefighter

## Employment Concentrations

### Fire Academy Preparation

Firefighter

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Analyze Fire Service theories and techniques as well as conduct research on specific topics related to the Fire Service.
- Exhibit a working knowledge of the various aspects of the Fire Service to include but not limited to Fire Department structure, operations, educational and experiential requirements for firefighting jobs.
- Use technology to process information to identify and address problems.
- Develop good oral and written communication skills.
- Demonstrate the ability to address problems while working as part of the team.

## DEGREE

In addition to the 24 units of the certificate program in Fire Technology, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Fire Technology.

## CERTIFICATE

### Certificate in Fire Technology (24 units)

#### Required Core Courses (18 units)

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

#### Elective Courses (6 units)

EMS-090	Emergency Medical Technician	6 units
FIRE-121	Fundamentals of Wild Land Fire Fighting	3 units
FIRE-149/CWE-149M	Occupational Internship: Fire Technology	1-4 units
FIRE-299	Special Projects: Fire Technology	1-3 units

## EMPLOYMENT CONCENTRATIONS

### Fire Academy Preparation (9 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.

EMS-090	Emergency Medical Technician	6 units
FIRE-101	Introduction to Fire Technology	3 units



Mt. San Jacinto College  
 Undergraduate certificate in Fire Technology  
 Program Length: 72 weeks

**Students graduating on time**

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

**Program Costs\***

\$1,104 for in-state tuition and fees

\$8,184 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Municipal Firefighters: <http://onetonline.org/link/summary/33-2011.01>

Fire Inspectors: <http://onetonline.org/link/summary/33-2021.01>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

California

**Additional Information:**

No additional notes provided.

Date Created: 5/15/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

<sup>7</sup> State Job Placement Rate.

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

<sup>8</sup> Accreditor Job Placement Rate.

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# GEOGRAPHY & GEOGRAPHIC INFORMATION SCIENCE

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Dean of Instruction,

Academic Programs (951) 487-3400

ctovares@msjc.edu

## Menifee Valley Campus

(951) 672-MSJC (6752)


1-800-452-3335

Cindy Nance, Ph.D. (951) 639-5540

cnance@msjc.edu

Degree(s)

### Transfer:

 A.A.-T in Geography for Transfer

31869 AA.GEOG.OPTBAAT or 31869 AA.GEOG.OPTCAAT

*(using General Education Requirements Option B or C)*

### Non-Transfer:

A.S. in Geographic Information Science 12443 AS.GEOG.GIS

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Geographic Information Science 22145 CT.GEOG.GIS

Employment Concentration Certificate(s)

Geographic Information Science 99999 ECC.GIS

## PROGRAM DESCRIPTION

The A.A.-T in Geography transfers to a four-year college and prepares students for a future in a field related to Geography. The Geographic Information Science (GIS) non-transfer Certificate and AS degree prepares students for GIS related careers which are enhanced by completion of a bachelor or graduate program. For students currently working within these fields there may be potential for salary and/or career advancement.

From local to global scales, geographers study political organization, transportation systems, marketing, economics, climate and weather, urban planning, land use development, globalization, and more. They examine distribution of land forms, study soils and vegetation, analyze limited resources such as water, and human impacts on the surface of the planet.

In general, geographers work in government research, public agencies, and are environmental consultants for nonprofit organizations.

Geographic Information Science (GIS) involves basic to advanced analysis and scientific research methods for identifying patterns, trends and relationships that are represented spatially and temporally on maps, large databases, reports and animations. Recent advancements make it possible to analyze, interact and produce maps using cloud technology. Students enrolled in our GIS courses online have the advantage of learning advanced communication and mapmaking skills that prepare them for a career in GIS, anywhere.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Transfer A.A. Degree

#### Geography

For any BA/BS careers, please see your transfer institution.

### Non-Transfer A.S. Degree

#### Geographic Information Science

Geospatial Information Scientists and Technologists, Geographic Information Systems Technicians, Remote Sensing Scientists and Technologists, Remote Sensing Technicians, Precision Agriculture Technicians, Geodetic Surveyors, Surveyors, Surveying Technicians, Mapping Technicians, Cartographers and Photogrammetrists, and many discipline related fields with “GIS skills” as an occupational description

### Certificate

#### Geographic Information Science

Geospatial Information Scientists and Technologists, Geographic Information Systems Technicians, Remote Sensing Scientists and Technologists, Remote Sensing Technicians, Precision Agriculture Technicians, Geodetic Surveyors, Surveyors, Surveying Technicians, Mapping Technicians, Cartographers and Photogrammetrists, and many discipline related fields with “GIS skills” as an occupational description

### Employment Concentrations

#### Geographic Information Science

Geospatial Information Scientists and Technologists, Geographic Information Systems Technicians, Remote Sensing Scientists and Technologists, Remote Sensing Technicians, Precision Agriculture Technicians, Geodetic Surveyors, Surveyors, Surveying Technicians, Mapping Technicians, Cartographers and Photogrammetrists, and many discipline related fields with “GIS skills” as an occupational description.



## TRANSFER PREPARATION

### Geography

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### Geographic Information Science

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Explain the interrelationship between humans and the physical environment.
- Appreciate different cultural and ethnic perspectives within the context of environmental opportunities and challenges.
- Apply the scientific method to objective and subjective analysis of cultural and physical environments.
- Explore and critically appreciate spatial relationships at different scales from local, regional to global.
- Integrate spatial thinking with applied technology to analyze physical and cultural patterns, trends and relationships.

## DEGREES

### Transfer A.A.-T Degree

#### Geography

An Associate in Arts in Geography for Transfer will fulfill the requirements for students to transfer to a four-year college or university as a Geography major.

The major required for an A.A.-T in Geography for Transfer may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

### A.A.-T in Geography for Transfer (18-21 units)

#### Required Courses (6 units)

GEOG-101	Physical Geography	3 units
GEOG-102	Cultural Geography	3 units

#### List A: Select two to three (6-8 units)

GEOG-103	Field Studies in Geography	2-4 units
GEOG-104	Physical Geography Lab	1 unit
GEOG-105	Map Interpretation and Spatial Analysis	3 units
GEOG-106	Introduction to Weather and Climate	3 units
GEOG-108	World Regional Geography	3 units
GEOG-111	Geography of California	3 units
GEOG-115	Introduction to Geographic Information Science	3 units

#### List B: Select two (6-7 units)

Any course from List A not used above or one of the following courses:

ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
GEOG-107	Urban Geography	3 units
GEOL-100	Physical Geology	4 units

#### **Units for Major**

**18-21**

#### **CSU General Education or IGETC Pattern**

**37-39**

#### **Possible double counting**

**10**

#### **Transferable Electives (as needed to reach 60 CSU transferable units)**

#### **Total Units for A.A.-T Degree**

**60 units**

This Associate in Arts in Geography for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

## Non-Transfer Degree

### Geographic Information Science

In addition to the 18 units of the certificate program in Geographic Information Science, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Geographic Information Science.

## CERTIFICATES

### Certificate in Geographic Information Science (18 units)

#### Required Courses (12 units)

GEOG-105	Map Interpretation and Spatial Analysis	3 units
GEOG-115	Introduction to Geographic Information Science	3 units



- GEOG-120 Intermediate Geographic Information Science 3 units  
 GEOG-125 Advanced Geographic Information Science 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 Science (6 units)

- GEOG-082 Programming for GIS 3 units  
 GEOG-083 Spatial Database Design and Management 3 units  
 GEOG-084 Water Management with GIS 3 units  
 GEOG-085 GIS for Catastrophes 3 units  
 GEOG-086 GIS for Web Applications 3 units  
 GEOG-088 GIS Client-Based Projects 3 units  
 GEOG-149/CWE-149N  
 Cooperative Work Experience:  
 Geographic Information Science 1-4 units



## Mt. San Jacinto College

Undergraduate certificate in Geographic Information Science  
 Program Length: 36 weeks

### Students graduating on time

**N/A\*** of Title IV students complete the program within 36 weeks<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$828** for in-state tuition and fees

**\$6,138** for out-of-state tuition and fees

**\$1,971** for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Regulatory Affairs Managers: <http://onetonline.org/link/summary/11-9199.01>

Compliance Managers: <http://onetonline.org/link/summary/11-9199.02>

Geographers: <http://onetonline.org/link/summary/19-3092.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**California**

### Additional Information:

No additional notes provided.

Date Created: 5/15/2019

These disclosures are required by the U.S. Department of Education

### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (36 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

#### <sup>7</sup> State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

#### <sup>8</sup> Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# HISTORY

## 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

Gary Vargas (951) 639-5759

gvargas@msjc.edu

Degree(s)

### Transfer:

 A.A.-T in History for Transfer <sup>32181AA.HISTOPTBAAT or 32181 AA.HISTOPTCAAT</sup>

(using General Education Requirements Option B or C)

See Also

A.A. in Liberal Arts

With Area of Emphasis:

Arts, Humanities & Communications

Social & Behavioral Sciences

### Non-Transfer:

None

See:

A.A. in Humanities

A.A. in Social/Behavioral Sciences

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The History program at MSJC is structured under a world history umbrella that encourages students to explore change over time through area and regional studies, comparative analysis, and multi-disciplinary investigations. US History courses emphasize critical analyses of basic American institutions, values, and traditions, covering the nation's past by emphasizing cultural and ethnic diversity and multi-faceted analysis (social, political, economic, military, gender, ethnic, and cultural history). In each history course, students will be asked to analyze critically major historical problems and issues and to master primary and secondary sources. The history program encourages students to approach their world with curiosity and informed critical analysis and to do so with an awareness of how a particular subject fits into a larger pattern or context.

## CAREER OPPORTUNITIES

### Transfer Degree

For any BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate through coursework and discussion a breadth of knowledge of historical developments and trends related to the courses taken.
- Demonstrate the ability to analyze, evaluate, and synthesize historical data into independent interpretations.
- Demonstrate the ability to evaluate, analyze and synthesize the impact of class, gender, ethnicity, culture and politics as they relate to the process of history.

## DEGREE

### Transfer A.A.-T Degree

#### History

An Associate in Arts in History for Transfer will fulfill the requirements for students to transfer to the CSU system as a History major. The major required for an A.A.-T in History for Transfer may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.





- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is acceptable if pass is defined as a grade of C or better.

**A.A.-T in History for Transfer (18 units)**

**Required Core (6 units)**

HIST-111	U.S. History to 1877	3 units
or		
HIST-111H	Honors U.S. History to 1877	3 units
HIST-112	U.S. History Since 1865	3 units
or		
HIST-112H	Honors U.S. History Since 1865	3 units

**List A: Select two (6 units)**

HIST-101	Western Civilization to 1650	3 units
or		
HIST-103	World History to 1500	3 units
or		
HIST-103H	Honors World History to 1500	3 units

**and**

HIST-102	Western Civilization since 1650	3 units
or		
HIST-104	World History Since 1500	3 units
or		
HIST-104H	Honors World History Since 1500	3 units

**List B: One course from each area (6 units)**

Area 1 (3 units)

Any course from List A not used above or any of the following courses:

HIST-107	The History of East Asia Before 1600	3 units
HIST-108	The History of East Asia Since 1600	3 units
HIST-115	Women in United States History	3 units
or		
HIST-115H	Honors Women in United States History	3 units
HIST-117	History of India	3 units
or		
HIST-117H	Honors History of India	3 units
HIST-121/ANTH-121	California Indians	3 units
HIST-128/BIOL-128	History of Science	3 units
or		
HIST-128H/BIOL-128H	Honors History of Science	3 units
HIST-140	History of Mexico	3 units
or		
HIST-140H	Honors History of Mexico	3 units
HIST-141	History of Latin America to 1820	3 units
HIST-142	History of Latin America Since 1820	3 units
HIST-160	Black History in the American Context	3 units

or

HIST-160H	Honors Black History in the American Context	3 units
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SOCI-112/PSYC-112

	Gender and Social Interaction	3 units
SOCI-115	Contemporary Chicano in Society	3 units

Area 2 (3 units)

Any course from List A not used above or any of the following courses:

ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
ANTH-104	World Prehistory	3 units
or		
ANTH-104H	Honors World Prehistory	3 units
ART-104	World Art	3 units
or		
ART-104H	Honors World Art	3 units
DAN-100/HIST-151	History and Appreciation of Dance	3 units
GEOG-102	Cultural Geography	3 units
GEOG-108	World Regional Geography	3 units
HIST-106	The World Since 1900	3 units
or		
HIST-106H	Honors The World Since 1900	3 units
HIST-109	Global History of World War II	3 units
or		
HIST-109H	Honors Global History of World War II	3 units
HIST-118	History of World Religions	3 units
HIST-119	Civil War and Reconstruction, 1860-1876	3 units
or		
HIST-119H	Honors Civil War and Reconstruction, 1860-1876	3 units
HIST-120	California History	3 units
or		
HIST-120H	Honors California History	3 units
HIST-124	Recent America: The U.S. Since 1945	3 units
or		
HIST-124H	Honors Recent America: The U.S. Since 1945	3 units
HIST-125	Military History of the United States	3 units
HIST-136/THA-136	Cultural History of American Motion Pictures	3 units
HIST-150	Immigration, Race and Ethnicity in U.S. History	3 units
or		
HIST-150H	Honors Immigration, Race, and Ethnicity in U.S.	3 units
PHIL-109	History Ancient and Medieval Philosophy	3 units



## Instructional Programs

PHIL-110 Renaissance and Modern Philosophy 3 units

PS-103 Ethnic Politics in America 3 units

or

PS-103H Honors Ethnic Politics in America 3 units

**Units for Major 18**

**CSU General Education or IGETC Pattern 37-39**

**Possible double counting 18**

**Transferable Electives (as needed to reach 60 CSU transferable units)**

**Total Units for A.A.-T Degree 60 units**

This Associate in Arts in History for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

# HORTICULTURE/TURF & LANDSCAPE MANAGEMENT

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

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Dean of Instruction, Career Education & Categorical  
Programs (951) 639-5352

Degree(s)

**Transfer:**  
None

**Non-Transfer:**  
A.S. in Turf & Landscape Management<sup>12877</sup> AS.TMGMT  
(with General Education Requirements Option A)

Certificate(s)  
Certificate in Turf & Landscape Management<sup>18192</sup> CTT.MGMT

Employment Concentration Certificate(s)  
Golf and Grounds<sup>99999</sup> ECC.HORTE&G  
Irrigation Technician<sup>99999</sup> ECC.AGT.M.IT  
Landscaping Operation<sup>99999</sup> ECC.LANDOP

## PROGRAM DESCRIPTION

The non-transfer Certificate/Associate degree (A.S.) 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 (A.S.) program in Turf & Landscape Management prepares students with the technical and analytical skills necessary for managing a golf course or turf/horticultural area. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

First-Line Supervisor/Manager of Landscaping, Lawn Service, Grounds Maintenance Worker, Pesticide Handler, Sprayer, Applicators

## Certificate

First-Line Supervisor/Manager of Landscaping, Lawn Service, Grounds Maintenance Worker, Pesticide Handler, Sprayer, Applicators

## Employment Concentrations

First-Line Supervisor/Manager of Landscaping, Lawn Service, Grounds Maintenance Worker, Pesticide Handler, Sprayer, Applicators

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate knowledge of soil profiles, soil nutrients, water sources and industry practices, i.e. soil testing to solve problems involving soil compaction, lack of proper nutrients, and improper watering practices.
- Inventory career and professional opportunities in the green industry.
- Compare and contrast procedures used in soil test and plant selection and uses.
- Discover and employ basic botanical vocabulary and style to evaluate plant, soil, and water problems.
- Compare and contrast the growth and development pattern of plants.
- Assemble and synthesize information regarding plant, soil, water, air, and organisms as they relate to maintenance of golf courses and other landscape projects.

## DEGREE

### Non-Transfer Degree

#### Turf & Landscape Management

In addition to the 18 units of the certificate program in Turf & Landscape Management, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Turf & Landscape Management.

## CERTIFICATE

The Turf & Landscape Management certificate includes 9 units of foundational courses and 9 units of elective courses per employment concentration.

#### 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)

##### Choose 9 units from the following:

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
MGT-103	Introduction to Management	3 units

#### Irrigation Technician Concentration (9 units)

##### Choose 9 units from the following:

HORT-103	Advanced Turfgrass Management	3 units
HORT-105	Golf Course/Landscape Irrigation	3 units
HORT-107	Arboriculture	3 units
MGT-103	Introduction to Management	3 units

#### Landscaping Operation Concentration (9 units)

##### Choose 9 units from the following:

HORT-101	Horticulture Science	3 units
HORT-106	Pesticide Law & Regulations – Turf & Landscape	3 units
HORT-107	Arboriculture	3 units
HORT-109	Landscape Design	3 units
HORT-110	Laws and Regulations, an Integrated Pest Management Approach	3 units
MGT-103	Introduction to Management	3 units



**Mt. San Jacinto College**  
 Undergraduate certificate in Turf & Landscape Management  
 Program Length: 36 weeks

**Students graduating on time**

6% of Title IV students complete the program within 36 weeks<sup>1</sup>

**Program Costs\***

\$828 for in-state tuition and fees

\$6,138 for out-of-state tuition and fees

\$1,971 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:**

First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers: <http://onetonline.org/link/summary/37-1012.00>

Pesticide Handlers, Sprayers, and Applicators, Vegetation: <http://onetonline.org/link/summary/37-3012.00>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

**California**

**Additional Information:**

No additional notes provided.

Date Created: 5/16/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (36 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**<sup>7</sup> State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**<sup>8</sup> Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# HUMANITIES

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

Degree(s)

**Transfer:**

None

See:

A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

**Non-Transfer:**

A.A. in Humanities <sup>8689 AA.HUM</sup>  
(with General Education Requirements Option A)

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

This non-transfer interdisciplinary degree offers a range of coursework to prepare students who want to explore the arts, ideas, values, and cultural expressions of the world's peoples as a foundation for lifelong learning or as an introduction to the related fields of Humanities, Interdisciplinary Studies, Art History, Music Appreciation, Theater Arts, Philosophy, English Literature, Modern and Classical Languages, or Religious Studies. For additional information, please see an MSJC counselor.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Evaluate and Analyze major cultural artifacts (in art, literature, philosophy, film, and other forms).
- Explore questions of fundamental importance to human beings.
- Connect issues raised in major cultural artifacts (in art, literature, philosophy, film, and other forms).

## DEGREE

### Non-Transfer Degree

#### Humanities

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



# LEADERSHIP

**San Jacinto Campus**  
 (951) 487-MSJC (6752)  
 1-800-624-5561  
 Alex Cuatok (951) 487-3753  
 acuatok@msjc.edu

**Menifee Valley Campus**  
 (951) 672-MSJC (6752)  
 1-800-452-3335  
 Alex Cuatok (951) 639-5267  
 acuatok@msjc.edu

Degree(s)  
 None

Certificate(s)  
 None

Employment Concentration Certificate(s)  
 Leadership Development <sup>99999</sup> ECC.LEAD

## PROGRAM DESCRIPTION

The Leadership courses provide students opportunities interested in volunteered elected/appointed campus or community positions. Leadership training will also be provided through outside organization and conference opportunities. The courses emphasize leadership theories, governing structures, policies, and operations within an organization. Personnel interactions are also introduced (through application and role-playing scenarios) to understand leadership roles and responsibilities, leadership decisions affecting an organization, and managing/resolving conflicts. Students will obtain practical leadership experience through participation in campus committees and community activities. Leadership training will also be provided through outside organizations and conferences. Leadership courses are designed to provide opportunities for social and cultural interactions among students, to develop leadership and responsibilities.

## CAREER OPPORTUNITIES

### Employment Concentration

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

With the Leadership Development Employment Concentration Certificate, a student will get the opportunity to find out his/her leadership strength and will learn to use them in career challenges like fostering staff involvement and increasing work performance. With the certificate, the student will gain competency level and the broad knowledge and skills that are required to become a professional in any field. After finishing the certificate, students can seek careers in management and supervisory positions.

## LEARNING OUTCOMES

- Learn to lead and develop a strong foundation for chosen endeavors.
- Develop and display personal communication and leadership skills.
- Support and engage in student life and campus for community leadership.
- Analyze, plan and organize complex problems and complex settings cooperatively to promote teamwork and community involvement.

## EMPLOYMENT CONCENTRATION

The Leadership Development Employment Concentration Certificate is a 12 unit certificate for MSJC students interested in further developing their leadership, people management, and communication skills. Completion of this ECC helps students to obtain practical tools for effective decision making, discover strengths, enhance student capacity to lead ethically and effectively, and obtain practical knowledge of professionalism. The Leadership Development ECC recipients are recognized at the end of the year Student Recognition Celebration (with many other leaders and student organization).

### Leadership Development (12 units)

#### Required Courses (9 units)

LEAD-101	Leadership Development	3 units
LEAD-102	Advanced Leadership Skills	3 units
COMM-100	Public Speaking	3 units
or		
COMM-100H	Honors Public Speaking	3 units

#### Elective Courses (3 units)

LEAD-299	Special Projects: Special Topics in Leadership	1-3 units
ENGL-101	College Composition	4 units
or		
ENGL-101H	Honors College Composition	4 units



# LIBERAL ARTS

**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

Degree(s)

**Transfer:**

A.A. in Liberal Arts <sup>17904-17907</sup>

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

With Area of Emphasis:

Arts, Humanities & Communications <sup>17904 A.A.LA.ARTHUM.OPTB or 17904 A.A.LA.ARTHUM.OPTC</sup>

Social & Behavioral Sciences <sup>17907 A.A.LA.SOCB.OPTB or 17907 A.A.LA.SOCB.OPTC</sup>

Mathematics & Science <sup>17906 A.A.LA.MASC.OPTB or 17906 A.A.LA.MASC.OPTC</sup>

Business & Technology <sup>17905 A.A.LA.BUSTECH.OPTB or 17905 A.A.LA.BUSTECH.OPTC</sup>

**Non-Transfer:**

None

Certificate(s) of Achievement

None

Employment Concentration Certificate(s):

None

## PROGRAM DESCRIPTION

The transfer 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.

## CAREER OPPORTUNITIES

### Transfer Degrees

For BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in

the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Assess many different situations, involving diverse people and viewpoints, and compose appropriate responses in writing and speaking.
- Analyze the substance of others’ comments through active listening.
- Evaluate and analyze texts through active reading, writing, and discussion.
- Locate and evaluate information by selecting and using appropriate research methods and tools.
- Propose solutions to problems by thinking logically and critically; explaining conclusions; and evaluating, supporting, or critiquing the thinking of others.
- Identify and analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses.
- Compose an understandable, organized and supported written or spoken explanation of ideas, feelings, and conclusions.

## DEGREES

### Transfer Degrees

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. More than one area of emphasis may be awarded. (Note: Where appropriate, courses in the “Area of Emphasis” may also apply towards General Education areas on the General Education pattern).

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](http://www.assist.org) for articulation agreements and transfer details for each course.

### I. ASSOCIATE DEGREE IN LIBERAL ARTS:

#### A. General Education CSU-GE Breadth or IGETC: **34-39 units**

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





**B. Areas of Emphasis: 18 units**

- 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. More than one area of emphasis may be awarded.
- Courses selected may also be used to fulfill GE areas, refer to each transfer institution's double counting policy.

**C. Electives: 3-9 units**

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 units**

Note on courses listed below:

\* refers to lecture/lab combined courses.

+ refers to crosslisted courses.

**1. ARTS , HUMANITIES & COMMUNICATIONS:**

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, 104, 104H, 108, 109, 115, 116, 120, 121, 122, 123, 125, 131, 160, 170

**Audio Technology**

140+, 141+

**Child Development Education**

131+, 131H+

**Communications**

100, 100H, 103, 103H, 104, 104H, 106, 108, 108H, 110, 113+, 116, 201

**Dance**

100+, 121A, 122A, 123A, 125, 126A, 127, 128, 129, 133, 212, 225

**Education/Teacher Prep**

132+, 132H+

**English**

130, 130H

**French**

101, 102, 201, 202

**History**

101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 111H, 112H, 118, 136+, 140, 151+, 154+

**Literature**

106, 106H, 131+, 131H+, 132+, 132H+, 205, 205H, 207, 207H, 208, 208H, 225, 225H, 230, 230H, 231, 231H, 240, 240H, 260, 260H, 280, 280H

**Music**

100, 100H, 101, 103, 104, 106, 107, 107H, 108, 108H, 109, 114, 140+, 141+, 253

**Philosophy**

101, 101H, 105, 109, 110

**Spanish**

101, 101B, 102, 141, 201, 202, 202H, 230, 230H, 231, 231H, 251, 252

**Theater Arts**

101, 101H, 102+, 110, 111, 112, 113+, 117, 135, 136+, 137, 137H, 150, 155

**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**

102, 111

**American Sign Language**

110

**Anthropology**

102, 102H, 103A, 103D, 104, 104H, 115, 121+, 125

**Biology**

128\*, 128H\*

**Child Development Education**

110, 110H, 125, 125H

**Communication Studies**

108, 108H, 116

**Economics**

201, 201H, 202, 202H

**Education/Teacher Prep**

136

**Geography (excluding physical geography)**

102, 107, 108, 111

**History**

101, 102, 103, 103H, 104, 104H, 106, 106H, 107, 108, 109, 109H, 111, 111H, 112, 112H, 115, 115H, 119, 119H, 120, 120H, 121+, 124, 124H, 125, 128\*, 128H\*, 136+, 140, 141, 142, 150, 150H, 160, 160H

**Legal Assistant**

100

**Political Science**

101, 101H, 102, 102H, 103, 103H, 104, 104H, 105, 105H, 106, 106H, 120, 120H

**Psychology**

101, 101H, 102, 103, 103H, 104, 104H, 105+, 105H+, 107, 107H, 108, 108H, 112+, 124, 124H

**Sociology**

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

**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**

101\*, 102\*

**Anthropology**

101, 101H, 111\*

**Astronomy**

101\*, 111+

**Biology**

100, 115\*, 115H\*, 116\*, 117, 125\*, 125H\*, 130\*, 131\*, 134, 140\*, 144\*, 146, 150\*, 150H\*, 151\*, 151H\*

**Chemistry**

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

**Environmental Studies**

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

**Geography (excluding cultural studies)**

101, 104\*, 106

**Geology**

100\*, 103, 105\*, 107, 110\*, 111+

**Mathematical Concepts and Quantitative Reasoning**

105, 110, 115, 135, 140, 211, 212, 212H, 213, 213H, 215, 218; CSIS-213

**Physics**

100, 101\*, 102\*, 201\*, 202\*, 202H\*

**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, 201

**Computer Science**

101, 111B, 113A, 113B, 113C, 114A, 116E, 123A, 123B, 124A, 126E, 201, 211, 213

**Economics**

201, 201H, 202, 202H

**Engineering**

120, 121, 154, 164

**Geography**

105, 115

**Mathematics/Statistics**

135, 140

**Viticulture, Enology and Winery Technology**

100

# MANAGEMENT/SUPERVISION

**San Jacinto Campus**  
(951) 487-MSJC (6752)  
1-800-624-5561  
Larry Barraza (951) 487-3525  
lbarraza@msjc.edu

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Caren Hennessy (951) 639-5526  
chennessy@msjc.edu  
Gloria Sanchez (951) 639-5520  
gsanchez@msjc.edu

Degree(s)

**Transfer:**

None

See:

A.A. in Liberal Arts - Business & Technology Emphasis

**Non-Transfer:**

A.S. in Management/Supervision<sup>4390 AS.MGT</sup>  
(with General Education Requirements Option A)

Certificate(s)

Certificate in Management/Supervision<sup>22123 CEMGT</sup>

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Management/Supervision department offers a non-transfer Associate degree and a non-transfer Certificate in Management/Supervision designed to prepare the student to direct the work of others. The program offers students the opportunity to acquire practical skills, technical knowledge and experience, and improve conceptual abilities and theory in the areas of analyses, evaluation, selection, communication, production, and follow-up. Both the Associate degree and the Certificate share the same lists of required, recommended elective, and elective discipline specific coursework with the difference being the required general education pattern for the degree.

The Management/Supervision Department is committed to providing a broad and flexible professional education. The studies introduce the student to dynamic processes of goals and objectives setting, planning, and achieving results for the organization. Also emphasized are the recognition of, and the leadership for, changing environments and relationships. Although emphasis is on business and economics of the organization, the learning is relevant to individual daily life.

Transfer students may earn an Associate degree in Liberal Arts with an area of emphasis that includes Business and Technology. This degree path is designed to accommodate the differing requirements for a wide variety of transfer institutions and provides an efficient means to achieve transfer goals and career success.

For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

Management Analyst, Fiscal/Financial Manager, Risk and Insurance Manager, Transportation, Storage and Distribution Manager, Advertising and Promotions Manager, Industrial Productions Manager, Leasing and Property Management, Personnel Management, Construction Manager, Nonprofit Management Marketing Manager, Computer and Information Systems Managers, Administrative Service Manager, Purchasing Managers, Retail Management and Supervision, Marketing Management, Small Business Management, Compensation and benefits Manager, Training and Development Manager and Other Management Occupations

### Certificate

Leasing and Property Management, Retail Management and Supervision, Small Business Management, Sales Manager, Advertising and Promotions Manager, Marketing Manager, Public Relations Manager, Administrative Services Manager, Compensation and Benefits Manager, Training and Development Manager, Industrial Production Manager, Purchasing Manager, Transportation, Storage and Distribution Manager, Construction Manager, Other Management Occupations

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Encourage students to expand their knowledge and depth of understanding of Business and Management.
- Use technology to achieve proficiency in Business.
- Utilize business information systems for the purpose of research, organizing and developing legitimate business models.

ECON-202	Principles of Microeconomics	3 units
or		
ECON-202H	Honors Principles of Microeconomics	3 units
MGT-133	Productivity Management	3 units
MGT-138	Personnel Management	3 units
PSYC-101	Introduction to Psychology	3 units
or		
PSYC-101H	Honors Introduction to Psychology	3 units

## DEGREE

### Non-Transfer Degree

#### Management/Supervision

Management/supervision focuses on the role of the first-line supervisor. Critical thinking skills are emphasized as business and management theories are explored to enhance decision making, leadership, team building, and motivating employees in a supervisory capacity. Primary management functions of planning, organizing, directing, and organizational change are identified and analyzed. Both the Associate degree and the Certificate share the same lists of required specific coursework with the difference being the required general education pattern for the degree.

In addition to the 24 units of the certificate program in Management/Supervision, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Management/Supervision.

## CERTIFICATE

Management/supervision focuses on the role of the first-line supervisor. Critical thinking skills are emphasized as business and management theories are explored to enhance decision making, leadership, team building, and motivating employees in a supervisory capacity. Primary management functions of planning, organizing, directing, and organizational change are identified and analyzed.

#### Certificate in Management/Supervision (24 units)

##### Required Courses (18 units)

BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
CAPP-122	Using Microsoft Excel	3 units
MGT-098	Elements of Supervision	3 units
MGT-103	Introduction to Management	3 units
MGT-108/ENGR-108	Organizational Behavior	3 units

##### Elective Courses (6 units)

CAPP-098	Using Microsoft Project	3 units
CAPP-127	Using Microsoft Word	3 units



Mt. San Jacinto College  
Undergraduate certificate in Management/Supervision  
Program Length: 72 weeks

**Students graduating on time**

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

**Program Costs\***

\$1,104 for in-state tuition and fees

\$8,184 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A<sup>2</sup> in debt<sup>3</sup>

<sup>2</sup>Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A<sup>4</sup> per month in student loans with an interest rate of N/A<sup>4</sup>.

<sup>4</sup>Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A<sup>5</sup> of program graduates got jobs

<sup>5</sup>We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** General and Operations Managers: <http://onetonline.org/link/summary/11-1021.00>

Sales Managers: <http://onetonline.org/link/summary/11-2022.00>

Administrative Services Managers: <http://onetonline.org/link/summary/11-3011.00>

Industrial Production Managers: <http://onetonline.org/link/summary/11-3051.00>

Transportation Managers: <http://onetonline.org/link/summary/11-3071.01>

Storage and Distribution Managers: <http://onetonline.org/link/summary/11-3071.02>

Construction Managers: <http://onetonline.org/link/summary/11-9021.00>

Social and Community Service Managers: <http://onetonline.org/link/summary/11-9151.00>

Regulatory Affairs Managers: <http://onetonline.org/link/summary/11-9199.01>

Compliance Managers: <http://onetonline.org/link/summary/11-9199.02>

Investment Fund Managers: <http://onetonline.org/link/summary/11-9199.03>

Supply Chain Managers: <http://onetonline.org/link/summary/11-9199.04>

Security Managers: <http://onetonline.org/link/summary/11-9199.07>

Loss Prevention Managers: <http://onetonline.org/link/summary/11-9199.08>

Management Analysts: <http://onetonline.org/link/summary/13-1111.00>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

California

**Additional Information:**

No additional notes provided.

Date Created: 5/15/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA<sup>4</sup> interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**<sup>1</sup> State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**<sup>2</sup> Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

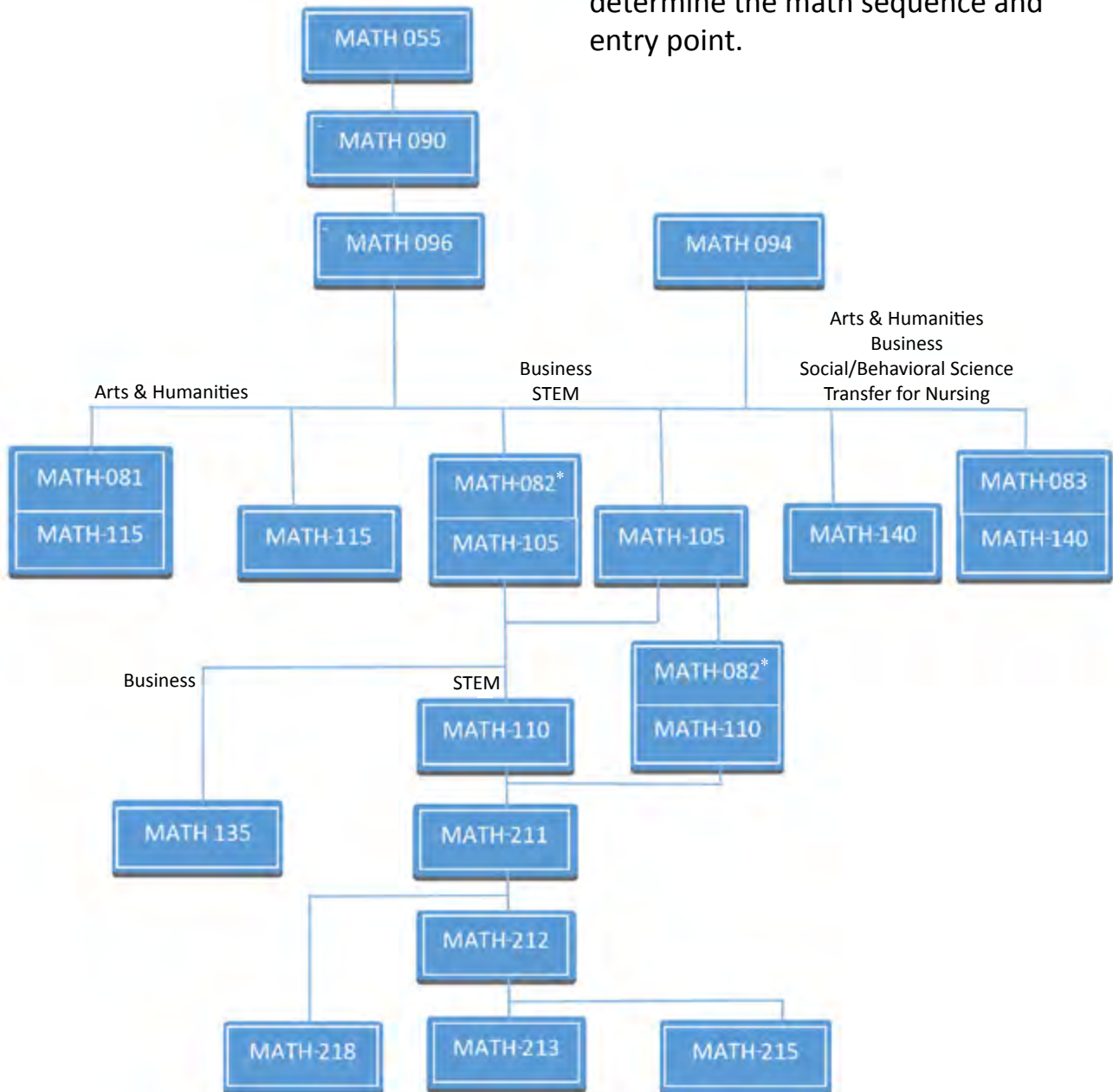
N/A

How were completers tracked?

N/A

## MATH COURSE SEQUENCES

Note: Student's choice of major will determine the math sequence and entry point.



\*Can only be taken 1 time.



# MATHEMATICS

**San Jacinto Campus**

(951) 487-MSJC (6752)

1-800-624-5561

Dean of Instruction, Academic Programs (951) 487-3400

**Temecula Higher Education Center**

Bahram Sherkat (951) 506-6617

bsherkat@msjc.edu

**Menifee Valley Campus**

(951) 672-MSJC (6752)

1-800-452-3335

Andreea Mardichian (951) 639-5756


amardichian@msjc.edu

Dominick Scaletta (951) 639-5696

dscaletta@msjc.edu

Degree(s)

**Transfer:**

 A.S.-T in Mathematics for Transfer 30679 AS.MATH.OPTBAST  
or 30679 AS.MATH.OPTCAST

*(using General Education Requirements Option B or C)*

See Also:

A.A. in Liberal Arts - Mathematics &amp; Science Emphasis

**Non-Transfer:**

None

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The A.S.-T in Mathematics for Transfer consists of a clear sequence of courses which prepares students for transfer into the major. The study of mathematics concerns the nature and manipulation of known and unknown quantities. The MSJC mathematics transfer degree 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.

## CAREER OPPORTUNITIES

### Transfer Degree

For BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Develop the ability to express ideas and reason logically regarding abstract situations.
- Synthesize ideas and apply mathematical reasoning and logic to the real world.
- Set up and solve problems using arithmetic, algebraic, and geometric models.
- Write mathematical information symbolically, visually, and numerically.
- Develop problem-solving and modeling skills.

## DEGREE

### Transfer A.S.-T Degree

#### Mathematics

An Associate in Science degree in Mathematics for Transfer will fulfill the requirements for students to transfer to a four-year college or university as a Mathematics major.

The major required for an A.S.-T in Mathematics for Transfer may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

**A.S.-T in Mathematics for Transfer (19-24 units)**
Required Core Courses/Sequence (13 units)

MATH-211 Analytic Geometry and Calculus I 4 units

MATH-212 Analytic Geometry and Calculus II 4 units

or

 MATH-212HHonors Analytic Geometry and Calculus II  
4 units

MATH-213 Analytic Geometry and Calculus III 5 units

or

 MATH-213HHonors Analytic Geometry and Calculus III  
5 units

List A: Select one-two (3-7 units)
(Can use both in List A in lieu of any courses in List B.)

MATH-215 Differential Equations 4 units

MATH-218 Linear Algebra 3 units

List B: Select one (3-4 units)
(See List A.)

CSIS-113A C++Programming - Level 1 3 units

CSIS-123A C++ Programming - Level 2 3 units

MATH-140 Introduction to Statistics 3 units

PHY-201 Mechanics and Wave Motion 4 units

**Units for Major 18-24**
**CSU General Education or IGETC Pattern 37-39**
**Possible double counting 7**
**Transferable Electives (as needed to reach 60 CSU transferable units)**
**Total Units for A.S.-T Degree 60 units**

Note: When selecting 4-5 unit courses for the Associate in Science in Mathematics for Transfer, keep in mind that you may not require more than 60 units for the entire degree.

This Associate in Science in Mathematics for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.





# MEDICAL ASSISTING

**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  
 Nursing and Allied Health Unit (951) 639-5577  
[www.msjc.edu/nursingandalliedhealth](http://www.msjc.edu/nursingandalliedhealth)

Degree(s)

**Transfer:**

None

**Non-Transfer:**

None

Certificate(s)

None

Employment Concentration Certificate(s)

Medical Assisting Preparation<sup>99999</sup> ECC,MA,MAP

## PROGRAM DESCRIPTION

The Medical Assisting Employment Concentration Certificate introduces students to the clinical and administrative aspects of medical assisting. After completing additional course work in medical assisting certificate and degree programs, students will qualify to sit the National Health career Association certification exams to become Certified Medical Administrative Assistant, Certified Clinical Medical Assistant and Certified Billing and Coding Specialist. Students will also develop skills to become a competent Medical Scribe.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Students will develop basic skills to provide professional healthcare services in medical assisting.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

## EMPLOYMENT CONCENTRATION

### Medical Assisting Preparation (13 units)

In the Medical Assisting Employment Concentration Certificate students receive training in medical terminology, medical ethics, medical assisting administrative and medical assisting clinical. Students develop knowledge and skills in the administrative and clinical aspects of medical assisting and are able to utilize these course to complete certificate and degree programs in medical assisting.

MA-072	Administrative Medical Assisting	3 units
MA-073	Clinical Medical Assisting	4 units
MA-122	Medical Ethics	3 units
AH-105	Medical Terminology	3 units



# MULTIMEDIA

See Digital Media

# MUSIC

## San Jacinto Campus

(951) 487-MSJC (6752)  
1-800-624-5561  
Vanessa Sheldon (951) 487-3641  
vsheldon@msjc.edu

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335  
John Tribelhorn (951) 639-5668  
jtribelhorn@msjc.edu

Degree(s)

### Transfer:

 A.A.-T in Music for Transfer

32397 AA.MUS.OPTBAAT or  
32397 AA.MUS.OPTCAAT

*(using General Education Requirements Option B or C)*

See also:

A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

### Non-Transfer:

None

See:

A.A. in Audio Technology  
A.A. in Musical Theater

Certificate(s)

None

See:

Certificate in Audio Technology  
Certificate in Musical Theater

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The music program is designed with two ends in mind—to prepare students to transfer to music major programs at four-year institutions, and to develop the skills and knowledge to pursue activities in the music profession. The A.A.-T in Music for Transfer provides students with preparation in the areas of music theory, musicianship, individual performance (applied music), and ensemble performance. These skills and abilities can also be used for integration into other majors, such as

multi-media, early childhood, and audio technology.

The areas of study presented in the music program are designed to align with the required areas prescribed by transfer institutions. Specifics required to transfer differ among many public and private four-year institutions, so students in the music department are encouraged to work with the institution to which they wish to transfer to ensure they complete all of the required courses. These requirements frequently exceed the requirements established for the associate degree in music. Many universities require diagnostic, or placement exams to determine a student's level of preparation in the various areas of music instruction. Students are recommended to develop piano skills in MUS 111 and 112, to participate in applied music during every semester of enrollment at the college, and to take courses in music history and appreciation (MUS 100, 106, 107, 108, and 109).

## CAREER OPPORTUNITIES

### Transfer A.A. Degree

For any BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Build performance skills in instrumental music, voice, piano, and/or guitar.
- Discover how musical works are composed through the study of foundational elements: melody, harmony, rhythm,



form, instrumentation, and texture.

- Develop an awareness of the aesthetic values in music and the roles music plays in the aesthetics of various time periods, styles, and world regions.
- Explore how music has evolved throughout history, and in specific styles and world regions.
- Explore various career paths in music and the expectations of each field.
- Enrich the community through interaction in the Arts.

## RELATED-CONTENT GROUPS

(4 attempts within a related-content group/each course 1 time for credit unless otherwise noted)

### Ensembles:

#### Instrumental:

MUS-201+, 203+, 212+, 214+

#### Jazz:

MUS-210+, 211+

#### Vocal:

MUS-205+, 206+

### Group Lessons:

MUS-114, 115, 116, 125, 127, 150

### Keyboard Skills:

MUS-111, 112

### Musical Theater Production:

(DAN/MUS/THA-209 thru SU16), DAN-216, MUS-216, THA-216+

\* Repeatable 2 times for credit.

+Repeatable 4 times for credit.

## DEGREE

### Transfer A.A.-T Degree

An Associate in Arts in Music for Transfer will fulfill the requirements for students to transfer to a CSU institution as a Music major. The courses in the A.A.-T in Music for Transfer degree give students the basic skills and abilities in music to prepare them for involvement in musical activities and careers in performance, education, composition, and other related fields.

The major requirements for an A.A.-T in Music for Transfer to CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community

college district.

- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

### A.A.-T in Music for Transfer (21-22 units)

#### Required Core: (15-16 units)

MUS-101	Music Music Fundamentals	3 units
or		
MUS-103	Music Theory I	3 units
and		
MUS-175	Musicianship I	1 unit
and		
MUS-104	Music Theory II	3 units
MUS-176	Musicianship II	1 unit
MUS-253	Music Theory III	3 units
MUS-177	Musicianship III	1 unit
MUS-254	Music Theory IV	3 units
MUS-178	Musicianship IV	1 unit

#### Applied Music (2 units)

MUS-118	Applied Music: Instrumental	1-2 units
MUS-151	Applied Music: Voice	1-2 units

#### Large Ensemble (4 units)

MUS-201	Orchestra	1-4 units
MUS-203	Concert Band	1-4 units
MUS-205	College Singers	1-2 units
MUS-206	Chamber Choir	1-2 units
MUS-210	Jazz Ensemble I	1-2 units
MUS-211	Jazz Ensemble II	1-2 units
MUS-212	Instrumental Chamber Music	1-4 units

**Units for Major** **21-22**

**CSU General Education or IGETC Pattern** **37-39**

**Possible double counting** **6**

**Transferable Electives (as needed to reach 60 CSU transferable units)**

**Total Units for A.A.-T Degree** **60 units**

This Associate in Arts in Music for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.



# MUSICAL THEATER

## San Jacinto Campus

(951) 487-MSJC (6752)  
1-800-624-5561

### Dance

Julie Freeman  
(951) 487-3630  
jfreeman@msjc.edu

### Music

Vanessa Sheldon  
(951) 487-3641  
vsheldon@msjc.edu

### Theater Arts

Dean of Instruction  
(951) 487-3400  
ctovares@msjc.edu

## Menifee Valley Campus

(951) 672-MSJC (6752)  
1-800-452-3335

### Dance

Paula Naggi  
(951) 639-5792  
pnaggi@msjc.edu

### Music

John Tribelhorn  
(951) 487-3641  
jtribelhorn@msjc.edu

### Theater Arts

Shezwa Powell  
(951) 639-5793  
spowell@msjc.edu

Degree(s)

### Transfer:

See:  
A.A.-T in Theatre Arts for Transfer  
A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

### Non-Transfer:

A.A. in Musical Theater<sup>8681 AA.MUS.THEA</sup>  
(with General Education Requirements Option A)

See Also:

A.A. in Dance

Certificate(s)

Certificate in Musical Theater<sup>22135 CT.MUS.THEAT</sup>

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Musical Theater Program is a non-transfer program offering an A.A. in Musical Theater and a Certificate in Musical Theater. The Musical Theater Program at MSJC gives the serious student an opportunity to commit to an active and challenging program of class work and musical theater production in a small liberal arts college environment in addition to providing students a path to facilitate matriculation to a four-year college. For many individuals currently working within these fields there may be potential for career advancement. Although non transferable the required core classes satisfy each of the department learning outcomes. In addition students who take Musical Theater courses gain an applied knowledge of the craft of musical theater. This knowledge can enhance and enrich a students' progress towards either pursuit of further academic study at a four year institution or entering the entertainment industry workforce.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

#### Director, Actor, Entertainer

With further education:

Scenic and Lighting Designer, Costume Designer, Stage Manager, Children's Theater Director, Theater Management Specialist, Theatre Arts Instructor, Music Instructor, Dance Instructor, Agent, Playwright

### Certificate

#### Director, Actor, Entertainer

With further education:

Scenic and Lighting Designer, Costume Designer, Stage Manager, Children's Theater Director, Theater Management Specialist, Theatre Arts Instructor, Music Instructor, Dance Instructor, Agent, Playwright

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.



## LEARNING OUTCOMES

- Develop an appreciation for theatre through critical analysis of the performing arts.
- Develop an aesthetic awareness through theater.
- Develop essential skills in the craft of theater.
- Develop knowledge regarding the cultural, artistic and expressive contexts of theater.
- Develop skill and gain experience in musical performance.

## DEGREE

### Non-Transfer Degree

#### Musical Theater

In addition to the 22 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

### Certificate in Musical Theater (22 units)

#### Required Courses

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

#### Area A - Required Courses (11 units)

DAN-216	Musical Theater Production: Dance	1-3 units
or		
MUS-216	Musical Theater Production: Music	1-3 units
or		
THA-216	Musical Theater Production: Theater	1-3 units
MUS-115	Beginning Voice Class - Breath/Tone	2 units
MUS-116	Beginning Voice Class - Diction and Expression	2 units
THA-110	Fundamentals of Acting	3 units
THA-155/ HIST-165	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-121A	Beginning Ballet	2 units
DAN-121B	Advanced Beginning Ballet	2 units
DAN-122A	Beginning Modern Dance	2 units
DAN-122B	Advanced Beginning Modern Dance	2 units
DAN-123A	Beginning Jazz Dance	2 units
DAN-123B	Advanced Beginning Jazz Dance	2 units
DAN-124	Beginning Tap Dance	2 units
DAN-126A	Intermediate Modern Dance	2 units
DAN-126B	Advanced Intermediate Modern Dance	2 units
DAN-127A	Intermediate Jazz Dance	2 units

DAN-127B	Advanced Intermediate Jazz Dance	2 units
DAN-128A	Intermediate Ballet	2 units
DAN-128B	Advanced Intermediate Ballet	2 units
DAN-129	Intermediate Tap Dance	2 units
DAN-131A	Beginning Hip Hop	2 units
DAN-131B	Advanced Hip Hop	2 units
DAN-135A	Intermediate Hip Hop	2 units
DAN-135B	Advanced Intermediate Hip Hop	2 units

#### Elective Courses

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

#### Area A:

MUS-150	Intermediate Voice Class	1 unit
MUS-151	Applied Music: Voice	1 unit
MUS-205	College Singers	1 unit

#### Area B:

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-121A	Beginning Ballet	2 units
DAN-121B	Advanced Beginning Ballet	2 units
DAN-122A	Beginning Modern Dance	2 units
DAN-122B	Advanced Beginning Modern Dance	2 units
DAN-123A	Beginning Jazz Dance	2 units
DAN-123B	Advanced Beginning Jazz Dance	2 units
DAN-124	Beginning Tap Dance	2 units
DAN-126A	Intermediate Modern Dance	2 units
DAN-126B	Advanced Intermediate Modern Dance	2 units
DAN-127A	Intermediate Jazz Dance	2 units
DAN-127B	Advanced Intermediate Jazz Dance	2 units
DAN-128A	Intermediate Ballet	2 units
DAN-128B	Advanced Intermediate Ballet	2 units
DAN-129	Intermediate Tap Dance	2 units
DAN-131A	Beginning Hip Hop	2 units
DAN-131B	Advanced Beginning Hip Hop	2 units
DAN-133	History of Popular Dance in the United States	3 units
DAN-135A	Intermediate Hip Hop	2 units
DAN-135B	Advanced Intermediate Hip Hop	2 units

Mt. San Jacinto College  
 Undergraduate certificate in Musical Theater  
 Program Length: 72 weeks

**Students graduating on time**

**N/A\*** of Title IV students complete the program within 72 weeks<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

**Program Costs\***

**\$1,012** for in-state tuition and fees

**\$7,502** for out-of-state tuition and fees

**\$3,942** for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Set and Exhibit Designers: <http://onetonline.org/link/summary/27-1027.00>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

**California**

**Additional Information:**

No additional notes provided.

Date Created: 5/16/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

<sup>7</sup> **State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

<sup>8</sup> **Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



# NURSING: REGISTERED NURSING

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

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Nursing and Allied Health Unit (951) 639-5577  
[www.msjc.edu/nursingandalliedhealth](http://www.msjc.edu/nursingandalliedhealth)

Degree(s)

**Transfer:**

None

**Non-Transfer:**

A.S. in Nursing <sup>4413 AS,NURS,RN or 4413 AS,LVN2RN</sup>  
(with General Education Requirements Option A)

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Associate in Science degree in Registered Nursing provides courses that are transferable to four-year colleges and universities. The program is accredited by the California State Board of Registered Nursing. Graduates are eligible to take the National Council Licensure Examination (NCLEX). The program pass rates are consistently above the state and national averages.

The Associate in Science degree in Nursing is a 78-unit degree program which requires four semesters (40 units in nursing) of study beyond completion of prerequisite courses. In addition, Mt San Jacinto College offers a LVN-RN articulation option for completion of the Associate in Science degree in Nursing or a non-degree 30-unit option.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

Health care providers, especially new graduate nurses, are positioned in this nation to have excellent employment opportunities especially with the Affordable Care Act. The Inland Empire continues to build health care facilities to provide care for the increase in population.

Health care reform and changes to legislation regarding health care has a direct impact on nursing. According to the Institute of Medicine, registered nurses will be in demand with a projected number of 500,000 employment opportunities nationwide by 2016.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Prepare to take and pass the NCLEX State Board Examination utilizing the concept of the current NCLEX Test Plan.
- Prepare for entry level jobs in nursing practice settings utilizing the concept of: therapeutic written, oral, and nonverbal communication skills; critical thinking and the nursing process to direct and manage client care; drug and intravenous therapy for promoting a safe, effective care environment; growth and development and socio-cultural to view the client as a holistic person; and evidence-based practices and principles of education to promote, maintain, and restore optimum health for clients with acute and chronic alterations in health.
- Act as a professional Registered Nurse by utilizing professional nursing ethics and accepted standards of care to comply with the scope of practice as defined by the Board of Registered Nursing in the state of California.

## DEGREE

### Non-Transfer Degree

#### ADMISSION REQUIREMENTS

Note: Meeting admission requirements for the program does not guarantee admission into the Associate Degree in Nursing Program. Please see the Multi-Criteria Selection Process form for more information about the selection process. In addition, a pre-nursing “information workshop certificate” is no longer an admission requirement.

## MT. SAN JACINTO COLLEGE ASSOCIATE DEGREE IN NURSING PROGRAM MULTI-CRITERIA SELECTION PROCESS

Applicants with the highest ranking based on Criteria 1-6 will receive Provisional Acceptance and notified by MSJC student email 4-6 weeks after the application period. Admission will be offered to the highest ranking applicants whose documentation supports the information provided in the application.

CRITERIA	MAXIMUM POINTS FOR EACH CATEGORY	POINT DISTRIBUTION
1. Previous Academic Degrees, Diploma or Relevant Certificates  <ul style="list-style-type: none"> <li>• AA/AS or BA/BS or</li> <li>• Licensed Healthcare Work or</li> <li>• Certified Healthcare Worker</li> </ul>	5 points	If you have multiple degrees/certificates the maximum points awarded is 5 points. <ul style="list-style-type: none"> <li>• LVN, CNA, Paramedic, EMT, Respiratory Therapist, Phlebotomist, Physical or Occupational Therapist, Physical Therapy Aide, Medical Assistant, Medical Scribe, Dental Hygienist, Surgical Tech, Psychiatric Technician, Radiology or Ultrasound Technician, Paramedic</li> <li>• All Licenses/Certificates must be current to receive 5 points.</li> </ul>
2. Grade Point Average in Relevant Course Work	50 points	Minimum 2.5 GPA in Anatomy and Physiology, Microbiology, English Composition, and Intermediate Algebra (or higher) **LVN-RN applicants this includes Psychology  Points for Prerequisite GPA is a maximum of 45 points GPA= 4.0            45 points GPA= 3.99- 3.8    40 points GPA= 3.79- 3.6    35 points GPA= 3.59- 3.4    30 points GPA= 3.39- 3.2    25 points GPA= 3.19- 3.0    20 points GPA= 2.99- 2.8    15 points GPA= 2.79- 2.6    10 points GPA= 2.50- 2.5    5 points 'C' or better in General Education and Licensure Requirements maximum 5 points <ul style="list-style-type: none"> <li>• Completion of Psychology, Political Science, Communication, Diversity, and Humanities</li> </ul>

**CONTINUED ON NEXT PAGE**



**NURSING PROGRAM MULTI-CRITERIA SELECTION PROCESS – CONTINUED FROM PREVIOUS PAGE**

CRITERIA	MAXIMUM POINTS FOR EACH CATEGORY	POINT DISTRIBUTION
<p>3. Life Experiences or Special Circumstances of an Applicant</p> <ol style="list-style-type: none"> <li>1. Veteran or active military status</li> <li>2. Disabilities</li> <li>3. Low Family Income</li> <li>4. First generation of family to attend college</li> <li>5. Need to work during pre-requisites</li> <li>6. Disadvantage, social or educational environment</li> <li>7. Difficult personal and family situations or circumstances</li> <li>8. Refugee</li> </ol>	5 points	<p>Criteria/Application Requirement</p> <ol style="list-style-type: none"> <li>1. Copy of DD214 form for Veteran or Military ID</li> <li>2. Copy of DSPTS evaluation or letter from a Physician documenting disability.</li> <li>3. Document copy of eligibility of Financial Aid, Cal Works, BOGFW-B, Federal Pell Grant or EOPS.</li> <li>4. Written statement from applicant.</li> <li>5. Documentation from employer on company letterhead verifying dates of employment.</li> <li>6. Written statement from applicant.</li> <li>7. Written statement from applicant. Pertains to: single parent, deployed spouse, family caregiver, death of family member within 6 months, medical problems, or financial issues.</li> <li>8. Copy of card indicating refugee status.</li> </ol>
<p>4. Proficiency or Advanced Level Coursework in a Language other than English</p>	2 points	<p>American Sign Language, Arabic, Chinese (including various dialects), Farsi, Russian, Spanish, Tagalog, Languages of Indian Subcontinent &amp; Southeast Asia</p> <ul style="list-style-type: none"> <li>• Proficiency in a Language other than English must be met by official transcripts from a U.S. regionally accredited college or university verifying two semesters of the same foreign language OR is the identified language spoken at home (Verification must be provided upon request)</li> </ul>
<p>5. Documented relevant work or volunteer experience in Health care within the last 3 years.</p>	3 points	<p>Points are awarded for work experience or volunteer experience.</p> <ul style="list-style-type: none"> <li>• Minimum of 100 hours for volunteer experience.</li> </ul>
<p>6. Approved Diagnostic Assessment Tool, Test of Essential Academic Skills (TEAS)</p>	35 points	<p>Points for ATI TEAS is a maximum of 35 points</p> <p>Score 90- 100%= 35 points            Score 89- 82%= 30 points            Score 81- 74%= 25 points            Score 73- 62%= 20 points</p> <ul style="list-style-type: none"> <li>• Students are required to submit official ATI TEAS results with their application.</li> <li>• The points assigned are dependent upon the test cut-off score of 62% or higher on the ATI TEAS.</li> <li>• Only the first passing score on the ATI TEAS will be accepted.</li> <li>• Please Note: The ATI TEAS Test can only be taken twice in order to achieve a passing score.</li> </ul>



## A.S. in Nursing (75-78 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:

High School graduate (or equivalency)

### Prerequisites: 21-24 units

ANAT-101	Human Anatomy & Physiology I (A)	4-5 (range)
ANAT-102	Human Anatomy & Physiology II (A)	4-5 (range)
BIOL-125	Microbiology (A)	4-5 (range)

or

BIOL-125H	Honors Microbiology (A)	4-5 (range)
ENGL-101	College Composition (D1)	4 units

or

ENGL-101H	Honors College Composition (D1)	4 units
MATH-096	Intermediate Algebra (G)	5 units

There is a five year recency requirement for ANAT-101 and ANAT-102.

### Semester One: 12 units

NURS-071	Foundations of Nursing Skills Lab	0.5 unit
NURS-194	Pharmacology & Dosage Calculations for Nurses	3.5 units
NURS-212	Foundations of Nursing	4 units
NURS-214	Introduction to Medical-Surgical Nursing I	4 units

### Semester Two: 12.5 units

NURS-072	Basic Medical Surgical Nursing Skills Lab	0.5 unit
NURS-222	Nursing Care of Children & Families	3.5 units
NURS-224	Beginning Medical-Surgical Nursing II	5 units
NURS-226	Nursing of Childbearing & Families	3.5 units

### Semester Three: 10.5 units

NURS-073	Intermediate Nursing Skills Lab	0.5 unit
NURS-234	Intermediate Medical-Surgical Nursing III	5 units
NURS-236	Mental Health Nursing	3 units
NURS-238	Gerontology and Community Nursing	2 units

### Semester Four: 7 units

NURS-074	Advanced Nursing Skills Lab	0.5 unit
NURS-244	Advanced Medical-Surgical Nursing IV	4 units
NURS-248	Preceptorship (5 wks)	2.5 units

### Additional Associate Degree and Requirements: (12 units)

PSYC-101	Introduction to Psychology	3 units
or		
PSYC-101H	Honors Introduction to Psychology	3 units
PS-101	Introduction to American Government and Politics	3 units
or		
PS-101H	Honors Introduction to American Government and Politics	3 units
COMM-100	Public Speaking	3 units
or		
COMM-100H	Honors Public Speaking	3 units

COMM-103	Interpersonal Communication	3 units
or		
COMM-103H	Interpersonal Communication	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 in 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 in 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:

Note: Meeting admission requirements for the program does not guarantee admission into the Associate Degree in Nursing Program. Please see the Multi-Criteria Selection Process form for additional information about the selection process. In addition, a “Pre-Nursing Information Workshop Certificate” no longer an admission requirement.

### Prerequisites: (27.5-30.5 units of course work):

(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:

### Required Prerequisites (27.5-30.5 units)

ANAT-101	Human Anatomy & Physiology I	4-5 (range)
ANAT-102	Human Anatomy & Physiology II	4-5 (range)
BIOL-125	Microbiology	4-5 (range)
or		
BIOL-125H	Honors Microbiology	4-5 (range)
ENGL-101	College Composition	4 units
or		
ENGL-101H	Honors College Composition	4 units
MATH-096	Intermediate Algebra	5 units
NURS-072	Basic Medical Surgical Nursing Skills Lab	0.5 unit
NURS-232	Role Transition	3 units
PSYC-101	Introduction to Psychology	3 units
or		

PSYC-101H Honors Introduction to Psychology 3 units  
 LVN, licensed in California or proof of LVN program graduate awaiting licensure.

There is a five year recency for ANAT-101 and ANAT-102.

**3rd Semester (10.5 units):**

NURS-073 Intermediate Nursing Skills Lab 0.5 unit  
 NURS-234 Intermediate Medical-Surgical Nursing III 5 units  
 NURS-236 Mental Health Nursing 3 units  
 NURS-238 Gerontology and Community Nursing 2 units

**4th Semester (7 units):**

NURS-074 Advanced Nursing Skills Lab 0.5 unit  
 NURS-244 Advanced Medical-Surgical Nursing IV 4 units  
 NURS-248 Preceptorship 2.5 units

**Additional Associate Degree and Requirements:  
 (9 units)**

Political Science 101 or 101H (B1) 3 units  
 Communication 100 or 100H or 103 or 103H (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). Students can opt to meet all of the requirements of the Associate Degree in Science in Nursing degree (degree candidate) or to satisfy the course requirements for only those courses that are required by the California Board of Registered Nursing as the content required for RN licensure (non-degree candidate). Students can apply for advanced placement into the LVN-RN option if

he/she has completed courses at another college. 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:**

High School graduate (or equivalent)

**Prerequisites:**

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

ANAT-104 Survey of Human Anatomy and Physiology 5 units  
 BIOL-125 Microbiology 5 units

or

BIOL-125H Honors Microbiology 5 units

NURS-072 Basic Medical Surgical Nursing Skills Lab 0.5 unit

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-238 Gerontology and Community Nursing 2 units

**4th Semester:**

NURS-244 Advanced Medical-Surgical Nursing IV 4 units

NURS-248 Preceptorship 2.5 units





# PHILOSOPHY

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Dean of Instruction, Academic Programs (951) 487-3400

## Menifee Valley Campus

(951) 672-MSJC (6752)

1-800-452-3335

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

tdonovan@msjc.edu

Degree(s)

### Transfer:

A.A.-T in Philosophy for Transfer <sup>32418 AA.PHIL.OPTBAAT</sup> or <sup>32418 AA.PHIL.OPTCAAT</sup>

(using General Education Requirements Option B or C)

See Also

A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

### Non-Transfer:

None

See:

A.A. in Humanities

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

Philosophy courses provide lower division preparation for those who plan to major in Philosophy at a university. Comprehensive survey course content along with substantive courses in logic, ethics are designed to acquaint students with the distinctive nature of philosophical ideas and to help increase skills in critical thinking about matters of fundamental philosophical concerns, 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. Philosophy courses meet general education requirements and also provide a foundation of lifelong learning.

## CAREER OPPORTUNITIES

### Transfer Degree

For BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation

and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Identify and assess the central figures, questions and themes of philosophy.
- Analyze and assess arguments and approaches to philosophical problems.
- Articulate and defend complex arguments using written and oral communication.

## DEGREE

### Transfer A.A.-T Degree

#### Philosophy

An Associate in Arts in Philosophy for Transfer degree will fulfill the requirements for students to transfer to the CSU System as a Philosophy major. Logic and critical thinking courses provide students with an ability to analyze arguments, assess philosophical questions, and to read and think critically. History of philosophy and ethics classes guide students to an understanding of the central figures, questions, and themes throughout the history of philosophy. All courses seek to develop and enhance students' abilities to think critically about texts and philosophical ideas and to articulate and defend arguments through both written and oral academic discourse.

The major requirement for an A.A.-T in Philosophy for Transfer to CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

**A.A.-T in Philosophy for Transfer (18 units)**
Required Core (6 units)

PHIL-101	Introduction to Philosophy I	3 units
or		
PHIL-101H	Honors Introduction to Philosophy I	3 units
PHIL-103	Logic	3 units
or		
PHIL-103H	Honors Logic	3 units

List A: Select one (3 units)

PHIL-109	Ancient and Medieval Philosophy	3 units
PHIL-112	Critical Thinking and Composition	3 units

List B: Select two (6 units)

Any course from List A not used above or one of the following:

HIST-101	Western Civilization to 1650	3 units
HIST-102	Western Civilization since 1650	3 units
HIST-118	History of World Religions	3 units

List C: Select one (3 units)

Any course from List A nor List B not used above or one of the following:

ENGL-103	Critical Thinking and Writing	3 units
or		
ENGL-103H	Honors Critical Thinking and Writing	3 units

**Units for Major 18**

**CSU General Education or IGETC Pattern 37-39**

**Possible double counting 12-15**

**Transferable Electives (as needed to reach 60 CSU transferable units)**

**Total Units for A.A.-T Degree 60 units**

This Associate in Arts in Philosophy for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.





# PHOTOGRAPHY

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

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Keith Hanz (951) 639-5546  
khanz@msjc.edu

Degree(s)

**Transfer:**

None

**Non-Transfer:**

A.S. in Photography<sup>4407 AS.PHOT</sup>

*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Photography<sup>22136 CTPHOT</sup>

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The MSJC Photography program offers non-transfer certificate and Associate degree opportunities that respond to new-media industry standards in the digital paradigm. This immersive path of study includes extensive technical and creative production guidance and skill sets. The career-oriented student will study the ubiquitous nature of photographic visual communication while gaining a comprehensive understanding of digital photography workflow and digital asset management.

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 has methodically given 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 and constructed 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 fully explore the photographic realm. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Non-Transfer Degree

Free Lance Photographer, Studio and Location Photographer

### Certificate

Free Lance Photographer, Studio and Location Photographer

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Demonstrate professional-level understanding of exposure essentials and photographic principles.
- Employ current photographic workflow and skill sets in the digital paradigm.
- Demonstrate the ability to analyze, evaluate, synthesize, and defend photographic production techniques in the studio and on location.
- Conceptualize and produce creative photographic solutions to client and self-assigned photographic challenges.
- Have knowledge of a historical perspective of photography and significant photographers.

## DEGREE

### Non-Transfer Degree

#### Photography

In addition to the 18 units of the certificate program in Photography, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Photography.

## CERTIFICATE

### Certificate in Photography (18 units)

#### Required (15 units)

ART-120	2D Design	3 units
DIG-110	Introduction to Digital Media	3 units
PHOT-125	Digital Photography Production I	3 units
PHOT-224	Digital Photography Production II	3 units
PHOT-225	Digital Photography Production III	3 units

#### Electives (3 units)

AUD-180	Video Production I	3 units
BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
HIST-136/THA-136	Cultural History of American Motion Pictures	3 units
DIG-180	Digital Media Design	3 units
DIG-198	Digital Media Project Management	3 units
DIG-170	3D Animation	3 units
DIG-149/CWE-149K	Cooperative Work Experience: Digital Media	1-3 units
PHOT-090	Digital Imaging Studio Laboratory	1 unit
PHOT-091	Professional Production Studio Laboratory	1 unit
PHOT-130	History of Still Photography	3 units
PHOT-299	Special Projects: Photography	1-3 units



Mt. San Jacinto College  
Undergraduate certificate in Photography  
Program Length: 36 weeks

**Students graduating on time**

0% of Title IV students complete the program within 36 weeks<sup>1</sup>

**Program Costs\***

\$828 for in-state tuition and fees

\$6,138 for out-of-state tuition and fees

\$1,971 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Photographers: <http://onetonline.org/link/summary/27-4021.00>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

California

**Additional Information:**

No additional notes provided.

Date Created: 5/15/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (36 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

<sup>7</sup> **State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

<sup>8</sup> **Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A




# PHYSICAL EDUCATION

**San Jacinto Campus**  
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Serinna Eason (951) 487-3597  
season@msjc.edu

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

Degree(s)

**Transfer:**

 A.A.-T in Kinesiology for Transfer 35689 AS.KINE.OPTBAST or 35689 AS.KINE.OPTCAST

*(using General Education Requirements Option B or C)*

**Non-Transfer:**

A.A. in Physical Education 4396 AA.PE

*(with General Education Requirements Option A)*

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Physical Education Department offers a non-transfer degree in physical education as well as a transfer degree in Kinesiology. It offers extensive courses including fitness and activity courses, and theory courses to increase understanding of competitive sports.

Physical Education is both an activity curriculum and an academic area of study emphasizing the physical and psychological aspects of human movement and performance. Exercise, activity and sports are an important component in the development of well-rounded individuals interested in physical and mental well-being and the productive use of leisure time.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

### Transfer Degree

For BA/BS careers, please see your transfer institution.

### Non-Transfer Degree

Coaching, Referee, Umpire, Events Broadcasting, Scouts, Sports, Competitor, Amusement and Recreation Attendant, Recreation and Fitness Worker, Recreation Industries

## TRANSFER PREPARATION

### Kinesiology

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### Physical Education

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Explore and prepare for educational and career options in Physical Education, Kinesiology, Exercise Science, Nutrition, and Athletic Coaching.
- Explore the anatomical, biomechanical and physiological components of human movement.
- Design and perform a safe and appropriate exercise program to increase and measure the five components of fitness (cardiovascular endurance, muscle strength, muscle endurance, flexibility, body composition) for diverse populations.
- Design and perform a safe and appropriate practice program to increase and measure the six components of sport performance (agility, balance, ordination, speed, reaction time and power) for diverse populations.
- Apply the principles of exercise testing and prescription to customize the principles of exercise, nutrition, and behavioral modification to create a long-term sustainable healthy lifestyle.
- Demonstrate proficiency, knowledge, skills and abilities to



compete in various individual and team sports as an athlete, official, or a coach.

- Develop the body, mind, social connections and spirit through human movement.
- Develop and write an effective plan of initial treatment, rehabilitation, and preventative care for common athletic injuries and other emergency situations.
- Examine and critique scientific literature, exercise methods, services and products, and understand and synthesize relevant information from it, and be able to convey findings both orally and in writing.

### Related-Content Groups

(4 attempts within a related-content group/each course 1 time for credit)

#### Aerobic Conditioning :

PE-112, 112A, 113, 119, 119B, 120

#### Basketball:

(PE-104 thru SU14), PE-133

#### Soccer:

(PE-108 thru SU14), PE-137

#### Tennis:

PE-132, 132B

#### Volleyball:

PE-134, (PE-135 thru SU14)

#### Weight Training:

PE-114A, 114B, 114C

## DEGREES

### Transfer Degree

#### Kinesiology

An A.A.-T in Kinesiology for Transfer will fulfill the requirements for students to transfer to a CSU university as a Kinesiology major. The courses in the A.A.-T in Kinesiology provide students with an ability to design appropriate programs for health, fitness and competitions, apply principles of exercise assessments, and critique scientific literature, identify exercise protocols, and synthesize information in problem solving as it relates to human movement. The major required for an A.A.-T in Kinesiology Transfer to CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses

required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

#### A.A.-T in Kinesiology for Transfer (20-25 units)

##### Required Core Courses (11 units)

ANAT-101	Human Anatomy & Physiology I	4 units
ANAT-102	Human Anatomy & Physiology II	4 units
PE-195	Introduction to Kinesiology	3 units

##### Required Movement-Based Courses (3-5 units)

**Select one course maximum from any three of the following areas:**

##### Area 1: Aquatics (no MSJC equivalent)

##### Area 2: Combatives (no MSJC equivalent)

##### Area 3: Dance

DAN-120	Conditioning and Alignment for Dance	2 units
DAN-121A	Beginning Ballet	2 units
DAN-122A	Beginning Modern Dance	2 units
DAN-123A	Beginning Jazz Dance	2 units
DAN-124	Beginning Tap Dance	2 units
DAN-126A	Intermediate Modern Dance	2 units
DAN-129	Intermediate Tap Dance	2 units
DAN-131A	Beginning Hip Hop	2 units
DAN-135A	Intermediate Hip Hop	2 units

##### Area 4: Fitness

PE-112	Body Conditioning	1 unit
PE-112A	Beginning Step Aerobics	1 unit
PE-113	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
PE-119B	Intermediate Fitness Walking	2 units
PE-120	Beginning Yoga	1 unit

##### Area 5: Individual Sports

PE-132	Beginning Tennis	1 unit
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##### Area 6: Team Sports

PE-133	Individual and Group Sports: Basketball	1 unit
PE-134	Introduction to Volleyball	1 unit
PE-137	Individual and Group Sports: Soccer	1 unit

##### List A: Select two (6-9 units)

BIOL-100	Human Biology	4 units
CHEM-101	General Chemistry I	5 units
or		
CHEM-107	Chemistry of Life	5 units
MATH-140	Introduction to Statistics	3 units
PE-115	First Aid and CPR	3 units
PHY-101	Basic Physics: Energy and Motion	4 units
PHY-201	Mechanics and Wave Motion	4 units

**Units for Major 20-25**



**CSU General Education or IGETC Pattern** 37-39  
**Possible double counting** 10-14  
**Transferable Electives (as needed to reach 60 CSU transferable units)**  
**Total Units for A.S.-T Degree** 60 units

This Associate in Science in Kinesiology for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

## **NON-TRANSFER DEGREE**

### **Physical Education**

The major requirement for a non-transfer Associate in Arts degree in Physical Education may be met by completing a minimum of 18 units in Physical Education from the following areas: 12 units from the PE core requirements, at least 6 units from the elective requirements and one GE course from GE group #1, one course from GE group #2 and meeting all other MSJC General Education Option A requirements (for a total of 60 units).

#### **A.A. in Physical Education (18 units)**

##### Required GE Group 1 Courses (1 course)

ANAT-101 or higher, BIOL-100 or BIOL-100H or higher or CHEM-100 or higher

##### Required GE Group 2 Courses (1 course)

HS-121, HS-123, NUTR-100, NUTR-100H, NUTR-101, or NUTR-101H

##### Required Core Courses (12 units)

PE-106 Sports Officiating	3 units
PE-110 Prevention and Care of Athletic Injuries	3 units
PE-115 First Aid and CPR	3 units
PE-195 Introduction to Kinesiology	3 units

##### Electives (6 units)

PE-112 Body Conditioning	1 unit
PE-112A Beginning Step Aerobics	1 unit
PE-113 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
PE-119B Intermediate Fitness Walking	2 units
PE-120 Beginning Yoga	1 unit
PE-132 Beginning Tennis	1 unit
PE-132B Intermediate Tennis	1 unit
PE-133 Individual and Group Sports: Basketball	1 unit
PE-134 Introduction to Volleyball	1 unit
PE-137 Individual and Group Sports: Soccer	1 unit
PEIC-139 Intercollegiate Sports: Soccer (Women)	3 units
PEIC-139A Pre-Season Athletics: Soccer (Women)	1-3 units

PEIC-139B Off-Season Athletics: Soccer (Women)	1-3 units
PEIC-140 Intercollegiate Sports: Football (Men)	3 units
PEIC-140A Pre-Season Athletics: Football (Men)	1-3 units
PEIC-140B Off-Season Athletics: Football (Men)	1-3 units
PEIC-141A Intercollegiate Sports: Basketball (Men)	
Pre-Conference Competition	1.5 units
PEIC-141B Intercollegiate Sports: Basketball (Men)	
Conference and Post-Conference Competition	1.5 units
PEIC-141C Pre-Season Athletics: Basketball (Men)	1-3 units
PEIC-141D Off-Season Athletics: Basketball (Men)	1-3 units
PEIC-142 Intercollegiate Sports: Volleyball (Women)	
	3 units
PEIC-142A Pre-Season Athletics: Volleyball (Women)	
	1-3 units
PEIC-142B Off-Season Athletics: Volleyball (Women)	
	1-3 units
PEIC-143A Intercollegiate Sports: Basketball (Women)	
Pre-Conference Competition	1.5 units
PEIC-143B Intercollegiate Sports: Basketball (Women)	
Conference and Post-Conference Competition	1.5 units
PEIC-143C Pre-Season Athletics: Basketball (Women)	
	1-3 units
PEIC-143D Off-Season Athletics: Basketball (Women)	
	1-3 units
PEIC-144 Intercollegiate Sports: Baseball (Men)	3 units
PEIC-144A Pre-Season Athletics: Baseball (Men)	1-3 units
PEIC-144B Off-Season Athletics: Baseball (Men)	1-3 units
PEIC-145 Intercollegiate Sports: Tennis (Men)	3 units
PEIC-145A Pre-Season Athletics: Tennis (Men)	1-3 units
PEIC-145B Off-Season Athletics: Tennis (Men)	1-3 units
PEIC-146 Intercollegiate Sports: Tennis (Women)	
	3 units
PEIC-146A Pre-Season Athletics: Tennis (Women)	1-3 units
PEIC-146B Off-Season Athletics: Tennis (Women)	1-3 units
PEIC-147 Intercollegiate Sports: Golf	3 units
PEIC-147A Pre-Season Athletics: Golf	1-3 units
PEIC-147B Off-Season Athletics: Golf	1-3 units
PEIC-148 Intercollegiate Sports: Softball (Women)	3 units
PEIC-148A Pre-Season Athletics: Softball (Women)	1-3 units
PEIC-148B Off-Season Athletics: Softball (Women)	
	1-3 units
PEIC-150 Intercollegiate Sports: Beach Volleyball (Women)	
	3 units
PEIC-150A Pre-Season Athletics: Beach Volleyball (Women)	
	1-3 units
PEIC-150B Off-Season Athletics: Beach Volleyball (Women)	
	1-3 units



# POLITICAL SCIENCE

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Willie Hamilton (951) 487-3685

whamilto@msjc.edu

## Menifee Valley Campus

(951) 672-MSJC (6752)


1-800-452-3335

Stacey Searl-Chapin, Ph.D. (951) 639-5685

schapin@msjc.edu

Degree(s)

### Transfer:

 A.A.-T in Political Science for Transfer 31798 AA.PS.OPTBAAT or 31798 AA.PS.OPTCAAT

*(using General Education Requirements Option B or C)*

See also:

A.A. in Liberal Arts - Social & Behavioral Science Emphasis

### Non-Transfer:

None

See:

A.A. in Social/Behavioral Sciences

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

Political Science is the study of politics that examines the relationship of citizens to government, the interaction of different governments, and the acquisition and use of political power. Those who major in political science at a four-year university or college might work for a government agency, run for political office, manage a political campaign, go to law school, or teach.

## CAREER OPPORTUNITIES

### Transfer Degree

For BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Analyze and critique current political topics and issues.
- Analyze and evaluate the behavior of political institutions, organizations, and individuals.
- Evaluate the validity of their political opinions and the opinions of others.
- Engage in political participation, including but not limited to, participation in community and political organizations.

## DEGREE

### Transfer A.A.-T Degree

#### Political Science

An Associate in Arts degree in Political Science for Transfer will fulfill the requirements for students to transfer to a four-year college or university as a Political Science major.

The major required for an A.A.-T in Political Science for Transfer may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is acceptable if pass is defined as a grade of C or better.

## A.A.-T in Political Science for Transfer

**(18 units)**

### Required Core (3 units)

PS-101 Introduction to American Government and Politics 3 units

or

PS-101H Honors Introduction to American Government and Politics 3 units

### List A: Select three (9 units)

MATH-140 Introduction to Statistics 3 units

or

PSYC-121/ SOCI-121  
Statistics for Behavioral Sciences 3 units

PS-102 Comparative Politics and Government 3 units

PS-105 Introduction to Political Theory 3 units

or

PS-105H Honors Introduction to Political Theory 3 units

PS-106 Introduction to International Relations 3 units

or

PS-106H Honors Introduction to International Relations 3 units

### List B: Select two (6 units)

Any course from List A not used above or any of the following courses:

PS-103 Ethnic Politics in America 3 units

or

PS-103H Honors Ethnic Politics in America 3 units

PS-104 Current Political Issues and Trends 3 units

or

PS-104H Honors Current Political Issues and Trends 3 units

PS-120 California Government 3 units

or

PS-120H Honors California Government 3 units

**Units for Major 18**

**CSU General Education or IGETC Pattern 37-39**

**Possible double counting 9**

**Transferable Electives (as needed to reach 60 CSU transferable units)**

**Total Units for A.A.-T Degree 60 units**

This Associate in Arts in Political Science for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.





# PSYCHOLOGY

## San Jacinto Campus

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## Menifee Valley Campus

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Richard Kandus (951) 639-5695  
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Anjeanette Oberg (951) 639-5653  
aoberg@msjc.edu

Degree(s)

### Transfer:

 A.A.-T in Psychology for Transfer 32472 AA.PSYC.OPTBAAT or 32472 AA.PSYC.OPTCAAT

*(using General Education Requirements Option B or C)*

See: also

A.A. in Liberal Arts - Social & Behavioral Science Emphasis

### Non-Transfer:

None

See:

A.A. in Social/Behavioral Sciences

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Psychology program at MSJC is designed to develop skills and knowledge consistent with the study of psychology in a multicultural, global context. Successful students will master the writing, reading and research skills required for psychology inquiry and will develop the necessary background to be successful in the major at the university level.

## CAREER OPPORTUNITIES

### Transfer Degree

For BA/BS careers, please see your transfer institution.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Apply the various psychological theories and concepts, including personality theory, consciousness, learning theory, and others, to our own personal and professional lives.
- Develop a tolerance, acceptance, and appreciation of the diversity of others' thoughts, backgrounds, and self-concepts.
- Explore various topics and concepts within psychology, and integrate these into a whole concept of individuals and groups.
- Apply the learning outcome goals provided by the American Psychological Association.
- Explain different research methods used by psychologists, including strengths and weaknesses of different designs, types of questions addressed by each, and the significance of research to the field of psychology.

## DEGREE

### Transfer A.A.-T Degree

#### Psychology

The Associate in Arts in Psychology for Transfer degree is designed to fulfill the undergraduate requirements for students planning to major or minor in psychology or transfer to the CSU system. The patterns of courses offered for the degree are designed to prepare students to study, understand and to think critically about behavior and mental processes of humans and other organisms under a scientific paradigm. The areas of study encompasses consciousness, cognition, motivation and emotion, human development, the psychobiological foundations of behavior, the nature of psychological disorders, and the application of psychological principles to promote the quality of people's lives founded on sound psychological models and research.

The major requirements for an A.A.-T in Psychology for Transfer to CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.



- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

**A.A.-T in Psychology for Transfer (19-20 units)**

Required Core (10 units)

MATH-140	Introduction to Statistics	3 units
or		
PSYC-121/ SOCI-121	Statistics for Behavioral Sciences	3 units
PSYC-101	Introduction to Psychology	3 units
or		
PSYC-101H	Honors Introduction to Psychology	3 units
PSYC-124	Social Research Methodology with Lab	4 units
or		
PSYC-124H	Honors Social Research Methodology with Lab	4 units

List A: Select one (3-4 units)

BIOL-100	Human Biology	4 units
BIOL-115	Topics in Biology	4 units
or		
BIOL-115H	Honors Topics in Biology	4 units
BIOL-150	General Biology I	4 units
or		
BIOL-150H	Honors General Biology I	4 units
PSYC-107	Psychobiology	3 units
or		
PSYC-107H	Honors Psychobiology	3 units

List B: Select one (3 units)

Any course from List A not already used above or one of the following courses:

PSYC-103	Human Development	3 units
or		
PSYC-103H	Honors Human Development	3 units

List C: Select one (3 units)

Any course from List A or B not already used above or one of the following courses:

CDE-110	Child Development	3 units
or		
CDE-110H	Honors Child Development	3 units
PSYC-102	Personal Growth	3 units
PSYC-104	Psychology of Gender	3 units
or		
PSYC-104H	Honors Psychology of Gender	3 units
PSYC/SOCI-105	Social Psychology	3 units
or		

PSYC/SOCI-105H	Honors Social Psychology	3 units
PSYC-108	Abnormal Psychology	3 units
or		
PSYC-108H	Honors Abnormal Psychology	3 units
<b>Units for Major</b>		<b>19-20</b>
<b>CSU General Education or IGETC Pattern</b>		<b>37-39</b>
<b>Possible double counting</b>		<b>16-19</b>
<b>Transferable Electives (as needed to reach 60 CSU transferable units)</b>		
<b>Total Units for A.A.-T Degree</b>		<b>60 units</b>

This Associate in Arts in Psychology for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.



# REAL ESTATE

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

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Dean of Instruction, Career Education & Categorical Programs (951) 639-5352

Degree(s)

**Transfer:**  
None

**Non-Transfer:**  
A.S. in Real Estate <sup>4391 AS.RE</sup>  
(with General Education Requirements Option A)

Certificate(s)  
Certificate in Real Estate <sup>22124 CTRE</sup>

Employment Concentration Certificate(s)  
None

## PROGRAM DESCRIPTION

The MSJC Real Estate program offers the opportunity to earn a non-transfer certificate or degree. This program also provides the educational requirements for the real estate broker's license and real estate salesperson's license (issued by the State of California Department of Real Estate). Coursework prepares students for work in this dynamic profession. Essential success skills are emphasized including: ethics, professionalism, sales, financing, property valuation, law, and economics.

For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

Entry level career positions in real estate include sales agent, rental agent, property manager, escrow officer, and loan officer. Appraiser, real estate broker, mortgage broker and land developer are specializations within the industry.

## Non-Transfer Degree

Real Estate Salesperson

## Certificate

Real Estate Salesperson

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Apply the basic principles of California real estate regulations and laws.
- Demonstrate and differentiate best practices in real estate transactions.
- Describe the ethical standards and responsibilities of real estate professionals.
- Analyze and justify the basic principles of real estate property valuation.
- Identify key real estate terms and procedures.

## DEGREE

### Non-Transfer Degree

#### Real Estate

In addition to the 24 units of the certificate program in Real Estate, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Real Estate.



## **CERTIFICATE**

### **Certificate in Real Estate (24 units)**

#### Required Courses (12 units)

RE-140	Real Estate Principles	3 units
RE-141	Real Estate Practice	3 units
RE-142	Legal Aspects of Real Estate	3 units
RE-143	Real Estate Finance	3 units

#### Elective Courses (12 units)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
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or

ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units
BADM-201	Legal Environment of Business	3 units
RE-145	Real Estate Economics	3 units
RE-146	Mortgage Loan Brokering and Lending	3 units
RE-149/CWE-149S	Cooperative Work Experience: Real Estate	1-4 units
RE-154	Property Management	3 units

Mt. San Jacinto College  
 Undergraduate certificate in Real Estate  
 Program Length: 72 weeks

**Students graduating on time**

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

**Program Costs\***

\$1,104 for in-state tuition and fees

\$8,184 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:**Property, Real Estate, and Community Association Managers: <http://onetonline.org/link/summary/11-9141.00>

Assessors: <http://onetonline.org/link/summary/13-2021.01>

Appraisers, Real Estate: <http://onetonline.org/link/summary/13-2021.02>

Real Estate Brokers: <http://onetonline.org/link/summary/41-9021.00>

Real Estate Sales Agents: <http://onetonline.org/link/summary/41-9022.00>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

California

**Additional Information:**

No additional notes provided.

Date Created: 5/15/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

<sup>7</sup> **State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

<sup>8</sup> **Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# SCIENCE

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

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

Degree(s)

**Transfer:**  
None

See:  
A.A. in Liberal Arts- -Mathematics & Science Emphasis

**Non-Transfer:**  
A.S. in Science <sup>8690 AS.SCI</sup>  
(with General Education Requirements Option A)

Certificate(s)  
None

Employment Concentration Certificate(s)  
None

## PROGRAM DESCRIPTION

This non-transfer interdisciplinary degree offers a range of coursework to prepare students who want to explore the world of science at the introductory level. The Science major courses will work as lower division major preparation for specific transfer degrees in biological sciences, botany, ecology, genetics, environmental sciences, physiology, chemistry, toxicology and medicine – all fields. Many science courses are also required for engineering fields. For additional information, please see an MSJC counselor.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses using the scientific method where appropriate.
- Analyze and evaluate alternative points of view and accurately interpret evidence, statements, graphics, questions etc.
- Analyze and explain issues in quantitative terms using college-level mathematical concepts and methods, where appropriate.
- Apply their knowledge and skills to new and varied situations.
- Apply technology competently, selecting and using tools appropriate to the task.
- Explore complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.

## DEGREE

### Non-Transfer Degree

#### Science

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 Area A.

# SOCIAL/BEHAVIORAL SCIENCES

**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

Degree(s)

**Transfer:**

None

See:

A.A. in Liberal Arts - Social & Behavioral Science Emphasis

**Non-Transfer:**

A.A. in Social/Behavioral Sciences <sup>4430 AA.SOCB</sup>  
(with General Education Requirements Option A)

Certificate(s)

None

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

This non-transfer interdisciplinary degree offers a range of coursework to prepare students who want to explore the social and behavioral sciences as a foundation of lifelong learning, or as an introduction to the related fields of Sociology, Psychology, Anthropology, Economics, History, Social Sciences and Political Science. For additional information, please see an MSJC counselor.

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Analyze the historical and philosophical foundations of the United States and California constitutions.
- Analyze and critique the theory and practice of the politics and government of the United States and California.
- Analyze and critique current political topics and issues.
- Examine the historical development of issues pertaining to race, gender, and immigration; and explain the legislative actions taken in response to them at the federal and state level.
- Analyze how historical developments have affected the rights, responsibilities, and choices of modern US citizens.
- Examine complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.
- Analyze real or potential problems and develop, evaluate, and test possible solutions and hypotheses using the scientific method where appropriate.
- Evaluate information by selection and using appropriate research methods and tools.
- Develop individual responsibility, personal integrity, and respect for diverse people and cultures.

## DEGREE

### Non-Transfer Degree

#### Social/Behavioral Science

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

# TEACHER EDUCATION AND DEVELOPMENTAL STUDIES

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

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Dean of Instruction, Career Education & Categorical Programs  
(951) 639-5352

Degree(s)

**Transfer:**

 A.A.-T in Child and Adolescent Development for Transfer  
36360 AA.CDE.CAD.OPTBAAT or 36360 AA.CDE.CAD.OPTCAAT

*(using General Education Requirements Option B or C)*

 A.S.-T in Early Childhood for Transfer  
31716 AS.ECE.OPTBAST and 31716 AS.ECE.OPTCAST

*(using General Education Requirements Option B or C)*

See Also:

A.A. in Liberal Arts - Social & Behavioral Science Emphasis

**Non-Transfer:**

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

A.S. in Early Intervention and Inclusion 30494 AS.CDE.EI&I  
*(with General Education Requirements Option A)*

Certificate(s)

Certificate in Child Development and Education 22139 CT.CDE

Certificate in Early Intervention and Inclusion 30495 CT.CDE.EI&I

Certificate in Teacher 36179 CT.CDE.T

Low-Unit Certificate in Associate Teacher 36220 CT.CDE.AT

Low-Unit Certificate in California Preschool Foundations and Framework 35829 CT.CDE.CA PF&F

Low-Unit Certificate in Infant Toddler Teacher 36229 CT.CDE.ITT

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Teacher Education and Developmental Studies Department (TEDS) is committed to being a leader and partner in preparing our community of diverse learners to become competent, caring, and reflective educators and professionals who will advocate for and empower children and families in the 21st century.

Teacher Education and Developmental Studies is the study of the physical, psychosocial and cognitive growth and development of the child from conception through adolescence. In addition to our theoretical principles, our curriculum offers practical skills and on-site training that will prepare students for employment in early childhood centers and intervention programs. TEDS programs provides students the essential lower division coursework to endeavor upper division coursework in pursuit of employment in a K-12 institution, social work, parent education, mental health, speech pathology, psychology, and child advocacy.

TEDS offers a transfer degree in Early Childhood Education, a transfer degree in Child and Adolescent Development, a

non-transfer degree and Certificate in Child Development and Education and a non-transfer degree in Early Intervention and Inclusion. TEDS also offers certificates aligned with the California Child Development Permit Matrix and California Preschool Learning Foundations and Framework.

Information regarding any of the above awards is available from the TEDS Department. You can also find information on the California Teaching Permit at the Commission on Teacher Credentialing <https://www.ctc.ca.gov/credentials/req-child-dev>

All coursework within the Teacher Education and Developmental Studies Department must be completed with a minimum grade of “C” (2.0) or better. Please be advised, if working towards a California Teaching Permit, the state required General Education coursework must be completed with a minimum grade of “C” (2.0) or above as well. For more information on permit requirements visit: <https://www.ctc.ca.gov/credentials/faq/faq-child-dev>

As part of course requirements, students should be aware that any criminal charge(s) on their record may prevent them from completing certain courses, obtaining their certificate or degree and becoming employed in any occupation involving children. Students may be required to complete a DOJ fingerprint clearance process before they begin their OI or field experience courses. Students who have questions about this or wish to begin the clearance process should meet with a full time faculty member as soon as possible.

Students will be required to provide documentation of influenza shot (TDap), pertussis and measles immunization, as well as TB clearance to as required by SB792 in order to complete certain courses. Students who have questions about these requirements should meeting with a full time faculty member as soon as possible.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Transfer A.A./A.S. Degrees

For BA/BS careers, please see your transfer institution.

### Non-Transfer A.S. Degrees

**A.S. in Child Development and Education**

Preschool Teacher

**A.S. in Early Intervention and Inclusion**

Preschool Teacher



## Certificates

### Child Development and Education

CDE PERMIT: Teacher

### Early Intervention and Inclusion

CDE PERMIT: Teacher

### Teacher

Completion of coursework in the Teacher Certificate in Child Development and Education allows students to be employed in a Child Care facility, Home Family Day Care, Private Preschool and Head Start Assistant Teacher and allows Child Development Teacher Permit holder to supervise an Associate Teacher, Assistant and an aide.

## Low Unit Certificates

### Associate Teacher

Completion of coursework in the Associate Teacher Certificate in Child Development and Education allows students to be employed in a Child Care facility, Home Family Day Care, Private Preschool and Head Start Assistant Teacher.

### California Preschool Foundations

California Transitional Kindergarten Teacher, Head Start Preschool teacher or Assistant Teacher, State Preschool Master Teacher, Teacher and Assistant Teacher, Preschool Site Supervisor, Preschool Director, all early childcare professionals that work in private preschools, Home Day Care Providers, Children’s Advocates, Early Intervention Specialists, Dual-Language Specialists

### Infant Toddler Teacher

Licensed Infant Toddler care giver; Early Head Start Assistant Teacher; Private Infant Toddler Teacher

## TRANSFER PREPARATION

### A.A.-T in Child and Adolescent Development for Transfer or

### A.S.-T in Early Childhood Education for Transfer

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation, major preparation, and admissions. Prospective transfer students are advised to research careers, degrees, universities and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

### Child Development and Education/Early Intervention and Inclusion (Non-Transfer)

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Develop and effectively communicate a philosophy of education based on research and developmental theories that demonstrate a commitment to developmentally appropriate and responsive practice.
- Become permit and/or transfer eligible and thus prepared to enter the workforce.
- Demonstrate a commitment to lifelong learning including personal and professional development and responsibility.
- Demonstrate an understanding of and advocate for the diverse needs of children and families within the context of a rapidly changing and highly diverse society.
- Demonstrate professionalism based upon the NAEYC Code of Ethics.

## DEGREES

### Transfer A.A.-T/A.S.-T Degrees

#### Child and Adolescent Development

The Associate in Arts in Child and Adolescent Development for Transfer degree is designed to fulfill the undergraduate requirements for students planning to major or minor in child and adolescent development or transfer to the CSU system. The Child and Adolescent Development degree provides students comprehensive understanding of a broad range human development domains including social, cognitive, physical, and culture for children and adolescence. The degree provides a broad undergraduate preparation for students interested in child and adolescent care and education, elementary education, special education, and a variety of youth-related social service careers.

The major requirements for an A.A.-T in Child and Adolescent Development for Transfer to CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0. ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is acceptable if pass is defined as a grade of C or better.

#### A.A.-T in Child and Adolescent Development for Transfer (18-19 units)

##### Required Core Courses (9 units)

CDE-110	Child Development	3 units
or		
CDE-110H	Honors Child Development	3 units
MATH-140	Introduction to Statistics	3 units
PSYC-101	Introduction to Psychology	3 units
or		
PSYC-101H	Honors Introduction to Psychology	3 units



List A : Select Three Courses (minimum 9 Units)

ANTH-102	Cultural Anthropology	3 units
or		
ANTH-102H	Honors Cultural Anthropology	3 units
BIOL-100	Human Biology	4 units
BIOL-115	Topics in Biology	4 units
or		
BIOL-115H	Honors Topics in Biology	4 units
BIOL-150	General Biology I	4 units
or		
BIOL-150H	Honors General Biology I	4 units
BIOL-151	General Biology II	4 units
or		
BIOL-151H	Honors General Biology II	4 units
CDE-101	Principles of Early Childhood Education	3 units
CDE-103	Appropriate Curricula for Young Children	3 units
CDE-125	Child, Family and Community	3 units
or		
CDE-125H	Honors Child, Family and Community	3 units
CDE-147	Observation and Assessment in Early Childhood Education	3 units
GEOG-101	Physical Geography	3 units
GEOG-102	Cultural Geography	3 units
GEOG-108	World Regional Geography	3 units
HIST-150	Immigration, Race and Ethnicity in U.S. History	3 units
or		
HIST-150H	Honors Immigration, Race, and Ethnicity in U.S. History	3 units
HS-121	Fundamentals of Healthful Living	3 units
NUTR-100	Family Nutrition	3 units
NUTR-101	Nutrition and Foods	3 units
or		
NUTR-101H	Honors Nutrition and Foods	3 units
PSYC-103	Human Development	3 units
or		
PSYC-103H	Honors Human Development	3 units

**Units for Major** 18-19  
**CSU General Education or IGETC Pattern** 37-39  
**Possible double counting** 15-19

**Transferrable Electives**  
**(as needed to reach 60 CSU transferable units)**  
**Total Units for A.A.-T Degree** 60 units

This Associate in Arts in Child and Adolescent Development for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

**Early Childhood Education**

An Associate in Science degree in Early Childhood Education for Transfer will fulfill the requirements for students to transfer to a four-year college or university as a Early Childhood Education major.

The major required for an A.S.-T in Early Childhood Education for Transfer may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

**A.S.-T in Early Childhood Education for Transfer (24 units)**

**Required Courses (24 units)**

CDE-101	Principles of Early Childhood Education	3 units
CDE-103	Appropriate Curricula for Young Children	3 units
CDE-110	Child Development	3 units
or		
CDE-110H	Honors Child Development	3 units
CDE-111	Child Health, Safety and Nutrition	3 units
CDE-118	Teaching in a Diverse Society	3 units
CDE-125	Child, Family and Community	3 units
or		
CDE-125H	Honors Child, Family and Community in Early Intervention and Inclusion	3 units
CDE-147	Observation and Assessment in Early Childhood Education	3 units
CDE-148	Supervised Field Experience: Student Teaching	3 units

**Units for Major** 24

**CSU General Education or IGETC Pattern** 37-39

**Possible double counting** 6

**Transferable Electives (as needed to reach 60 CSU transferable units)**

**Total Units for A.S.-T Degree** 60 units

This Associate in Science in Early Childhood Education for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

**Non-Transfer Degree**

**A.S. in Child Development and Education (43 units)**

In addition to the 43 units of the certificate program in Child Development and Education, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Child Development and Education.



## A.S. in Early Intervention and Inclusion (43 units)

In addition to the 43 units of the certificate program in Early Intervention and Inclusion, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Early Intervention and Inclusion.

## 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
or		
CDE-110H*	Honors Child Development	3 units
CDE-111	Child Health, Safety and Nutrition	3 units
CDE-125*	Child, Family and Community	3 units
or		
CDE-125H*	Honors Child, Family and Community	3 units
CDE-140	Children and Youth with Exceptional Needs	3 units
CDE-147	Observation and Assessment in Early Childhood Education	3 units
CDE-148**	Supervised Field Experience: Student Teaching	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 (96 or above), and 4) English (101 or above).

### Certificate in Early Intervention and Inclusion (43 units)

#### Required Courses (27 units)

CDE-101	Principles of Early Childhood Education+	3 units
CDE-103	Appropriate Curricula for Young Children+,++	3 units
CDE-110	Child Development+	3 units
or		
CDE-110H	Honors Child Development+	3 units
CDE-119	Infant and Toddler Growth and Development	3 units
CDE-125	Child, Family and Community+	3 units
or		
CDE-125H	Honors Child, Family and Community+	3 units
CDE-140	Children and Youth with Exceptional Needs	3 units

CDE-143	Supporting Children Who Have Challenging Behaviors++	3 units
CDE-144**	Supervised Field Experience/Internship in Early Intervention and Inclusion++	3 units
CDE-147	Observation and Assessment in Early Childhood Education++	3 units

+ These are considered the core courses

++ These courses have prerequisites

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 (96 or above), and 4) English (101 or above).

### Certificate in Teacher (24 units)

The Teacher Certificate is designed to be the next step toward obtaining mid-level employment in the field of Early Childhood Education in a preschool or child care setting. The Teacher Certificate requires 24 core Child Development and Education units. This Certificate meets the CDE education requirements for California Title 5 and the Child Development Teacher Permit.

Applications can be obtained through the California Commission on Teacher Credentialing Office. Meets Title 22 requirements for working in a child care center working with preschool-aged children 101216.1.

#### Required Courses (24 units)

CDE-101	Principles of Early Childhood Education	3 units
CDE-103	Appropriate Curricula for Young Children	3 units
CDE-110	Child Development	3 units
or		
CDE-110H	Honors Child Development	3 units
CDE-111	Child Health, Safety and Nutrition	3 units
CDE-118	Diversity and Equity in Early Childhood Studies	3 units
CDE-125	Child, Family and Community	3 units
or		
CDE-125H	Honors Child, Family and Community	3 units
CDE-147	Observation and Assessment in Early Childhood Education	3 units
CDE-148	Supervised Field Experience: Student Teaching	3 units

### Low Unit Certificate in Associate Teacher (12 units)

The Associate Teacher Certificate is designed to be the first step toward obtaining entry-level employment in the field of Early Childhood Education in a preschool or child care setting. The Associate Teacher Certificate requires 12 core Child Development and Education units. This Certificate meets California Title 5 requirements for the Child Development Associate Teacher Permit.

Applications can be obtained through the California Commission on Teacher Credentialing Office. Meets Title 22





requirements for working in a child care center working with preschool-aged children 101216.1.

**Required Courses (12 units)**

CDE-101 Principles of Early Childhood Education	3 units
CDE-103 Appropriate Curricula for Young Children	3 units
CDE-110 Child Development	3 units
or	
CDE-110H Honors Child Development	3 units
CDE-125 Child, Family and Community	3 units
or	
CDE-125H Honors Child, Family and Community	3 units

**Low-Unit Certificate in California Preschool Foundations and Framework (13 units)**

The coursework in this certificate is an introduction to the California Preschool Learning Foundations and Curriculum Framework and is applicable to required or professional development units for Child Development Permit holders, preschool, transitional kindergarten, and early-primary teachers. This coursework provides practical strategies for implementing the curriculum framework based on California Preschool Foundation and it's alignment with K-12 Common Core Standards.

CDE-098A CA Preschool Foundations & Framework: Social and Emotional Development	1 unit
CDE-098B CA Preschool Foundations & Framework: Language and Literacy	1 unit
CDE-098C CA Preschool Foundations & Framework: English Language Development	1 unit
CDE-098D CA Preschool Foundations & Framework: Mathematics	1 unit
CDE-098E CA Preschool Foundations & Framework: Visual Arts	1 unit
CDE-098F CA Preschool Foundations & Framework: Performing Arts	1 unit
CDE-098G CA Preschool Foundations & Framework: Physical Development	1 unit
CDE-098I CA Preschool Foundations & Framework: Health	1 unit
CDE-098J CA Preschool Foundations & Framework: History and Social Science	1 unit
CDE-098K CA Preschool Foundations & Framework: Science	1 unit
CDE-101 Principles of Early Childhood Education	3 units

**Low Unit Certificate in Infant Toddler Teacher (15 units)**

The Infant Toddler Teacher Certificate coursework is designed to equip students with an overall social, emotional, cognitive, physical growth and development focused on infants and toddlers, up to age 3. Certificate coursework also includes overall best practice with infants and toddlers, quality environments, responsive care and appropriate curriculum development. The Infant Toddler Teacher Certificate coursework requires 15 core Child Development and Education units including 6 units focused on Infant and

Toddler growth, development and care. This Infant Toddler Certificate meets California Title 5 education requirements for the Child Development Associate Teacher Permit for those working specifically with children ages birth to age 3. Additional work experience with young children (175 days of 3 hours per day within 4 years) is currently required to qualify for state permit. Applications can be obtained through the California Commission on Teacher Credentialing

**Required Courses (15 units)**

CDE-101 Principles of Early Childhood Education	3 units
CDE-110 Child Development	3 units
or	
CDE-110H Honors Child Development	3 units
CDE-119 Infant and Toddler Growth and Development	3 units
CDE-120 Infant and Toddler Education and Care	3 units
CDE-125 Child, Family and Community	3 units
or	
CDE-125H Honors Child, Family and Community	3 units

**Continuing Education**

CDE-093 Art for the Young Child	2 units
CDE-095 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	3 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
CDE-131/LIT-131 Children's Literature	3 units
or	
CDE-131H/LIT-131H Honors Children's Literature	3 units
CDE-134 Adult Supervision	2 units
CDE-299 Special Projects: Child Development and Education	5-3 units
ED-097 Curriculum and Program Planning for School-Age Child Care	3 units
ED-132/LIT-132 Adolescent Literature	3 units
or	
ED-132H/LIT-132H Honors Adolescent Literature	3 units
ED-135 Introduction to Education	3 units
ED-136 Child Growth and Development During the School Years	3 units

**Child Development Permit**

The State of California Teacher Permits have additional requirements over and above the requirements for the TEDS Certificates. Please see a TEDS faculty member or the CDE Credentialing website at <https://www.ctc.ca.gov/credentials/req-child-dev> for additional information.

**Mt. San Jacinto College**  
 Undergraduate certificate in Child Development and Education  
 Program Length: 72 weeks

**Students graduating on time**

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

**Program Costs\***

\$1,978 for in-state tuition and fees

\$14,663 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Childcare Workers: <http://onetonline.org/link/summary/39-9011.00>

Nannies: <http://onetonline.org/link/summary/39-9011.01>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

California

**Additional Information:**

No additional notes provided.

Date Created: 5/14/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

**<sup>7</sup> State Job Placement Rate:**

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

**<sup>8</sup> Accreditor Job Placement Rate:**

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

## Mt. San Jacinto College

Undergraduate certificate in Child Development and Education - Early Intervention and Inclusion

Program Length: 72 weeks

### Students graduating on time

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

### Program Costs\*

\$1,978 for in-state tuition and fees

\$14,663 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Farm and Home Management Advisors: [http://onetonline.org/link/summary/25-9021\\_00](http://onetonline.org/link/summary/25-9021_00)

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

California

### Additional Information:

No additional notes provided.

Date Created: 5/16/2019

These disclosures are required by the U.S. Department of Education

### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

#### <sup>7</sup> State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

#### <sup>8</sup> Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



## Mt. San Jacinto College

Undergraduate certificate in Teacher

Program Length: 72 weeks

### Students graduating on time

0% of Title IV students complete the program within 72 weeks<sup>1</sup>

### Program Costs\*

\$1,104 for in-state tuition and fees

\$8,184 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

<sup>1</sup>The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

N/A\* per month in student loans with an interest rate of N/A<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Childcare Workers: <http://onetonline.org/link/summary/39-9011.00>

Nannies: <http://onetonline.org/link/summary/39-9011.01>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

California

### Additional Information:

No additional notes provided.

Date Created: 5/20/2019

These disclosures are required by the U.S. Department of Education

### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (72 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

#### <sup>7</sup> State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

#### <sup>8</sup> Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# THEATER ARTS

## San Jacinto Campus

(951) 487-MSJC (6752)

1-800-624-5561

Dean of Instruction, Academic Programs

(951) 487-3400

## Menifee Valley Campus

(951) 672-MSJC (6752)


1-800-452-3335

Shezwa Powell (951) 639-5793

spowell@msjc.edu

Degree(s)

### Transfer:

 A.A.-T in Theatre Arts for Transfer <sup>35502 AA.THA.OPTBAAT</sup> or <sup>35502 AA.THA.OPTCAAT</sup>

(using General Education Requirements Option B or C)

See Also:

A.A. in Liberal Arts - Arts, Humanities & Communications  
Emphasis

### Non-Transfer:

A.S. in Technical Theater <sup>8679 AS.TTHE</sup>

(with General Education Requirements Option A)

See Also:

A.A. in Musical Theater  
A.A. in Humanities

Certificate(s)

Certificate in Technical Theater <sup>22134 CT.TTHE</sup>

See Also:

Certificate in Musical Theater

Employment Concentration Certificate(s)

None

## PROGRAM DESCRIPTION

The Theater Arts Program offers one transfer degree, two non-transfer degrees, and two certificates: A.A.-T in Theater Arts, A.A. in Musical Theater, A.S. in Technical Theater, and certificates in Musical Theater and Technical Theater. The Theater Arts Program at MSJC gives the serious student an opportunity to commit to an active and challenging program of class work along with live play and musical productions. Course work is designed to provide students a path to facilitate matriculation to a four-year college or enter the entertainment industry work force. For many individuals currently working within these fields, there may be potential for salary and/or career advancement. For non-majors it offers the opportunity to gain the type of confidence, self-possession and aesthetic awareness that can benefit any career path.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

### Transfer Degree

For BA/BS careers, please see your transfer institution.

### Non-Transfer Degree

#### Technical Theater

Scenic Artist, Makeup Artist, Stagehand, Sound Technician, Wardrobe Supervision, Attendant, Dresser

With further education:

Scenic and Lighting Designer, Costume Designer, Sound Designer, Stage Manager, Theater Management Specialist, Instructor

### Certificate

#### Technical Theater

Scenic Artist, Makeup Artist, Stagehand, Sound Technician, Wardrobe Supervision, Attendant, Dresser

With further education:

Scenic and Lighting Designer, Costume Designer, Sound Designer, Stage Manager, Theater Management Specialist, Instructor

## TRANSFER PREPARATION

### Theatre Arts

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.



**Technical Theater**

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

**LEARNING OUTCOMES**

- Develop an appreciation for theatre through critical analysis of the performing arts.
- Develop an aesthetic awareness through theater.
- Develop essential skills in the craft of theater.
- Develop knowledge regarding the cultural, artistic and expressive contexts of theater.

**RELATED-CONTENT GROUPS**

(4 attempts within a related-content group/each course 1 time for credit unless otherwise noted)

**Acting:**

THA-110, 111, 112 (THA-132 thru SU19)

**Musical Theater Production:**

(DAN/MUS/THA-209 thru SU16), DAN-216, MUS-216, THA-216+

**Theater Production:**

THA-200, 201+, 205, (DAN/MUS/THA-209 thru SU16), THA-216+

**Voice and Movement:**

(COMM/THA-105 thru SU16), COMM-129/THA-127, DAN/THA-108 (THA-109 thru SU19)

+ Repeatable 4 times for credit.

**DEGREES**

**Transfer Degree**

**Theatre Arts**

An Associate in Arts in Theatre Arts for Transfer Degree (A.A.-T or ADT) will fulfill the requirements for students to transfer to a CSU institution as a Theater Arts major. The courses in the A.A.-T in Theatre Arts provide students with an ability to solve quantitative problems and think critically regarding macro and micro Theater Arts ideas and issues they encounter and to demonstrate problem solving through the means of problem based activities.

The major required for an A.A.-T in Theatre Arts for Transfer to CSU may be met by:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable if pass is defined as a grade of C or better.

**A.A.-T in Theatre Arts for Transfer (18 units)**

Required Core (9 units)

THA-101	Introduction to Theater	3 units
or		
THA-101H	Honors Introduction to Theater	3 units
or		
THA-102/HIST-154	Theater History	3 units
THA-110	Fundamentals of Acting	3 units
THA-201	Rehearsal and Performance	1-3 units

List A: Select three (9 units)

THA-111	Intermediate Acting	3 units
THA-117	Stagecraft	3 units
THA-120	Stage Lighting	3 units
THA-121	Costume Construction	3 units
THA-122	Stage Makeup	3 units
THA-123	Introduction to Scene Design	3 units

**Units for Major 18**

**CSU General Education or IGETC Pattern 37-39**

**Possible double counting 3-6**

**Transferable Electives (as needed to reach 60 CSU transferable units)**

**Total Units for A.A.-T Degree 60 units**

This Associate in Arts in Theatre Arts for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

## Non-Transfer Degree

### A.S. in Technical Theater (18 units)

In addition to the 18 units of the certificate program in Technical Theater, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Technical Theater.

The Certificate/Associate in Science (A.S.) degree program in Technical Theater will prepare students for a career in performing arts productions specifically entailing set construction, lighting rigging, costume construction, makeup application, and sound recording and reproduction. Students will develop practical and aesthetic skills necessary for employment in scene shops, costume shops, and recording studios in professional theaters, college theaters, film-television studios, theme parks, and other venues. Students will also build the foundation necessary for transfer to a baccalaureate program or related field of study.

## CERTIFICATE

### Certificate In Technical Theater (18 units)

#### Core Courses (12 units)

AUD-140/MUS-140	Beginning Studio Recording	3 units
THA-117	Stagecraft	3 units
THA-120	Stage Lighting	3 units
THA-121	Costume Construction	3 units

#### Elective Courses (any 6 units)

THA-118	Stage Management	3 units
THA-122	Stage Makeup	3 units
THA-123	Introduction to Scene Design	3 units
THA-124	Scenic Painting	3 units



## Mt. San Jacinto College

Undergraduate certificate in Technical Theater

Program Length: 36 weeks

### Students graduating on time

**N/A\*** of Title IV students complete the program within 36 weeks<sup>1</sup>

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

### Program Costs\*

**\$828** for in-state tuition and fees

**\$6,138** for out-of-state tuition and fees

**\$1,971** for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

### Students Borrowing Money

#### The typical graduate leaves with

**N/A\*** in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### The typical monthly loan payment

**N/A\*** per month in student loans with an interest rate of **N/A\***<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

### Graduates who got jobs

**N/A\*** of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Art, Drama, and Music Teachers, Postsecondary: <http://onetonline.org/link/summary/25-1121.00>

Set and Exhibit Designers: <http://onetonline.org/link/summary/27-1027.00>

### Licensure Requirements<sup>6</sup>

The following do not have licensure requirements for this profession:

**California**

### Additional Information:

No additional notes provided.

Date Created: 5/20/2019

These disclosures are required by the U.S. Department of Education

### Footnotes:

<sup>1</sup> The share of students who completed the program within 100% of normal time (36 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

#### <sup>7</sup> State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

#### <sup>8</sup> Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



## **TURF & LANDSCAPE MANAGEMENT**

See Horticulture/Turf and Landscape Management

## **VITICULTURE, ENOLOGY & WINERY**

See Wine Industry and Hospitality

# WATER TECHNOLOGY

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

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Dean of Instruction, Career Education & Categorical  
Programs (951) 639-5352

Degree(s)

**Transfer:**  
None

**Non-Transfer:**  
A.S. in Water Technology<sup>14270 AS.WT</sup>  
(with General Education Requirements Option A)

Certificate(s)  
Certificate in Water Technology<sup>22131 CT.WT</sup>

Employment Concentration Certificate(s)  
None

## PROGRAM DESCRIPTION

Water Technology is a career oriented non-transfer vocational program offering courses leading to a certificate and/or an Associate degree. 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. Graduates are primarily employed by cities, counties, federal agencies and industry that operate and maintain water treatment, water distribution, wastewater collection and/or wastewater treatment systems. They may also find employment in support roles such as equipment sales. For individuals currently working within these fields, there may be potential for salary and/or career advancement.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: [www.onetonline.org](http://www.onetonline.org))

Our courses can directly prepare our students to take the following certification tests: Water Distribution Water Operator certification (Grades 1-5), Water Treatment Plant Operator (Grades 1-5), and Wastewater Treatment Plant Operator (Grades 1-5). The tests are administered by the state independent of our classes.

## Non-Transfer Degree

Water Distribution Operator, Water Treatment Operator, Wastewater Treatment Operator, Mechanics, Customer Service Representative, Utility Personnel, Conservation Technician, Meter Readers

## Certificate

Water Distribution Operator, Water Treatment Operator, Wastewater Treatment Operator, Mechanics, Customer Service Representative, Utility Personnel, Conservation Technician, Meter Readers

## TRANSFER PREPARATION

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four-year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access [www.assist.org](http://www.assist.org), review the MSJC catalog and meet with a counselor to expedite their transfer plan.

## LEARNING OUTCOMES

- Follow safe practices in the laboratory and in plant operations.
- Apply chemical, microbiological and mechanical knowledge and skills to maintain proper plant operations.
- Apply math and hydraulics skills in proper water and wastewater plant, collection system and distribution system operations.
- Understand regulations and operate plant accordingly.
- Interact effectively in oral and written communication.
- Use computers in water and wastewater plant operation.
- Demonstrate work ethic and model professional interaction with the public.

## DEGREE

### Non-Transfer Degree

#### Water Technology

In addition to the 18 units of the certificate program in Water Technology, students must also complete all MSJC General Education Option A requirements (a total of 60 units) for the Associate of Science degree in Water Technology.

## CERTIFICATE

### Certificate in Water Technology (18 units)

#### Required Core Courses (3 units)

WATR-090	Basic Waterworks Mathematics	2 units
WATR-100	Introduction to Water/Wastewater Operations	1 unit

#### 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 Plant Operations III, IV & V	3 units
WATR-125	Test Procedures for Water and Wastewater	3 units
WATR-130	Environmental Laws and Regulations	3 units
WATR-140	Wells, Pumps and Motors	3 units



**Mt. San Jacinto College**  
 Undergraduate certificate in Water Technology  
 Program Length: 36 weeks

**Students graduating on time**

1% of Title IV students complete the program within 36 weeks<sup>1</sup>

**Program Costs\***

\$828 for in-state tuition and fees

\$6,138 for out-of-state tuition and fees

\$1,971 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

\*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: [www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx](http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx)

\*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

**Students Borrowing Money**

**The typical graduate leaves with**

N/A\* in debt<sup>3</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

N/A\* per month in student loans with an interest rate of N/A\*<sup>4</sup>.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**Graduates who got jobs**

N/A\* of program graduates got jobs

\*We are not currently required to calculate a job placement rate for program completers.

**Program graduates are employed in the following fields:** Water and Wastewater Treatment Plant and System Operators: <http://onetonline.org/link/summary/51-8031.00>

**Licensure Requirements<sup>6</sup>**

The following do not have licensure requirements for this profession:

**California**

**Additional Information:**

No additional notes provided.

Date Created: 5/16/2019

These disclosures are required by the U.S. Department of Education

**Footnotes:**

<sup>1</sup> The share of students who completed the program within 100% of normal time (36 weeks).

<sup>2</sup> The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

<sup>3</sup> The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

<sup>4</sup> The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA\* interest rate.

<sup>5</sup> The median earnings of program graduates who received Federal aid.

<sup>6</sup> Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

<sup>7</sup> State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

<sup>8</sup> Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

# WINE INDUSTRY AND HOSPITALITY

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

**Menifee Valley Campus**  
(951) 672-MSJC (6752)  
1-800-452-3335  
Dean of Instruction, Career Education & Categorical  
Programs (951) 639-5352

Degree(s)

**Transfer:**

None

**Non-Transfer:**

None

Certificate(s)

None

Employment Concentration Certificate(s)  
Viticulture, Enology and Winery Technology Concentration

99999 ECC.VEW.VEWT

Wine Hospitality and Salesmanship 99999 ECC.VEW.WH&S

## PROGRAM DESCRIPTION

Wine Industry and Hospitality is a program that introduces 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 the student at an introductory level to the many fields encompassing the winery industry.

## CAREER OPPORTUNITIES

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. ([See: www.onetonline.org](http://www.onetonline.org))

### Employment Concentration

#### Viticulture, Enology and Winery Technology

Winery Production Worker, Winery Tour Guide, Winery Tasting Room Pourer

#### Wine Hospitality and Salesmanship

Winery Tasting Room Associate, Winery Events/Wine Club Operator, Winery Tour Guide, Restaurant Waiter/Waitress, Wine Sales Representative

## LEARNING OUTCOMES

- Define and understand viticulture terminology and identify morphology.
- Identify and understand the difference between grape species including *Vitis vinifera* and hybrids.
- Describe modern vine training and trellis systems and how they impact vine growth and management.
- Understand the causes of poor fruit set and berry development.
- Define vine balance and understand the link between reproductive and vegetative potential of the vine on end fruit quality.
- Identify site characteristics needed for successful commercial winegrape production based on vine physiology.
- Interpret information learned in lecture for use in critical thinking during discussion and journal article review.

## EMPLOYMENT CONCENTRATION

### Viticulture, Enology and Winery Technology

#### (6 units)

VEW-100	Introduction to Viticulture	3 units
VEW-102	Introduction to Enology	3 units

### Wine Hospitality and Salesmanship (6 units)

This Employment Concentration Certificate will prove the student's ability to work in the "wine hospitality" industry, helping the student applying for jobs related to the mentioned industry, while continuing further coursework toward a full certificate or degree.

VEW-106	Wine Hospitality	3 units
VEW-108/BADM-108	Introduction to Winery Business Principles	3 units



## UNDERSTANDING COURSE LISTINGS

### Course Numbering System

**Courses numbered 1 - 69** are non-degree applicable and may not be used to meet graduation requirements. In rare cases these courses may be applied to certificates, but such course units used to fulfill a certificate requirement may not be applied to graduation unit requirements. Units represented in the course **MUST** be replaced by (an) additional course(s) in order to meet unit graduation for the Associate degree or Certificate requirements.

**Courses numbered 70-79** within the English and Math discipline 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 graduation requirements. In rare cases these courses may be accepted at a transfer institution. Final determination regarding the transfer of college credit rest with the individual receiving institution

**Courses numbered 70-99** are courses not transferable to four-year institutions but are applicable to the associate's degree. However, for purposes of associate-degree graduation, state regulations limit general math courses in the category to Math 096 (Intermediate Algebra) or higher. Courses intended for students with learning disabilities are the only exceptions to this limitation. In rare cases these courses may be accepted at a transfer institution. Final determination regarding the transfer of college credit rest with the individual receiving institution.

**Courses numbered 99** are Experimental courses designed in specific disciplines to “test” new curriculum before adopting the courses as part of an academic program. These course units cannot be used for degree or transfer credit nor can they be counted into the 60 unit graduation requirement.

**Courses numbered 100 - 299** are full collegiate level courses for which transfer articulation should exist unless otherwise noted. The courses are certified by the college to be of baccalaureate level and meet the criteria in California Code of Regulations, Title 5 Education Codes §55002, 55005, and 55061-55063 termed “standards of rigor” for Associate Degree and transfer level courses. Final determination regarding the transfer of college credit rest with the individual receiving institution.

**Courses numbered 149** are Cooperative Education Program (CWEE), Work Experience courses that provide on-the-job learning related to a student's educational or occupational goals. These courses are offered by numerous disciplines, please see Cooperative Education Program (CWEE) for more details. Final determination regarding the transfer of college credit rest with the individual receiving institution.

**Courses numbered 298** are Special Topics courses are created to provide students with an opportunity to develop specialized

skills unique to specific disciplines and service area needs. These courses are not offered on a regular cycle (not within a two-year period) and can only be used within the elective unit area of an Associate of Science (non-transferable) degree or vocational certificate. Final determination regarding the transfer of college credit rest with the individual receiving institution.

**Courses numbered 299** are Special Projects created to provide academic opportunities for students who are capable of independent work with interest and previous coursework within a specific subject field. These projects are student specific, require research and must be determined and supervised by a discipline faculty. The scope of the project will determine the number of units available between 1-3 and a contract must be completed prior to beginning the project and may be transferable. Final determination regarding the transfer of college credit rest with the individual receiving institution.

**Special prefix designation HEP** are Honors Studies courses considered a capstone for completion of the Honors program. Students must be admitted into the Honors Enrichment Program before they are eligible to enroll in HEP courses. HEP courses are CSU transferable at time of transfer. UC course unit acceptance is determined after transfer and may not be applied for the UC 60 unit admission requirement. Final determination regarding the transfer of college credit rest with the individual receiving institution.

### 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.

### 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 they enroll. Course prerequisites are listed in this catalog and in the online course search engine.

The most stringent placement restrictions are prerequisites. If a prerequisite is listed for a course, it means that the discipline faculty and department via the curriculum process have 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 discipline faculty and department via the curriculum process have 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 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.

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 prerequisite or corequisite has not been met, the student may be dropped from the course administratively and enrollment fees related to the course refunded.







## ACCOUNTING

See business

## ADMINISTRATION OF JUSTICE

**AJ-098**

**3 units**

### Introduction to Private Security **LEC 48-54**

This introductory course encompasses the historical and contemporary issues relating to private security. The course is designed to provide students with a general overview of the important roles and responsibilities that private security plays in our society while also sensitizing them to the complexities and ambiguities of modern private security. Employment and state certifications will also be covered.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

--Not transferable

**AJ-101**

**3 units**

### Criminal Law **LEC 48-54**

This course studies the history, philosophy, constitutional provisions of law, and the classification of crimes. This course also examines the application of criminal law in the criminal justice system through review of case-law, methodology, and concepts of law in society. Course material also categorizes and evaluates specific crimes and analyzes the most frequently used sections of the Penal Code.

**Prerequisite:** None.

**Recommended Preparation:** Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--C-ID AJ 120

**AJ-102**

**3 units**

### Introduction to Criminal Justice **LEC 48-54**

This course introduces students to the components of the criminal justice system in the United States. Crime measurement, theories, causes and responses to crime, components of the system, and current challenges are examined. This course also examines the history and evolution of the principles, approaches, and the evolving forces which have shaped the criminal justice system. Students discover the origins and development of criminal law, legal process, and sentencing and incarceration policies.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4H

--CSU Area(s): D8

--C-ID AJ 110

**AJ-102H**

**3 units**

### Honors Introduction to Criminal Justice

**LEC 48-54**

This course introduces students to the components of the criminal justice system in the United States. Crime measurement, theories, causes and responses to crime, components of the system, and current challenges are examined. This course also examines the history and evolution of the principles, approaches, and the evolving forces which have shaped the criminal justice system. Students discover the origins and development of criminal law, legal process, and sentencing and incarceration policies.

**Prerequisite:** Acceptance into the Honors Enrichment Program.  
**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

**AJ-103**

**3 units**

### Criminal Evidence

**LEC 48-54**

This course provides fundamental information about the rules governing the admissibility of evidence in court. The essential information includes 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. Identification of evidence in criminal cases and the collection and preservation of evidence are also examined.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--Transfers to CSU only

--C-ID AJ 124

**AJ-105**

**3 units**

### Tactical Communication and Report Writing for Law Enforcement (formerly Public Safety Report Writing) **LEC 48-54**

This course provides the student with the necessary skills to communicate effectively (both orally and in writing) in a clear and logical manner. This course is highly recommended by hiring agencies for all public safety personnel due to the importance of producing accurate and intelligent reports in law enforcement.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

--Transfers to CSU only

**AJ-106**

**3 units**

### Juvenile Procedures

**LEC 48-54**

This course describes 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 relevant laws affecting youth are clarified as well as investigation into the causes and assertions regarding juvenile delinquency. Techniques of investigation into incorrigible, dependent and delinquent juveniles, and the correlation of drugs and their abuse regarding juvenile delinquency are also discussed.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--Transfers to CSU only

--C-ID AJ 220



**AJ-108**

**3 units**

**Criminal Investigation LEC 48-54**

This course addresses the techniques, procedures, and ethical issues in the investigation of crime and evidence. Focus is on organization of the investigative process, crime scene searches, interview and interrogation techniques, surveillance, sources of information, suspect identification, scientific analysis and the role of the investigator in the trial process.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

--Transfers to CSU only

--C-ID AJ 140

**AJ-111**

**3 units**

**Criminal Procedures LEC 48-54**

This course examines criminal procedure from arrest to the final adjudication of the case. The principles of constitutional, federal, state and civil laws are scrutinized as they apply to law enforcement. The course also focuses on the procedural aspects of the court system from the arraignment, preliminary hearing, jury selection, trial, jury instructions, acquittal or finding of guilt and sentencing. Other procedural topics such as direct and cross examination are also analyzed.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-98 or ESL-098W.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

--CSU Area(s): D8

--C-ID AJ 122

**AJ-112**

**3 units**

**Introduction to Criminology LEC 48-54**

This course is the study of crime in America including theories on the causes of criminal behavior, as well as the nature, extent, control and prevention of crimes. It focuses on the criminal activity of the person and the group, criminal behavior systems, and the police behavioral response to criminal activity.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

**AJ-115**

**3 units**

**Introduction to Probation and Parole LEC 48-54**

This course provides the history and role of probation and parole and its interaction with the various components of the criminal justice system. The course includes the history and duties of probation officers and parole agents and their supervision of the probationer and parolee in the community.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--Transfers to CSU only

**AJ-117**

**3 units**

**Introduction to Terrorism and Homeland Security LEC 48-54**

This course covers the historical and contemporary issues interrelating terrorism, intelligence and homeland security. The course represents not only a strong scholarly approach to the study of terrorism, but also incorporates the real world experience of federal agents and police officers tasked with preventing terrorism in our country. It is designed to help students develop a working knowledge of people, ideas, organizations, and current issues in the field.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

**AJ-118**

**3 units**

**Community and the Justice System LEC 48-54**

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime, including the conflicts, challenges, and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in culture, religion, and law.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--Transfers to both UC/CSU

--C-ID AJ 160

**AJ-125**

**3 units**

**Vice and Narcotics Control LEC 48-54**

This course examines the history and statutory case laws relating to narcotic and vice enforcement. The identification and definitions of narcotic drugs and addiction, gambling, prostitution, pornography and alcohol violations will be analyzed. This course also researches the relationship linking narcotics and vice to organized crime and the negative impact on the community.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--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, control and enforcement as well as factors contributing to the problem. The causal factors of accidents, their investigation, proper scene management, relevant factors of prevention, and the study of vehicle code laws including inventory, storage and seizure of vehicles will also be examined.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--Transfers to CSU only



**AJ-149** **1-4 units**

**Cooperative Work Experience: Administration of Justice** **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149A.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience 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.

**Prerequisite:** Two Administration of Justice classes must be completed prior to enrollment; 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 Correctional Science field.

**Prerequisite:** None. **Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--Transfers to CSU only

--C-ID AJ 200

**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 custodial supervision of incarcerated persons in Federal, State, and local correctional facilities. The course examines and considers the issues of custodial control and 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-092 or ENGL-098 or ESL-098W and CORR-101.

--Transfers to CSU only

**CORR-103** **3 units**

**Correctional Interviewing and Counseling** **LEC 48-54**

This course offers the fundamentals of interviewing and counseling in the correctional science field. This course provides the formula for both informal and structured interview techniques in order to maximize the opportunity for investigations, information, and intelligence gathering.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W 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:** AJ-101 and AJ-103 and ENGL-092 or ENGL-098 or ESL-098W.

--Transfers to CSU only

**ALCOHOL/DRUG STUDIES**

**ADS-103** **2.5 units**

**Law and Ethics (formerly Law and Ethics, Community Prevention, Education, Outreach and Referral)** **LEC 40-45**

This course provides students with an overview of the legal and ethical standards of counseling. Specific topics will be discussed including: patient rights, confidentiality exceptions to confidentiality and crisis intervention. The concepts of community prevention, education, outreach and referrals will be covered along with screening and interviewing techniques.

**Prerequisite:** ADS-104 (with a grade of C or better).

--Transfers to CSU only

**ADS-105** **2 units**

**Domestic Violence Prevention (formerly Domestic Violence)** **LEC 32-36**

This course presents an introduction and overview of Domestic Violence prevention. Students will examine myths, stereotypes, and sociocultural factors that contribute to Domestic Violence. Students will learn how to assess for patterns of abuse and aggression within relationships and apply various modalities of treatment to prevent domestic violence.

**Prerequisite:** ADS-104 (with a grade of C or better).

**Corequisite:** ADS-103.

--Transfers to CSU only



**ADS-110**

**3 units**

**Introduction to Counseling LEC 48-54**

This course is an introduction to counseling which provides the student with a solid overview of counseling theories, practices, interventions and skills. Each concept will be examined from both the group and individual counseling perspectives.

**Prerequisite:** ADS-104 (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 which emphasizes learning and practicing 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.

**Prerequisite:** ADS-110 (with a grade of C or better).

--Transfers to CSU only

**ADS-120**

**3 units**

**Personal and Professional Development (formerly 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 and Drug counselor. Certification requirements, personal skills, professional associations, continuing education needs and requirements are examined, as well as programs that aid the recovering counselor and counselor burnout.

**Prerequisite:** ADS-137 (with a grade of C or better).

--Transfers to CSU only

**ADS-137**

**3 units**

**Co-Occurring Disorders LEC 48-54**

This course is designed to increase the student's working knowledge of the assessment and treatment of individuals suffering from co-occurring disorders. Specific clinical topics explored will include psychotropic medications, medication side effects, decompensation, assessment, evidenced-based treatment, and effective case management.

**Prerequisite:** ADS-110 (with a grade of C or better). **Corequisite:** ADS-115.

--Transfers to CSU only

**ADS-149**

**1-4 units**

**Cooperative Work Experience: Alcohol and Drug Studies CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only.

\*Cross-listed as CWE-149B.

**Prerequisite:** None.

**Other Enrollment Criteria:** Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**ADS-150**

**3 units**

**Supervised Field Work Practicum (formerly Practicum Seminar) LEC 48-54**

This course provides the students with supervised field experience to prepare them for a professional career as an Alcohol and Drug Counselor. Through participation in this class, the students can be better prepared for their professional career by improving their ability to measure recovery program aspects. In addition, it provides a future basis for implementing their own preferences when they are working in the field.

**Prerequisite:** ADS-115 (with a grade of C or better).

**Corequisite:** ADS-149 or CWE-149B.

--Transfers to CSU only

## ALLIED HEALTH

**AH-105**

**3 units**

**Medical Terminology (formerly DMS-095 Sonography Medical Terminology) LEC 48-54**

The course provides students with the knowledge and understanding of medical terminology used in the health care field.

**Prerequisite:** None.

--Transfers to CSU only

**AH-149**

**1-4 units**

**Cooperative Work Experience: Allied Health CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149C.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**EMS-090**

**6 units**

**Emergency Medical Technician (formerly EMS-120) LEC 64-72/LAB 96-108**

This course provides the student with the knowledge to assess, treat and care for the ill or injured public. This course also provides

the student with an opportunity to do a short field and hospital internship. Background check, TB test, immunization titers and physical are required prior to registration.

**Prerequisite:** None.

**Other Enrollment Criteria:** Immunizations or blood titers, TB clearance and physical exam. Background check required. Packet available online and be at least 18 years of age.

--Not transferable

**EMS-098** **2.5 units**

**Emergency Medical Technician (Refresher)  
(formerly EMS-121) LEC 32-36/LAB 24-27**

This course is designed for students who currently practice as an Emergency Medical Technician or have previously passed the Emergency Medical Technician course and require this course for certification renewal. Offered as pass/no pass only.

**Prerequisite:** None.

**Recommended Preparation:** EMS-090 or equivalent such as the California State EMT certification or the National registry EMT certification.

--Not transferable

**EMS-120B** **5 units**

**Emergency Medical Technician Support Course (formerly AH-120B Advanced Emergency Medical Technician)**

**LEC 32-36/LAB 144-162**

This course is intended for the Emergency Medical Technician (EMT) who has successfully completed an EMT course, is currently certified as an EMT, or is taking EMT concurrently. This course is designed to give the EMT student more advanced skills beyond the standard EMT course. The student will be given the opportunity to develop skills which are desired by employers of Emergency Medical Technicians.

**Prerequisite:** None.

**Corequisite:** EMS-120. **Other Enrollment Criteria:** The student must present a State of California Emergency Medical Technician Certification card or a National EMT card.

--Transfers to CSU only

**EMS-127** **3 units**

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

This course is designed for students who want to increase their current medical knowledge. Advanced topics in resuscitation are taught. The student will be graded on their performance during mock resuscitation of an infant, child and adult. The student will identify lethal arrhythmias. Students will be able to present a clear, reasoned, well-supported, argument for resuscitating an adult with ventricular fibrillation.

**Prerequisite:** None.

**Recommended Preparation:** Medically related educational background or employment in the field of medicine such as the hospital, Emergency Medical Services or medical clinic.

--Transfers to CSU only

## AMERICAN SIGN LANGUAGE

**ASL-100** **4 units**

**American Sign Language I LEC 64-72**

This course is designed to introduce American Sign Language as it is used within the Deaf culture and to introduce students to the basic structure, vocabulary, and conversational strategies of the language. Culture of the American Deaf community is also studied.

**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 covers intermediate skill in structure, vocabulary, and conversational strategies of American Sign Language as it is used within the Deaf culture. The course builds on topics including directions, monetary exchanges, family relations, personal qualities, occupations, and making requests.

**Prerequisite:** ASL-100 (with a grade of C or better) or two years of high school American Sign Language.

--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 Lexicalized Fingerspelling. 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-110** **3 units**

**Deaf Culture and Community LEC 48-54**

This course introduces students to Awareness of Deaf Culture. Students will learn about the language, norms of behavior, values, traditions and possessions (materials) of D/deaf people. The evolution, from a pathological view of D/deaf people to a cultural one, will be analyzed from a historical and sociological perspective. Intercultural issues relating to the role of hearing people within the Deaf Community will also be covered.

**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**

**3 units**

## American Sign Language Linguistics **LEC 48-54**

This course provides an introduction to the linguistic structures of ASL: including phonology, morphology, syntax, and semantics. The course is required for completion of an articulated transfer program to include complex ASL grammatical features, advanced vocabulary, role shifting, space referencing, narratives, presentations and integration of etiquette into Deaf Culture.

**Prerequisite:** ASL-104 (with a grade of C or better).

**Recommended Preparation:** ENGL-145.

--Transfers to CSU only

**ASL-201**

**4 units**

## American Sign Language III (formerly ASL-103) **LEC 64-72**

This course studies the structure, vocabulary, and conversational strategies of American Sign Language as it is used within the Deaf culture. This course furthers students' conceptual understanding of American Sign Language linguistics by introducing more complex vocabulary and idioms. Students will also be exposed to more diversity within the community as subcultures are introduced.

**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-202**

**4 units**

## American Sign Language IV (formerly ASL-104) **LEC 64-72**

This course offers an in-depth study of the structure, vocabulary, and conversational strategies of American Sign Language as it is used within the Deaf culture. This course expands upon the foundational language skills developed in ASL 100, 101, and 201.

**Prerequisite:** ASL-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

**ASL-203**

**3 units**

## American Sign Language V (formerly ASL-105) **LEC 40-45/LAB 24-27**

This course presents a continuation of language skill development, incorporating advanced complex ASL grammatical features and vocabulary to the description of increasingly complex constructs, processes, and situations such as multiple character role shifting and spatial referencing in presentations of narratives and discussions of hypothetical issues (i.e. medical terminology and analysis of human anatomy and body systems). Information on cultural values and attitudes as they relate to the Deaf Community are also examined.

**Prerequisite:** ASL-202 (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.

**Prerequisite:** Two American Sign Language classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**IPP-101**

**3 units**

## Introduction to ASL/English Interpreting

**LEC 48-54**

This course provides an overview of the field of interpreting regarding the role and function of an interpreter and provides an in-depth analysis and application of the Code of Professional Conduct. Information about settings, situations, and functions of assessing as part of the interpreting process is presented, as well as analysis of the cognitive and physical demands of interpreting.

**Prerequisite:** ASL-203 (with a grade of C or better) and interview with ASL Department Chair/faculty and English Department faculty.  
**Recommended Preparation:** ANTH-145 or COMM-100.

--Transfers to CSU only

**IPP-103**

**3 units**

## Processing Skills Development **LEC 48-54**

This course is an introduction to the mental processing skills of consecutive and simultaneous interpretation. This course includes an overview of the theoretical models of interpretation, provides skill development activities for isolated interpreting sub-tasks and practice activities for the integration of these tasks in translation and consecutive interpreting activities.

**Prerequisite:** ASL-150 and IPP-101 (with a grade of C or better).  
**Corequisite:** IPP-104 and IPP-105.

--Transfers to CSU only

**IPP-104**

**3 units**

## ASL to English Interpreting I **LEC 48-54**

This course is the first in a two-course sequence in which students develop the ability to produce an equivalent spoken English message from an ASL sourced message. This course focuses on text analysis and consecutively producing equivalent messages. Principles/problems relating to interpreting a signed message into its spoken English equivalent are explored. Word choice, register, inflection, clarity, tone, and intent of the message are emphasized in order for the correct information to be conveyed.

**Prerequisite:** ASL-150 and IPP-101 (with a grade of C or better).  
**Corequisite:** IPP-103 and IPP-105.

--Transfers to CSU only

**IPP-105**

**3 units**

## English to ASL Interpreting I **LEC 48-54**

This course is the first course in a two-course sequence in which students develop the ability to produce an equivalent ASL message from a spoken English source message consecutively before learning to apply these skills in a simultaneous fashion in



IPP 205. This course focuses on text analysis and consecutively producing equivalent messages. Content also includes interpreting management strategies. Emphasis is placed on semantics, register, inflection, clarity, tone, and intent of the message.

**Prerequisite:** ASL-150 (with a grade of C or better).

**Corequisite:** IPP-103 and IPP-104.

--Transfers to CSU only

**IPP-201**

**3 units**

**Ethical & Professional Standards of Interpreting** **LEC 48-54**

This course develops intellectual and ethical decision-making abilities and considers common ethical dilemmas that arise within the interpreting process. Students will explore how professional interpreters apply the NCI's Code of Ethics principles in their daily work and how Deaf/hearing consumers perceive the ethical role and function of interpreters. Students will discuss ethical resolution to various case studies and apply recognized principles of professional behavior to the interpreting process.

**Prerequisite:** IPP-104 and IPP-105 (with a grade of C or better).

--Transfers to CSU only

**IPP-204**

**3 units**

**ASL to English Interpreting II** **LEC 48-54**

This course is the second course in a two-course sequence, building upon skills developed in IPP 104. This course focuses on text analysis and simultaneously producing equivalent messages. This course is designed to strengthen the skills of advanced-level students preparing them to accurately interpret information presented in ASL into appropriate English. Semantics, register, inflection, tone, and intent of the message are emphasized.

**Prerequisite:** IPP-104 (with a grade of C or better).

**Corequisite:** IPP-205.

--Transfers to CSU only

**IPP-205**

**3 units**

**English to ASL Interpreting II** **LEC 48-54**

In this course, students will develop the ability to produce an equivalent ASL message from a spoken English message. This course is designed to give students additional opportunities to enhance their simultaneous-interpreting skills. Continued attention is given to increasing fluency, appropriate vocabulary, and structure that best matches the spoken message.

**Prerequisite:** IPP-105 (with a grade of C or better).

**Corequisite:** IPP-204.

--Transfers to CSU only

**IPP-210**

**3 units**

**Specialized Interpreting** **LEC 48-54**

This course discusses professional, ethical, technical, and logistical factors involved when interpreting between ASL and spoken English in various settings. Specialized settings introduced in this course include: educational, mental health, legal, medical, social services, business, religious, platform, and performing arts. Technology (VRS, TRS and VRI), Deaf-Blind and Oral interpreting will also be discussed. The primary language of instruction will be ASL.

**Prerequisite:** IPP-201, IPP-204 and IPP-205 (with a grade of C or better).

--Transfers to CSU only

**IPP-250**

**2 units**

**Practicum and Seminar**

**LEC 16-18/LAB 48-54**

This course is practicum for interpreting students. The practicum will involve such activities as observing the mentor and a variety of other interpreters of other interpreters at work; preparing videotapes for mentor critique; interpreting under the supervision of the mentor; and meeting weekly with the mentor to discuss the practicum experience.

**Prerequisite:** IPP-201, IPP-204 and IPP-205 (with a grade of C or better).

--Transfers to CSU only

**ANATOMY & PHYSIOLOGY**

**ANAT-101**

**4 units**

**Human Anatomy & Physiology I**

**LEC 48-54/LAB 48-54**

This course is the first in a two part series covering the topics of the chemical, cellular, and tissue levels of organization. In addition this course provides a systematic study of the anatomy and physiology of the following systems: integumentary, reproductive, skeletal, muscular, digestive and metabolic.

**Prerequisite:** None.

**Recommended Preparation:** BIOL-100 or BIOL-115 or BIOL-150 or CHEM-100 or CHEM-101 or CHEM-107.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B

--CSU Area(s): B2

--C-ID BIOL 115S--ANAT 101+102

**ANAT-102**

**4 units**

**Human Anatomy & Physiology II**

**LEC 48-54/LAB 48-54**

This course covers the nervous, endocrine, cardiovascular, lymphatic, respiratory, and urinary systems as well as fluid and electrolyte homeostasis.

**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, 5C

--CSU Area(s): B2, B3

--C-ID BIOL 115S--ANAT 101+102

**ANAT-104**

**5 units**

**Survey of Human Anatomy and Physiology**

**LEC 48-54/LAB 96-108**

This course is a survey of human anatomy and physiology and is specifically intended for the student who is transitioning between being an LVN to an RN. This course covers the entire human



study of anatomy and physiology in a systems approach.

**Prerequisite: None.**

**Other Enrollment Criteria: This course is limited only those students who are currently licensed vocational nurses (LVN) who are exercising the college's 30 unit option where students matriculate from LVN to RN status.**

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

## 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.

**Prerequisite: Two Anatomy and Physiology classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.**

--Transfers to CSU only

## 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 course includes discussions of human genetics, natural selection, living primates, fossil evidence of human evolutionary change, and modern human variation. This course is designed to improve a students understanding of modern human diversity and the processes involved in our species adaptation. 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

--C-ID ANTH 110

### 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 course includes discussions of human genetics, natural selection, living primates, fossil evidence of human evolutionary change, and modern human variation. This course is designed to improve a student's understanding of modern human diversity and the processes involved in our species adaptation. A field trip may be required.

**Prerequisite: Acceptance into the Honors Enrichment Program.**

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B

--CSU Area(s): B2

--C-ID ANTH 110

### 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, gender, social classifications, subsistence, economics, social and political organization, marriage, kinship, religion, the arts, and culture change. This course focuses on an analysis of human behavior from a cross cultural perspective, as well as the professional attitudes of anthropological theory and ethics.

**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

--C-ID ANTH 120

### 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, gender, social classifications, subsistence, economics, social and political organization, marriage, kinship, religion, the arts, and culture change. This course focuses on an analysis of human behavior from a cross cultural perspective, as well as the professional attitudes of anthropological theory and ethics.

**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

--C-ID ANTH 120

### ANTH-103A

3 units

#### North American Indians

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. All of this is background for understanding current issues in American society.

**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 is an overview of Latin American culture and societies from prehistoric times to the present. Archaeology, ethnohistory, ethnography and linguistics are used to understand diverse cultural adaptations to the varied landscapes of Latin America by societies such as the Maya, Aztec and Inka.

**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. Topics that are studied include the origins of agriculture, the origins of writing and the development of cities and states. Cultures from around the world will be studied including China, the Andes, Mesopotamia, Sub-Saharan Africa, Europe and North America among others.

**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. Topics that are studied include the origins of agriculture, the origins of writing and the development of cities and states. Cultures from around the world will be studied including China, the Andes, Mesopotamia, Sub-Saharan Africa, Europe and North America among others.

**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-111** **1 unit**

**Physical Anthropology Lab** **LAB 48-54**

This course 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. A field trip may be required.

**Prerequisite/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): 5C
- CSU Area(s): B3
- C-ID ANTH 115L

**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. Students in this course will be introduced to laboratory, survey and excavation techniques.

**Prerequisite: None.**

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4A
- CSU Area(s): D1
- C-ID ANTH 150

**ANTH-121** **3 units**

**California Indians** **LEC 48-54**

This is a survey course about the culture and society of Native Californians in the prehistoric period, during the Spanish occupation, during the Mexican occupation, and under the government of the United States. Emphasis is given to effects of introduced diseases, imposed religions, and invader governments upon the Native Californians from contact times to today. \*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** **LEC 48-54**

This course examines different supernatural beliefs and associated rituals from a cross-cultural perspective. Using an anthropological perspective, students will study magic, witchcraft and religion in various societies from around the world, both past and present. Emphasis is placed on examining beliefs from the social context of the society in which it is practiced. Topics shall include creation myths, healing, sorcery, totemism, ancestor worship, shamanism and cults.

**Prerequisite: None.**

- AA/AS General Education: AA/AS B2 or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 4A
- CSU Area(s): D1

**ANTH-145** **3 units**

**Introduction to Language and Linguistics** **LEC 48-54**

This course is an introduction to the study of language from an anthropological perspective. It includes basic structural linguistics but focuses on the inter-relatedness of language and culture. Students learn how language influences their thinking and affects their lives.

**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**

This course is an introduction to the study of language from an anthropological perspective. It includes basic structural linguistics but focuses on the inter-relatedness of language and culture. Students learn how language influences their thinking and affects their lives.

**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-201**

**3 units**

## Introduction to Forensic Anthropology **LEC 48-54**

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, as well as in human rights and mass disaster situations. Forensic Anthropology is the application of standard, scientific, anthropological techniques to identify human remains and to assist in the detection of a crime.

**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 course 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. A field trip may be required.

**Prerequisite/Corequisite:** ANTH-115 (with a grade of C or better).  
**Recommended Preparation:** MATH-090 or MATH-090B and ENGL-092 or ENGL-098 or ESL-098W.

--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 conserve and catalog artifacts collected from archaeological sites, and identify and classify various artifacts while handling them appropriately and protecting their provenience information. Students will also learn curation standards for managing archaeological collections and anticipate ethical issues surrounding illicit antiquities trading and the care of human remains and burial objects.

**Prerequisite/Corequisite:** ANTH-115 (with a grade of C or better).

--Transfers to CSU only

**ANTH-215**

**3 units**

## Archaeological Survey **LEC 16-18/LAB 96-108**

This course prepares students 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.

**Prerequisite/Corequisite:** ANTH-115 (with a grade of C or better).  
**Recommended Preparation:** MATH-090 or MATH-090B and ENGL-092 or ENGL-098 or ESL-098W.

--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.

**Prerequisite:** Two Anthropology classes must be completed prior to enrollment; 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 research, social networking processes, and digital techniques needed in the Graphic Design and Digital Media courses. Offered as pass/no pass only.

**Prerequisite:** None.

--Not transferable

**ART-095**

**1 unit**

### Typography Practicum **LAB 48-54**

This course explores and reinforces typographical and lettering research, personal learning networks, and digital techniques needed in the Graphic Design and Digital Media courses. Offered as pass/no pass only.

**Prerequisite:** None.

--Not transferable

**ART-100**

**3 units**

### Art Appreciation **LEC 48-54**

This course introduces students to significant media, styles, periods and artists, with the intention of enhancing their appreciation of art and aesthetics. Students will learn by studying, analyzing and writing about a wide range of art forms. This course provides an 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

--C-ID ARTH 100

**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 and historical developments.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3A
- CSU Area(s): C1
- C-ID ARTH 110

**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 and historical developments.

**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): 3A
- CSU Area(s): C1

**ART-102 3 units**
**Art History: Renaissance to 20th Century Art  
LEC 48-54**

This course is a survey class that provides a base of historical knowledge covering the development of art from the Renaissance through the mid 20th century. Students will study a variety of art forms in the context of cultural and historical developments.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

- 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 course is a survey class that provides a base of historical knowledge covering the development of art from the Renaissance through the mid 20th century. Students will study a variety of art forms in the context of cultural and historical developments.

**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): 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 historical developments, with an emphasis on Modernist culture and products in the United States and Europe.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3A
- CSU Area(s): C1
- C-ID ARTH 110

**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 historical developments, with an emphasis on Modernist culture and products in the United States and Europe.

**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): 3A
- CSU Area(s): C1
- C-ID ARTH 150

**ART-104 3 units**
**World Art  
LEC 48-54**

This course is a survey class introduces students to the art and architecture of Asia, the Islamic world, early America, Africa and Oceania. It 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 both UC/CSU
- IGETC Area(s): 3A
- CSU Area(s): C1

**ART-104H 3 units**
**Honors World Art  
LEC 48-54**

This course is a survey class introduces students to the art and architecture of Asia, the Islamic world, early America, Africa and Oceania. It 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 both UC/CSU
- IGETC Area(s): 3A
- CSU Area(s): C1



**ART-105**

**3 units**

## History of Graphic Design **LEC 48-54**

This course examines the evolution of graphic communication from prehistory through postmodern design, the age of information, and the digital revolution, investigating the great minds in design, breakthrough technologies and important design movements in historical contexts.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--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, the age of information, and the digital revolution, investigating the great minds in design, breakthrough technologies and important design movements in historical contexts.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--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 fundamentals including the use of perspective and compositional principles. The course also emphasizes exercises meant to develop the student's observational skills, and motor skills. Students will primarily employ black and white media.

**Prerequisite:** None.

--Course Related Content Group: Drawing

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C1

--C-ID ARTS 110

**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 explorations of portraiture, color, and the expressive possibilities of drawing.

**Prerequisite:** ART-108 (with a grade of C or better).

--Course Related Content Group: Drawing

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C1

--C-ID ARTS 205

**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 basic anatomy, perception of form, contour drawing, and modeling. Nude models are used.

**Prerequisite:** ART-108 (with a grade of C or better).

--Course Related Content Group: Drawing

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--C-ID ARTS 200

**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.

**Prerequisite:** None.

**Recommended Preparation:** ART-108 or ART-120.

--Course Related Content Group: Painting

--Transfers to both UC/CSU

--CSU Area(s): C1

--C-ID ARTS 210

**ART-116**

**3 units**

## Painting II **LEC 32-36/LAB 48-54**

This course involves the 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.

**Prerequisite:** ART-115 (with a grade of C or better) or portfolio.

--Course Related Content Group: Painting

--Transfers to both UC/CSU

--CSU Area(s): C1

**ART-118**

**3 units**

## Watercolor/Mixed Media **LEC 16-18/LAB 96-108**

This course introduces the student to watercolor and ink wash painting techniques, individual artistic styles and historic traditions in watercolor, ink wash and mixed-media painting. Students explore design principles, atmospheric perspective and color theory through class activities and projects. Traditional and contemporary approaches to media and subject are introduced and practiced. Coursework includes a hands-on exploration of technique with emphasis on composition, technique and expressive use of color.

**Prerequisite:** ART-108 (with a grade of C or better) or portfolio.

--Course Related Content Group: Painting

--Transfers to both UC/CSU

**ART-119**

**3 units**

## Mural Painting **LEC 16-18/LAB 96-108**

This course introduces design principles, paint application techniques and contemporary approaches to mural painting. Students create individual, original designs for site proposals. The class enlarges selected designs to complete as painted murals. Students are involved in site research, thematic design development and site painting.

**Prerequisite:** ART-108 (with a grade of C or better) or portfolio.

--Course Related Content Group: Painting

--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 2D design using the design elements of line, shape, space, value, texture, color, and form. Students will explore design concepts through projects that incorporate visual analysis, problem solving, and presentation.

**Prerequisite:** None.

- Course Related Content Group: Foundational Studies
- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- CSU Area(s): C1
- C-ID ARTS 100

**ART-121 3 units**
**Color Theory (formerly Design and Color) LEC 32-36/LAB 48-54**

This course focuses on the organization of visual elements in accordance with the principles of design and color choices. Emphasis is placed on the study of the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color.

**Prerequisite:** None.

- Course Related Content Group: Foundational Studies
- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- CSU Area(s): C1
- C-ID ARTS 270

**ART-122 3 units**
**3D Design LEC 32-36/LAB 48-54**

This course introduces the student to the organizing elements of design as they pertain to three-dimensional objects and spatial environments. The course includes both representational and non-representational design outcomes. Students explore design principles through visual analysis, problem solving exercises and project revision. A range of media and both traditional and contemporary approaches to design are explored.

**Prerequisite:** None.

**Recommended Preparation:** ART-120.

- Course Related Content Group: Foundational Studies
- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- C-ID ARTS 101

**ART-123 3 units**
**Graphic Design I ACT 96-108**

This course develops conceptual thinking and visual representation skills in the graphic design process by using thumbnail sketches through full size layouts of analog to digital graphic concepts. The emphasis is on various approaches to problem solving in advertising and design for two-dimensional spaces. Markers and colored pencils will be used for concept development while industry standard software will be used for digital production.

**Prerequisite:** ART-131 (with a grade of C or better).

**Recommended Preparation:** ART-120.

- AA/AS General Education: AA/AS C
- Transfers to CSU only

**ART-125 3 units**
**Graphic Design: Typography (formerly Typography I) ACT 96-108**

This course is an introduction to typography for visual communications in the graphic design industries. The class emphasizes the use of typography in the design process, including aspects of analytical and creative design through digital and print media. Students explore the evolution and classification of letterforms and investigation the structure, format, legibility, and expression. Exercises include both hand and digital skills.

**Prerequisite:** None.

- Transfers to CSU only

**ART-131 3 units**
**Introduction to Digital Art ACT 96-108**

This course is an introduction to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, motion and compositional principles with contemporary digital tools. This course gives students a firm understanding of the digital art medium and how design theories and concepts relate to creative digital works.

**Prerequisite:** None.

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- C-ID ARTS 250

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

This course is designed to familiarize students with the skills, methods and aesthetics of Fine Art Ceramics. This course facilitates the student's examination of basic ceramic processes, including hand building, wheel throwing and surface decoration. This course facilitates the critical evaluation of the creative work in the context of historical, traditional and contemporary ceramic arts.

**Prerequisite:** None.

- Course Related Content Group: Ceramics
- Transfers to both UC/CSU

**ART-160 3 units**
**Sculpture LEC 32-36/LAB 48-54**

This course is designed to familiarize students with the skills, methods and aesthetics of sculpture. The course facilitates the student's knowledge and practice in basic sculpting processes, including modeling, casting and mixed-media assemblage. This course facilitates the critical evaluation of sculpture in the context of historical and contemporary art.

**Prerequisite:** None.

- Course Related Content Group: Sculpture
- Transfers to both UC/CSU
- CSU Area(s): C1



ART-170

3 units

**Intermediate Sculpture (formerly Foundry-Ceramic Shell Casting)**

**LEC 16-18/LAB 96-108**

This course introduces intermediate-level, three-dimensional design principles, and a variety of traditional techniques and contemporary theory. Students create contemporary, original designs with an emphasis on material and personal expression. Instruction provides knowledge of bas-relief carving, modeling, mold-making, the lost wax method of bronze casting and surface patina.

**Prerequisite:** ART-160 (with a grade of C or better).

--Course Related Content Group: Sculpture

--AA/AS General Education: AA/AS C

--Transfers to CSU only

--CSU Area(s): C1

ART-223

3 units

**Graphic Design II**

**ACT 96-108**

This course expands on the tools and procedures used by professional graphic designers. Using real-world oriented projects, students will execute production of concept development in packaging, three dimensional solutions, and design theory.

**Prerequisite:** ART-123 and ART-125 (with a grade of C or better).

--Transfers to both UC/CSU

ART-299

1-3 units

**Special Projects: Art**

**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.

**Prerequisite:** Two Art classes must be completed prior to enrollment; 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**

This course introduces students to the science of astronomy. It 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:** ENGL-092 or ENGL-098 or ESL-098W and MATH-090 or MATH-090B.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--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. Students will use the scientific method to examine properties and processes of solar system function and formation including the current hypotheses regarding the creation and evolution of the Earth and planetary bodies (moons, asteroids, comets, meteors, and the Sun). \*Cross-listed as GEOL-111.

**Prerequisite:** None.

--AA/AS General Education: 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.

**Prerequisite:** One Astronomy class must be completed prior to enrollment; 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.

**Prerequisite:** None.

--Transfers to CSU only

--CSU Area(s): C1

AUD-141

3 units

**Intermediate Studio Recording**

**LEC 48-54**

This course offers instruction in multitrack recording techniques, equalization, mixing, microphone techniques, Foley, signal processing, and 3-dimensional recording. \*Cross-listed as MUS-141.

**Prerequisite:** AUD-140/MUS-140 and AUD/MUS-143 (with a grade of C or better).

--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 and film. Study will include: multi-track recording, mixing, Foley, signal processing and ADR. \*Cross-listed as MUS-142.

**Prerequisite:** AUD-141/MUS-141 (with a grade of C or better).

--Transfers to CSU only



**AUD-143**

**3 units**

**Pro Tools 101 (formerly Computer Audio Editing)  
LEC 48-54**

This course is the introduction to audio editing techniques using Avid's Pro Tools software. Students will learn interface layout and organization, editing tools, input/output routing, mix and editing windows, clip organization, and audio effects usage and hierarchy. This course is part of the Avid Learning Partnership standards for a Pro Tools, User-level certificate (This is a third-party certificate and not related to Mt San Jacinto College or the California Community Colleges Chancellor's Office) \*Cross-listed as MUS-143.

**Prerequisite: None.**

--Transfers to CSU only

**AUD-145**

**3 units**

**Pro Tools 110 (formerly Midi & Computer Recording)  
LEC 48-54**

This course offers instruction based on Avid's Pro Tools software. Instruction includes expanded hardware and software configurations; an in-depth study of tools for manipulating and editing audio and MIDI data; and applying various set-up techniques to accommodate larger, sophisticated mixing situations. \*Cross-listed as MUS-145.

**Prerequisite: AUD-143/MUS-143 (with a grade of C or better).**

--Transfers to CSU only

**AUD-146**

**3 units**

**Recording Music and Live Sound LEC 48-54**

This course offers instruction in microphone techniques for vocals, acoustic musical instruments and electronic musical instruments. Students will also receive instruction in advanced mixdown techniques and in the use of public address systems as applied to live sound (concert and theater) situations. \*Cross-listed as MUS-146.

**Prerequisite: AUD-141/MUS-141 (with a grade of C or better).**

--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 and audio industries. Students taking this course will be educated in areas such as contracts, copyrights, publishing and industry trends. Other topics covered by this course include the differences between bootlegging, piracy and counterfeiting. \*Cross-listed as BADM-147 and MUS-147.

**Prerequisite: None.**

--Transfers to CSU only

**AUD-148**

**3 units**

**Radio Production LEC 48-54**

This course acquaints students with major aspects of radio production and broadcasting. The course includes information regarding the broadcast process, on-air and production studios, and various types of hardware and software used for radio production and broadcast. Students will also be introduced to the

protocols and etiquette of being an on-air personality.

**Prerequisite: AUD-143/MUS-143 (with a grade of C or better).**

--Transfers to CSU only

**AUD-149**

**1-4 units**

**Cooperative Work Experience: Audio and Video Technology  
CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149D.

**Prerequisite: None.**

**Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.**

--Transfers to CSU only

**AUD-180**

**3 units**

**Video Production I (formerly AUD-152)  
LEC 32-36/LAB 48-54**

This course introduces students to the theoretical concepts and equipment operations of video production. Students will learn basic camera operations, lighting techniques, production techniques, audio-for-video techniques and video editing. Other topics covered in this course include acting, directing, storyboard, scripting, and production ethics.

**Prerequisite: None.**

--Transfers to both UC/CSU

**AUD-183**

**3 units**

**Video Production II (formerly AUD-153)  
LEC 48-54**

This course covers the principles and techniques used to produce a television show for broadcast. Topics covered are video treatments; site research; scripting; on-location production which includes the use and operation of cameras, sound, and lighting; post-production editing and final render to broadcast standards. A field trip is required for on-location production.

**Prerequisite: AUD-180 or DIG-190 (with a grade of C or better).**

--Transfers to both UC/CSU

**AUD-185**

**3 units**

**Television Studio Production & Broadcast  
LEC 32-36/LAB 48-54**

This course introduces students to the theories, operation and personnel staffing of a multi-camera television studio and control room. Topics include signal flow, operation of camera and audio equipment, switcher operation, graphics, fundamentals of studio/stage lighting, scripting, and real-time video production.

**Prerequisite: AUD-180 (with a grade of C or better).**

--Transfers to CSU only



**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.

**Prerequisite:** Two Audio Technology classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## AUTOMOTIVE/ TRANSPORTATION TECHNOLOGY

**AUME-070A**

**4 units**

**Automatic Transmissions & Transaxles (formerly AUME-175)**

**LEC 48-54/LAB 48-54**

This course encompasses the service, diagnosis and repair of automatic transmissions and transaxles in modern automobiles and light trucks. Upon successful completion of the course, the student will be able to apply a systematic approach to the diagnosis and repair of common transmission and transaxle faults. The course content is intended to prepare the student to pass the ASE A2 Automatic Transmission and Transaxle certification exam.

**Prerequisite:** None. **Recommended Preparation:** AUME-072.

--Not transferable

**AUME-070B**

**4 units**

**Manual Transmissions & Transaxles (formerly AUME-185)**

**LEC 48-54/LAB 48-54**

This course covers the theory of operation, diagnosis and repair of manual transmissions or transaxles, clutches, drivelines, final drive units and four-wheel or all-wheel drive assemblies. The student will obtain the skills needed to properly diagnose and repair manual transmission and drive train faults. The course is designed to help the student to prepare to take the ASE A3 Manual Transmission/Transaxle certification exam.

**Prerequisite:** None. **Recommended Preparation:** AUME-072.

--Not transferable

**AUME-072**

**4 units**

**Basic Auto Mechanics (formerly AUME-100)**

**LEC 48-54/LAB 48-54**

This course covers the theory of operation of automobiles and light trucks. The eight basic areas of automotive technology are explored. Special emphasis is placed upon entry into the automotive repair industry as a career choice. In order to provide some practical experience and impart skills intended to augment student employability, some basic maintenance procedures are performed as part of the coursework.

**Prerequisite:** None.

--Not transferable

**AUME-079**

**2 units**

**Express Service (formerly Honda Express Service) LEC 16-18/LAB 48-54**

This course is specifically designed for performing express service maintenance such as oil service, checking brakes, and rotating tires.

**Prerequisite:** None.

--Not transferable

**AUME-084**

**3 units**

**Introduction to Hybrid and Electric Vehicle Technology LEC 32-36/LAB 48-54**

This course explores the technologies used in modern hybrid and electric vehicle propulsion systems. Topics discussed include high voltage service safety precautions, power inverter and battery technologies as well as hybrid/electric vehicle driveability and maintenance issues. Hybrid and electric vehicle integrated propulsion systems produced by various manufacturers will be compared and contrasted. This course is intended to assist the student in preparing to take the ASE L3 Hybrid and Electric Vehicle Specialist Certification Exam.

**Prerequisite:** AUME-126 (with a grade of C or better) or Instructor Approval.

--Not transferable

**AUME-087**

**4 units**

**Engine Performance I (formerly AUME-122)**

**LEC 48-54/LAB 48-54**

This course covers theory of operation, diagnosis and service of automotive engines and related sub-systems. The use of test equipment and the repair or replacement of major components of passenger vehicles is also covered. Areas of study include the starting, charging and ignition systems. This course is designed for learners wishing to develop skills in diagnosis and repair of current and emerging technologies. This course will assist in preparation for ASE A-8 exam.

**Prerequisite:** None.

**Recommended Preparation:** AUME-072 or previous high school automotive courses.

--Not transferable

**AUME-088**

**4 units**

**Engine Performance II (formerly AUME-123)**

**LEC 40-45/LAB 72-81**

This course is an intense study of the design and operation of fuel management systems including domestic and import feedback fuel control, electronic ignition, and computer controlled systems. Emphasis is placed on the correct diagnosis of and proper repair procedures for those systems.

**Prerequisite:** AUME-087 (with a grade of C or better).

**Recommended Preparation:** AUME-072 or AUME-096.

--Not transferable





**AUME-089**

**4 units**

**Basic Maintenance Light Repair I (MLR)**

**LEC 48-54/LAB 48-54**

This course is designed to prepare today's technician for entry level employment in Vehicle Maintenance and Light Repair (MLR) as identified by the Automotive Industry. This is part one of three parts in the General Technician Training Program. (G1-NATEF Certification)

**Prerequisite:** None.

--Not transferable

**AUME-090**

**4 units**

**Basic Maintenance Light Repair II (MLR)**

**LEC 32-36/LAB 96-108**

This course covers the repair of scheduled services on common road vehicles. Basic automotive systems are explored with an emphasis on maintenance and light repair (MLR) as recommended by industry. An overview of automotive technology as a career choice is emphasized.

**Prerequisite:** AUME-089 (with a grade of C or better).

--Not transferable

**AUME-091**

**3 units**

**Maintenance Light Repair III (MLR)**

**LEC 32-36/LAB 48-54**

This course is specifically designed to meet industry standard requirements for car care service technicians. Students wishing to become employed as an Express Service technician must successfully complete this course.

**Prerequisite:** AUME-090 (with a grade of C or better).

--Not transferable

**AUME-092A**

**3 units**

**Automotive Engine Theory and Repair (Bottom End)**

**LEC 32-36/LAB 48-54**

This course covers the theory of operation, diagnosis, disassembly, inspection and repair of the cylinder block portion or lower end of a modern automotive internal combustion engine, including the pistons, crankshaft and engine lubrication system.

**Prerequisite:** None.

**Recommended Preparation:** AUME-072.

--Not transferable

**AUME-092B**

**3 units**

**Automotive Engine Theory and Repair (Upper End)**

**LEC 32-36/LAB 48-54**

This course covers the theory of operation, disassembly, inspection, repair and reassembly of the cylinder heads and timing components, usually referred to as the upper end, of a modern internal combustion engine.

**Prerequisite:** AUME-092A (with a grade of C or better).

**Recommended Preparation:** AUME-072.

--Not transferable

**AUME-093**

**4 units**

**Automotive Heating, Ventilation and Air Conditioning (formerly AUME-118 Automotive Heating and Air Conditioning)**

**LEC 48-54/LAB 48-54**

This course is an in-depth study of the design and operation of contemporary automotive air conditioning and heating systems. Emphasis is placed on the theory, diagnosis and repair procedures used for these systems and includes an introduction to automatic A/C systems. This course also helps to prepare the student for the ASE A7 (Air Conditioning and Heating) certification exam.

**Prerequisite:** None.

**Recommended Preparation:** AUME-072.

--Not transferable

**AUME-095**

**4 units**

**Automotive Brake Systems (formerly AUME-119)**

**LEC 32-36/LAB 48-54**

This course covers the theory of operation, diagnosis and repair 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-072.

--Not transferable

**AUME-096**

**4 units**

**Automotive Electrical/Electronics I (formerly AUME-126)**

**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 or 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 A6 exam.

**Prerequisite:** None.

**Recommended Preparation:** AUME-072 or previous high school automotive course.

--Not transferable

**AUME-097**

**4 units**

**Automotive Electrical/Electronics II (formerly AUME-127)**

**LEC 32-36/LAB 96-108**

This course covers electricity and electronics, the use of electrical test equipment, wiring diagrams, diagnosis and repair/replacement/diagnosis of major electrical components of automobiles.

**Prerequisite:** AUME-096 (with a grade of C or better).

--Not transferable

**AUME-098**

**6 units**

**BAR Specified Diagnostic and Repair Training (formerly AUME-111 Emission Controls A6/A8/LI)**

**LEC 80-90/LAB 48-54**

This course prepares the student to perform Vehicle Emissions Diagnosis & Repair procedures required by the California State Smog Check Program. Successful completion meets three of the five requirements for the California State Exam. Students learn



how to use various scan tools, lab scopes, five gas analyzers, dynamometer and ignition analyzers to troubleshoot, diagnose and repair the power-train control systems used on domestic and import vehicles.

**Prerequisite:** AUME-100 (with a grade of C or better) or Instructor Consent.

--Not transferable

**AUME-120**

**4 units**

### **Automotive Suspension, Steering and Alignment Systems LEC 32-36/LAB 96-108**

This course covers the operation, diagnosis, repair, and alignment procedures of automotive suspension and steering systems on import and 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 or previous high school automotive course.

--Transfers to CSU only

**AUME-149**

**1-4 units**

### **Cooperative Work Experience: Automotive and Transportation Technologies CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149E.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--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.

**Prerequisite:** Two Automotive Technology classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## **BIOLOGICAL SCIENCES**

**BIOL-100**

**4 units**

### **Human Biology (formerly Introduction to Human Biology) LEC 48-54/LAB 48-54**

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, genetics, human anatomy and physiology with a review of organ systems and the application of biotechnology.

**Prerequisite:** None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

**BIOL-100H**

**4 units**

### **Honors Human Biology LEC 48-54/LAB 48-54**

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, genetics, human anatomy and physiology with a review of organ systems and the application of biotechnology.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

**BIOL-115**

**4 units**

### **Topics in Biology LEC 48-54/LAB 48-54**

This introductory course includes a lecture and lab component and is designed for non-science majors and those who need a biology foundation before entering 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, diversity of life, ecosystems, evolution, and current issues. Field trips may be required.

**Prerequisite:** None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5B, 5C

--CSU Area(s): B2, B3

**BIOL-115H**

**4 units**

### **Honors Topics in Biology LEC 48-54/LAB 48-54**

This introductory course includes a lecture and lab component and is designed for non-science majors and those who need a biology foundation before entering 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, diversity of life, ecosystems, evolution, and current issues. Field trips 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, 5C

--CSU Area(s): B2, B3



**BIOL-116**

**4 units**

**Natural History and Biodiversity of California  
(formerly Natural History and Biodiversity)  
LEC 48-54/LAB 48-54**

This course presents the ecological concepts of biodiversity and natural history. The course emphasizes relationships of local geology to the flora and fauna of represented in California. Topics in this field-trip-based laboratory include field recognition of plants, and identification of major mammals, reptiles and birds of the areas studied. Multiple field-trips may be required. Although the course concentrates on California ecosystems in some cases ecosystems in areas other than California may be used as examples.

**Prerequisite: None.**

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3

**BIOL-117**

**3 units**

**Conservation Biology LEC 48-54**

This course investigates 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 ecosystems. This course is not intended for biology majors.

**Prerequisite: None.**

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B
- CSU Area(s): B2

**BIOL-125**

**5 units**

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

This is a general microbiology course covering topics on morphology, metabolism, genetics, epidemiology, infectious diseases, immunity and control of microorganisms. This course is not intended for biology majors.

**Prerequisite: CHEM-100 or higher and BIOL-100 or BIOL-115 or BIOL-150 or 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, 5C
- CSU Area(s): B2, B3

**BIOL-125H**

**5 units**

**Honors Microbiology LEC 48-54/LAB 96-108**

This is a general microbiology course covering topics on morphology, metabolism, genetics, epidemiology, infectious diseases, immunity and control of microorganisms. This course is not intended for biology majors.

**Prerequisite: Acceptance in the Honors Enrichment Program; CHEM-100 or higher and BIOL-100 or BIOL-115 or BIOL-150 or 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, 5C
- CSU Area(s): B2, B3

**BIOL-128**

**3 units**

**History of Science LEC 48-54**

This course surveys the history of science from its early beginnings to its development in various civilizations, eras and regions. Students explore the impact of science on humanity in the context of the economic, social, and political realities of different cultures. Underlying assumptions, methods and key ideas in science are surveyed from ancient insights through the Scientific Revolution and recent biotechnology innovations, with particular emphasis on the intersection of science and popular belief. \*Cross-listed as HIST-128.

**Prerequisite: None.**

**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

- AA/AS General Education: AA/AS A or AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4F, 4G
- CSU Area(s): D6, D7

**BIOL-128H**

**3 units**

**Honors History of Science LEC 48-54**

This course surveys the history of science from its early beginnings to its development in various civilizations, eras and regions. Students explore the impact of science on humanity in the context of the economic, social, and political realities of different cultures. Underlying assumptions, methods and key ideas in science are surveyed from ancient insights through the Scientific Revolution and recent biotechnology innovations, with particular emphasis on the intersection of science and popular belief. \*Cross-listed as HIST-128H.

**Prerequisite: Acceptance into the Honors Enrichment Program. Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

- AA/AS General Education: AA/AS A or AA/AS B2
- Transfers to CSU only
- IGETC Area(s): 4F, 4G
- CSU Area(s): D6, D7

**BIOL-130**

**4 units**

**Marine Biology LEC 48-54/LAB 48-54**

This course explores biology by examining the characteristics of marine organisms and the ocean environment. Some of the topics covered in this course are the physical and chemical environment of the ocean, diversity of marine organisms, marine ecosystems and interactions, adaptations to the marine environment, and human impacts on the oceans. Students may be required to attend field trips. This course is not intended for biology majors.

**Prerequisite: None.**

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3



**BIOL-131**

**4 units**

**Genes and Biotechnology in Society (formerly Introduction to Biotechnology I)**  
**LEC 48-54/LAB 48-54**

This course examines a variety of topics in biology related to genes and DNA technologies. Topics emphasized include the structure and biochemical processes of cells, classical and molecular genetics, gene expression, stem cell technologies and biotechnology. The laboratory experience develops fundamental skills used in biotechnology labs including performing biological assays, laboratory documentation, microscopy, DNA manipulation, and genetic modification of bacterial cells. Field trips may be required. This course is not intended for biology majors.

**Prerequisite: None.**

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3

**BIOL-131H**

**4 units**

**Honors Genes and Biotechnology in Society**  
**LEC 48-54/LAB 48-54**

This course examines a variety of topics in biology related to genes and DNA technologies. Topics emphasized include the structure and biochemical processes of cells, classical and molecular genetics, gene expression, stem cell technologies and biotechnology. The laboratory experience develops fundamental skills used in biotechnology labs including performing biological assays, laboratory documentation, microscopy, DNA manipulation, and genetic modification of bacterial cells. Field trips may be required. This course is not intended for biology majors.

**Prerequisite: Acceptance in the Honors Enrichment Program.**

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3

**BIOL-134**

**3 units**

**Human Heredity and Evolution**      **LEC 48-54**

This is an introductory course in basic human genetics and evolution. This course introduces students to central theories of the biological sciences using the chemical and biological aspects of human genetics as its main theme. In addition, students are introduced to the political, philosophical and ethical implications of human heredity and evolution. This course is not intended for biology majors.

**Prerequisite: None.**

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B
- CSU Area(s): B2

**BIOL-140**

**4 units**

**Ecology**      **LEC 48-54/LAB 48-54**

This course covers ecological principles with a focus on biodiversity, ecosystem function, and the inter-relationship of the biotic and abiotic components of the environment. There are four required 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, 5C
- CSU Area(s): B2, B3

**BIOL-144**

**4 units**

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

This course is a survey of the biology of plants, other photosynthetic organisms and fungi. It explores the structure, function, evolution, reproduction, genetics, and ecology of plants in addition to their importance to people. The lab component provides experience with plant anatomy, morphology, growth, metabolism, reproduction and propagation. Field trips may be required. This course is not intended for biology majors.

**Prerequisite: None.**

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3

**BIOL-144H**

**4 units**

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

This course is a survey of the biology of plants, other photosynthetic organisms and fungi. It explores the structure, function, evolution, reproduction, genetics, and ecology of plants in addition to their importance to people. The lab component provides experience with plant anatomy, morphology, growth, metabolism, reproduction and propagation. Field trips may be required. This course is not intended for biology majors.

**Prerequisite: Acceptance into the Honors Enrichment Program.**

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

**BIOL-146**

**3 units**

**Biodiversity**      **LEC 48-54**

This course examines the biodiversity of life. Theories about the evolution and diversity of life are introduced with an emphasis on current threats to biodiversity by human activity. This course is a survey of the biodiversity of life on earth through an exploration of the structure, function, evolution, reproduction, genetics, and ecology of organisms past and present. Field trips may be required. This course is not intended for biology majors.

**Prerequisite: None.**

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B
- CSU Area(s): B2

**BIOL-150**

**4 units**

**General Biology I**      **LEC 48-54/LAB 48-54**

This course, intended for science majors, is the first in a two-semester sequence of intensive modern biology study designed to prepare students for upper-division science courses. Topics include the biochemical, molecular, metabolic, genetic, and evolutionary aspects of cells and organisms. Students will apply



their understanding of biology concepts in the laboratory to develop an understanding of the philosophy of science, methods of scientific inquiry and experimental design. Field trips may be required.

**Prerequisite:** CHEM-101 (with a grade of C or better).

**Recommended Preparation:** Additional high school or college Biology and Chemistry courses and ENGL-092 or ENGL-098 or ESL-098W.

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3
- C-ID BIOL 190
- C-ID BIOL 135S

**BIOL-150H** **4 units**

**Honors General Biology I** **LEC 48-54/LAB 48-54**

This course, intended for science majors, is the first in a two-semester sequence of intensive modern biology study designed to prepare students for upper-division science courses. Topics include the biochemical, molecular, metabolic, genetic, and evolutionary aspects of cells and organisms. Students will apply their understanding of biology concepts in the laboratory to develop an understanding of the philosophy of science, methods of scientific inquiry and experimental design. Field trips may be required.

**Prerequisite:** Acceptance into the Honors Enrichment Program and CHEM-101 (with a grade of C or better).

**Recommended Preparation:** Additional high school or college Biology and Chemistry courses and ENGL-092 or ENGL-098 or ESL-098W.

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3
- C-ID BIOL 190
- C-ID BIOL 135S

**BIOL-151** **4 units**

**General Biology II** **LEC 48-54/LAB 48-54**

This course, intended for science majors, is the second in a two-semester sequence of intensive modern biology study designed to prepare science majors for upper-division science courses. Topics include the biodiversity, phylogeny, anatomy, physiology and ecology of bacteria, archaea, simple eukaryotic organisms, plants and animals. Students will investigate these topics through laboratory activities that include extensive specimen observation, dissection, and field experiences. Field trips may be required.

**Prerequisite:** BIOL-150 (with a grade of C or better).

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3
- C-ID BIOL 135S

**BIOL-151H** **4 units**

**Honors General Biology II** **LEC 48-54/LAB 48-54**

This course, intended for science majors, is the second in a two-semester sequence of intensive modern biology study designed to prepare science majors for upper-division science courses. Topics include the biodiversity, phylogeny, anatomy, physiology and ecology of bacteria, archaea, simple eukaryotic organisms, plants and animals. Students will investigate these topics through laboratory activities that include extensive specimen observation, dissection, and field experiences. Field trips may be required.

**Prerequisite:** Acceptance in the Honors Enrichment Program; BIOL-150 (with a grade of C or better). **Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

- AA/AS General Education: AA/AS A
- Transfers to both UC/CSU
- IGETC Area(s): 5B, 5C
- CSU Area(s): B2, B3
- C-ID BIOL 135S

**BIOL-201** **3 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.

**Prerequisite:** MATH-096 or MATH-096B or MATH-094 (with a grade of C or better) and BIOL-115 or BIOL-150 or ENVS-101 or BIOL-140 or ENVS-110 (with a grade of C or better) or a minimum score of 3 on the AP Biology exam or a minimum score of 3 on the AP Environmental Science exam.

- AA/AS General Education: AA/AS G
- 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.

**Prerequisite:** Two Biology classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

- Transfers to CSU only



## BUSINESS

ACCT-076

3 units

### Bookkeeping (formerly Bookkeeping Part I - Accounting Theory) LEC 48-54

This course covers 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 and banking.

**Prerequisite:** None.

--Not transferable

ACCT-077

3 units

### QuickBooks Accounting (formerly Bookkeeping Part 2 - QuickBooks Pro) LEC 48-54

This course is designed for the student seeking hands-on experience with QuickBooks accounting system. Students will examine business transactions to determine the applicable accounting principles and the appropriate processing sequence in QuickBooks in order to yield various reports and financial statements for internal and external users. Emphasis will be placed on how to use QuickBooks in a small business environment.

**Prerequisite/Corequisite:** ACCT-076 or ACCT-124 or instructor consent of work experience in accounting-related functions.

--Not transferable

ACCT-124

3 units

### Financial Accounting - Principles of Accounting I LEC 48-54

This course is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. It covers recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted principles, the financial statements, statement analysis, cash flow, internal controls, issues related to asset, liability and equity valuation, revenue and expense recognition, and ethics.

**Prerequisite:** None.

**Recommended Preparation:** CAPP-122 and ENGL-092 or ENGL-098 or ESL-098W and MATH-055.

--Transfers to both UC/CSU

--C-ID ACCT 110

ACCT-124H

3 units

### Honors Financial Accounting - Principles of Accounting I LEC 48-54

This course is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. It covers recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted principles, the financial statements, statement analysis, cash flow, internal controls, issues related to asset, liability and equity valuation, revenue and expense recognition, and ethics.

**Prerequisite:** Acceptance in the Honors Enrichment Program.  
**Recommended Preparation:** CAPP-122 and ENGL-092 or ENGL-098 or ESL-098W and MATH-055.

--Transfers to both UC/CSU

--C-ID ACCT 110

ACCT-125

3 units

### Managerial Accounting-Principles of Accounting II LEC 48-54

This course is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. It focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. It also includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

**Prerequisite:** ACCT-124 (with a grade of C or better).

--Transfers to both UC/CSU

--C-ID ACCT 120

ACCT-125H

3 units

### Honors Managerial Accounting - Principles of Accounting II LEC 48-54

This course is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. It focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. It also includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

**Prerequisite:** Acceptance in the Honors Enrichment Program and ACCT-124 (with a grade of C or better).

--Transfers to both UC/CSU

--C-ID ACCT 120

ACCT-126

3 units

### Computerized Accounting (formerly Beginning Computer Accounting) LEC 48-54

This course is an overview of computerized accounting principles and procedures with the use of Sage 50 (formerly Peachtree), integrating the accounting cycle for service and merchandising businesses with emphasis on hands-on processing of business and accounting transactions.

**Prerequisite/Corequisite:** ACCT-124 (with a grade of C or better).

--Transfers to CSU only

ACCT-128

3 units

### Federal Income Tax Accounting LEC 48-54

This course introduces the basic concepts of federal income taxation. Topics include history and objectives of the tax, along with the treatment of various types of entities, types of income, types of deductions and types of credits. Emphasis is on the individual as a taxpayer.

**Prerequisite:** ACCT-124 (with a grade of C or better).

--Transfers to CSU only



**BADM-085**

**3 units**

**Business Math**

**LEC 48-54**

This course applies basic arithmetic calculations to business operations, concepts and principles. The focus is on the role mathematics plays in the business decision-making process. Students will be presented with business scenarios that require basic mathematical analysis. They will learn how to perform the calculations and interpret the results to formulate business decisions.

**Prerequisite: None.**

--Not transferable

**BADM-097**

**3 units**

**Business Computer Applications**

**LEC 48-54**

This course explores computer technological tools used in a dynamic business environment. The course will introduce a wide range of information and communication applications used by professionals to support and enhance business processes and decision making. This is a project based course focused on using technologies to solve business problems and improve productivity.

**Prerequisite: None.**

--Not transferable

**BADM-103**

**3 units**

**Introduction to Business**

**LEC 48-54**

This course is an introduction to business in a setting where U.S. companies operate in a constantly changing global business environment. Students completing the course should be capable of analyzing businesses of various sizes, organizations and ownership forms, understanding business ethics and social responsibility in global markets, analyzing the economic challenges facing businesses, understanding global competitive methodologies, and understanding domestic and international labor-management relations issues and the use of technology and information in business.

**Prerequisite: None.**

--Transfers to both UC/CSU

--C-ID BUS 110

**BADM-103H**

**3 units**

**Honors Introduction to Business**

**LEC 48-54**

This course is an introduction to business in a setting where U.S. companies operate in a constantly changing global business environment. Students completing the course should be capable of analyzing businesses of various sizes, organizations and ownership forms, understanding business ethics and social responsibility in global markets, analyzing the economic challenges facing businesses, understanding global competitive methodologies, and understanding domestic and international labor-management relations issues and the use of technology and information in business.

**Prerequisite: Acceptance into the Honors Enrichment Program.**

--Transfers to both UC/CSU

**BADM-104**

**3 units**

**Business Communications**

**LEC 48-54**

This course applies principles, strategies, and techniques of effective written, oral, and digital business communications to the creation of letters, memos, emails, along with written and oral reports for a variety of business situations and environments. The course emphasizes planning, organizing, composing, and revising business documents using word processing and presentation software. The course includes productive techniques for business meetings and communicating professionally in an increasingly global, digital workplace.

**Prerequisite: None.**

--Transfers to CSU only

**BADM-104H**

**3 units**

**Honors Business Communications**

**LEC 48-54**

This course applies principles, strategies, and techniques of effective written, oral, and digital business communications to the creation of letters, memos, emails, along with written and oral reports for a variety of business situations and environments. The course emphasizes planning, organizing, composing, and revising business documents using word processing and presentation software. The course includes productive techniques for business meetings and communicating professionally in an increasingly global, digital workplace.

**Prerequisite: Acceptance in the Honors Enrichment Program.**

--Transfers to CSU only

**BADM-108**

**3 units**

**Introduction to Winery Business Principles**

**LEC 48-54**

This course is an introduction to the business of winemaking; 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. \*Cross-listed as VEW-108.

**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 and audio industries. Students taking this course will be educated in areas such as contracts, copyrights, publishing and industry trends. Other topics covered by this course include the differences between bootlegging, piracy and counterfeiting. \*Cross-listed as AUD-147 and MUS-147.

**Prerequisite: None.**

--Transfers to CSU only



**BADM-149**

**1-4 units**

## Cooperative Work Experience: Business Administration

**CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149F.

**Prerequisite: None. Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**BADM-150**

**3 units**

## Small Business Entrepreneurship **LEC 48-54**

This course introduces the challenges for the small business entrepreneur, including the formation, management, and success of a small business. Topics include financing, personnel, marketing, record keeping, some applicable laws, available governmental assistance, and techniques for starting and staying in business. Upon completion, students should be able to develop a small business plan.

**Prerequisite/Corequisite:** BADM-103.

--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, and anticipating and overcoming objections. In addition, this course focuses on the study of the sales profession and will investigate common traits, motivational techniques, current trends, and the salesperson's role in company operations.

**Prerequisite: None.**

--Transfers to CSU only

**BADM-201**

**3 units**

## Legal Environment of Business **LEC 48-54**

This course is 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 perform case and regulation analyses on contracts, including e-contracts, consumerism, employment relationships, business torts and criminal law issues, and study business organization forms.

**Prerequisite:** BADM-103 (with a grade of C or better).

--Transfers to both UC/CSU

--C-ID BUS 120

**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.

**Prerequisite:** Two Business classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**OTEC-090**

**3 units**

## Keyboarding and Document Formatting (formerly OTEC-144) **LEC 48-54**

This course teaches keyboarding by touch to develop speed and accuracy and basic formatting skills necessary to produce letters, memorandums, reports and tables.

**Prerequisite: None.**

--Not transferable

**OTEC-098**

**3 units**

## Office Procedures and Systems (formerly OTEC-178) **LEC 48-54**

This course provides students with the foundation to be a proactive and ethical administrative professional. The course is designed to prepare the student to develop a professional image, provide value as a team member, and exhibit ethical behaviors in an office environment to move work product to completion.

**Prerequisite: None.**

--Not transferable

# CHEMISTRY

**CHEM-100**

**4 units**

## Introduction to Chemistry **LEC 48-54/LAB 48-54**

This course covers an introduction to the basic concepts of chemistry. The topics covered are: metric system and numbers, chemical view of matter, periodic table of elements, atomic theory, chemical bonds, chemical equations, stoichiometry, 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, 5C

--CSU Area(s): B1, B3

**CHEM-101**

**5 units**

## General Chemistry I **LEC 48-54/LAB 96-108**

This course covers principles of chemistry with special emphasis on atomic structure, stoichiometry, chemistry of aqueous solutions, balancing reactions, thermochemistry, periodic relationships among the elements, chemical bonding, geometry of molecules, hybridization and molecular orbital theory.





**Prerequisite:** MATH-096 or MATH-096B or MATH-094 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

--C-ID CHEM 110

### CHEM-102

5 units

#### General Chemistry II

LEC 48-54/LAB 96-108

This course is a continuation of Chemistry 101. Special emphasis is given to chemical kinetics, 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, 5C

--CSU Area(s): B1, B3

### CHEM-107

5 units

#### Chemistry of Life

LEC 64-72/LAB 48-54

This course covers the basic principles of atoms, molecules, physical states, energy, solutions, acid/bases, chemical equations, structure and properties of major classes of organic molecules, biochemical molecules, and their functions in biological and abiotic systems.

**Prerequisite:** MATH-096 or MATH-096B or MATH-094 (with a grade of C or better).

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

### CHEM-112

5 units

#### Organic Chemistry I

LEC 48-54/LAB 96-108

This 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, 5C

--CSU Area(s): B1, B3

--C-ID CHEM 150

--C-ID CHEM 160S

### CHEM-113

5 units

#### Organic Chemistry II

LEC 48-54/LAB 96-108

This course in organic chemistry includes a systematic study of the nomenclature, properties, preparation, reactions and uses in

synthesis of alcohols, ethers, aldehydes, ketones, carboxylic acids, acid derivatives and amines, 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, 5C

--CSU Area(s): B1, B3

--C-ID CHEM 160S

### 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.

**Prerequisite:** Two Chemistry classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## CHILD DEVELOPMENT & EDUCATION

See Teacher Education and Developmental Studies

## COMMUNICATION STUDIES

### 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. **Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

--IGETC Area(s): 1C

--CSU Area(s): A1

--C-ID COMM 110

### COMM-100H

3 units

#### Honors Public Speaking

LEC 48-54

This course is an introduction to fundamental theories and skills of public speaking. It emphasizes the preparation and delivery of formal presentations to an audience. Students will learn to choose and narrow topics, research and organize materials, and practice and present speeches that are adapted to various audiences, purposes, and occasions.

**Prerequisite:** Acceptance into the Honors Enrichment Program. **Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

--IGETC Area(s): 1C

--CSU Area(s): A1

--C-ID COMM 110



## 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.

**Prerequisite:** None.

--AA/AS General Education: AA/AS D2

--Transfers to CSU only

--CSU Area(s): A1

--C-ID COMM 130

## COMM-103H

3 units

### Honors 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.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

--AA/AS General Education: AA/AS D2

--Transfers to CSU only

--CSU Area(s): A1

--C-ID COMM 130

## COMM-104

3 units

### Argumentation and Debate (formerly 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:** None.

**Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

--IGETC Area(s): 1C

--CSU Area(s): A1, A3

--C-ID COMM 120

## COMM-104H

3 units

### Honors Argumentation and Debate (formerly 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:** Acceptance in the Honors Enrichment Program.  
**Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

--IGETC Area(s): 1C

--CSU Area(s): A1, A3

--C-ID COMM 120

## 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

--C-ID COMM 140

## 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 ethnic and cultural groups across a variety of contexts, both global and domestic. This course focuses on the influence of cultures, languages, and social patterns and explores theory and knowledge of effective communication within and between cultures. It examines potential sources of intercultural understanding and conflict, and explores ways to improve communication.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--CSU Area(s): D7

--C-ID COMM 150

## 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 ethnic and cultural groups across a variety of contexts, both global and domestic. This course focuses on the influence of cultures, languages, and social patterns and explores theory and knowledge of effective communication within and between cultures. It examines potential sources of intercultural understanding and conflict, and explores ways to improve communication.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

- AA/AS General Education: AA/AS B2 or AA/AS F
- Transfers to both UC/CSU
- CSU Area(s): D7
- C-ID COMM 150

**COMM-110 3 units**
**Communications Media Survey LEC 48-54**

This course provides a survey of communications media and explores the interrelationships of media, individuals and society. Content includes media history, structure and trends in newspapers, magazines, radio, television, recorded music, film, home video, and the Internet. Students will investigate particular mediums, apply theories and analyze media effects within the context of economics, technology, law, ethics, and social issues.

**Prerequisite: None.**

**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- C-ID JOUR 100

**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; it is an introduction to performance studies. Appropriate literary selection and the use of vocal skills, along with 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
- C-ID COMM 170

**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 on 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. This course will help students become more effective at influencing others.

**Prerequisite: None.**

- Transfers to both UC/CSU

**COMM-116 3 units**
**Gender and Communication LEC 48-54**

This course examines gender differences in communication, including theories concerning differences, as well as, issues of gender in a variety of contexts such as families, relationships, the workplace, the media and school.

**Prerequisite: None.**

- AA/AS General Education: AA/AS B2

- Transfers to both UC/CSU

- CSU Area(s): D4, D7

**COMM-117 3 units**
**Organizational Communication (formerly Professional Communication) LEC 48-54**

This course examines and explores 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.

**Prerequisite: None.**

- AA/AS General Education: AA/AS B2
- 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 and use research and respond ethically to the many challenges facing organizations today. Strategic management, choice of media tactics, and types of campaigns, are scrutinized and analyzed as are crisis communication and credibility.

**Prerequisite: None.**

- Transfers to CSU only

**COMM-120 3 units**
**Survey of Communication Studies LEC 48-54**

This course provides an introduction to the field of communication by addressing public, rhetorical, interpersonal, intercultural, group, organizational, mass and mediated communication. This course examines a wide range of theoretical approaches pertinent to the field of communication studies. 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 B2
- Transfers to both UC/CSU
- C-ID COMM 180

**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 analysis, preparation and adaptation, staging and directing techniques and vocal skills. This course culminates in public performance. \*Cross-listed as THA-127.

**Prerequisite: None.**

**Recommended Preparation: ENGL-092 or ENGL-98 or ESL-098W.**

- Course Related Content Group: Voice and Movement
- Transfers to both UC/CSU



**COMM-149**

**1-4 units**

**Cooperative Work Experience:  
Communication Studies**

**CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149I.

**Prerequisite:** None. **Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**COMM-160**

**1 unit**

**Debate and Forensics Activities**

**LEC 8-9/LAB 24-27**

This course prepares students to compete in intercollegiate speech and debate tournaments. Students will engage in research, preparation of interpretive material from literature, construction of debate cases, and lab practice for competition. May be taken 4 times for credit.

**Prerequisite:** None.

**Recommended Preparation:** COMM-100 or COMM-104 or COMM-113 or COMM-129 or THA-113 or THA-127 or concurrent enrollment in COMM-100 or COMM-104 or COMM-113 or COMM-129 or THA-113 or THA-127.

--Transfers to both UC/CSU

--C-ID COMM 160B

**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, specific contexts of oratory and advanced critical analysis of public discourse.

**Prerequisite:** COMM-100 (with a grade of C or better).

--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.

**Prerequisite:** Two Communication Studies classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**COMPUTER INFORMATION SYSTEMS**

**CAPP-094**

**3 units**

**Using Microsoft PowerPoint (formerly CAPP-124)**

**LEC 48-54**

This course introduces students to presentation software concepts and applications. Students will use Microsoft PowerPoint to create and present information for a variety of contexts. This course is designed for the student who is pursuing the MOS certification as well as students who are interested in improving their interpersonal communication skills.

**Prerequisite:** None.

--Not transferable

**CAPP-098**

**3 units**

**Using Microsoft Project (formerly CAPP-135)**

**LEC 48-54**

This course facilitates the study and implementation of project management through the concepts identified in the Project Management Body of Knowledge and utilizes Microsoft Project as a project management tool. Within the framework of the project management life cycle, the following activities will be examined: integration and scope management, time, cost, quality management, communications, and risk management.

**Prerequisite:** None.

--Not transferable

**CAPP-122**

**3 units**

**Using Microsoft Excel**

**LEC 48-54**

This course focuses on 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 I**

**LEC 48-54**

This course covers the functions and capabilities of Microsoft Access with an emphasis on the integration of Microsoft Office Access into business operations. The course will begin to prepare the student to take the Microsoft Office Specialist (MOS) exam.

**Prerequisite:** None.

--Transfers to CSU only

**CAPP-127**

**3 units**

**Using Microsoft Word (formerly CAPP-121D)**

**Using Microsoft Word 2007 Level I) LEC 48-54**

This course is an overview of computerized word-processing procedures and document formatting through advanced techniques in Microsoft Word. Emphasis to include hands-on skill development with a business perspective and preparation for the Microsoft Word Certification exam.

**Prerequisite:** None.

--Transfers to CSU only



**CSIS-080**

**4 units**

**Computer Hardware - Level I (formerly CSIS-181) LEC 64-72**

This course introduces the basics of computing hardware technologies and the tear-down and assembly of a computer system. The features and functions of all major computing system hardware components are covered along with techniques for their installation and configuration. Operating system fundamentals are studied, especially in relation to hardware configuration and troubleshooting.

**Prerequisite: None.**

--Not transferable

**CSIS-081**

**3 units**

**OS Installation and Configuration (formerly CSIS-154 Using and Configuring Windows Operating Systems) LEC 48-54**

This course is designed to prepare students to pass the Comptia A+ Operating Systems Installation and Configuration exam. Topics include installation and configuration of various operating systems, common features and functionality of the Mac and Linux operating systems, Identification of common security threats and vulnerabilities along with common security prevention methods.

**Prerequisite: None.**

--Not transferable

**CSIS-086**

**3 units**

**Developing ASP.NET Web Applications (formerly CSIS-116B) LEC 48-54**

This course is an introduction to ASP.NET Web Development using the Microsoft .NET programming languages Visual Basic and C#. 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: CSIS-115A.**

--Not transferable

**CSIS-091**

**3 units**

**CCNA 2 Routing and Switching Essentials (formerly NET-101 Routing Protocols and Concepts) LEC 16-18/LAB 96-108**

This course is designed to provide classroom and laboratory experience to help prepare for certification as a Cisco Certified Network Associate (CCNA). Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

**Prerequisite: CSIS-202 (with a grade of C or better).**

--Not transferable

**CSIS-092**

**3 units**

**CCNA 3 Scaling Networks (formerly NET-102 Lan Switching and Wireless) LEC 48-54**

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network.

**Prerequisite: CSIS-091 (with a grade of C or better).**

--Not transferable

**CSIS-093**

**3 units**

**CCNA 4 Connecting Networks (formerly NET-103 Accessing the WAN) LEC 48-54**

This course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students will learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operation in a complex network.

**Prerequisite: CSIS-092 (with a grade of C or better).**

--Not transferable

**CSIS-094**

**3 units**

**Cyber Operations LEC 48-54**

This course provides students with basic principles, foundation knowledge and core skills to obtain an associate level career in Cyber Security analysis. In addition the course will prepare students to pass the Cisco Cyber Ops exams.

**Prerequisite: None.**

--Not transferable

**CSIS-101**

**3 units**

**Introduction to Computers and Data Processing LEC 48-54**

This course provides a general introduction to computers and information technology. Students will explore the information processing cycle, with an emphasis on understanding the role of input, output, processing, and storage in modern information systems. Topics for this class include the history of computers, and contemporary issues in information technology. Students will learn to use word processing, spreadsheets, and database applications as a tool for improving personal productivity in an organizational setting.

**Prerequisite: None.**

--Transfers to both UC/CSU

--C-ID ITIS 120



**CSIS-103**

**3 units**

## **Introduction to the Internet LEC 48-54**

This course provides an overview of the computing and networking technologies that support the Internet and the World Wide Web. Students will learn and use various web services and have the opportunity to create a simple web page.

**Prerequisite: None.**

--Transfers to CSU only

**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

--C-ID ITIS 130

**CSIS-113A**

**3 units**

## **C++ Programming - Level I LEC 48-54**

This course introduces the principles of object-oriented programming using the C++ programming language. Students will investigate and evaluate various programming design methodologies and apply them to programming problems in C++. C++ features that will be covered include language syntax, class definitions, control structures, function definitions, and basic data structures. No prior programming experience required.

**Prerequisite: None.**

--Transfers to both UC/CSU

--C-ID COMP 122

**CSIS-113B**

**3 units**

## **Java Programming - Level I LEC 48-54**

This course introduces the principles of object-oriented programming using the Java programming language. Students will investigate and evaluate various programming design methodologies and apply them to programming problems in Java. Java features that will be covered include language syntax, class definitions, control structures, function definitions, and basic data structures. No prior programming experience required.

**Prerequisite: None.**

--Transfers to both UC/CSU

--C-ID COMP 122

**CSIS-113C**

**3 units**

## **C# Programming - Level I (formerly C# Programming) LEC 48-54**

This course is an introduction to the basic knowledge and skills

needed to develop programs using 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.**

--Transfers to both UC/CSU

**CSIS-114A**

**3 units**

## **SQL Programming - Level I LEC 48-54**

This course introduces 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-115A**

**3 units**

## **Web Development - Level I LEC 48-54**

This course teaches students the basic skills needed to create a Web page with an emphasis on the Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students are also introduced to, the Hypertext Transfer Protocol (HTTP), Uniform Resource Locators (URLs), how to write code using an integrated development environment (IDE), and publishing to a Web server using the file transfer protocol (FTP).

**Prerequisite: None.**

--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.

**Prerequisite: CSIS-115A (with a grade of C or better).**

--Transfers to CSU only

**CSIS-116E**

**3 units**

## **Python Programming - Level I LEC 48-54**

This course introduces the principles of object-oriented programming using the Python programming language. Students will investigate and evaluate various programming design methodologies and apply them to programming problems in 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-118B 3 units**

**Computer Organization & Assembly Language  
LEC 32-36/LAB 48-54**

This course is 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.**

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

--C-ID COMP 142

**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.

**Prerequisite: CSIS-113A (with a grade of C or better).**

--Transfers to both UC/CSU

**CSIS-123B 3 units**

**Java Programming - Level 2 (formerly JAVA Programming - Level 2) LEC 48-54**

This course introduces 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, advanced O-O design principles, and exception handling.

**Prerequisite: CSIS-113B (with a grade of C or better).**

--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 presents advanced concepts in the SQL programming language to cover multi-table database, and advanced query options. The data definition language (DDL) elements will be fully covered, including working with Entity-Relationship (ER) diagrams and 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-125A 3 units**

**Web Development - Level 2 LEC 48-54**

This course covers client-side technologies used in Web application development. Its main focus is on how to write JavaScript software programs to create interactive front-end applications. Students will learn about the many facets of client-side programming including user agent objects, properties, events and behaviors, common programming tasks like defining variables, decision making, flow control, object-based programming and the Web-based resources which simplify common coding tasks like form validation, adding widgets and more.

**Prerequisite: CSIS-115A or DIG-180 (with a grade of C or better).**

--Transfers to CSU only

**CSIS-126E 3 units**

**Python Programming - Level 2 LEC 48-54**

This course introduces advanced concepts 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, encapsulation, inheritance, polymorphism, advanced O-O design principles, and exception handling.

**Prerequisite: CSIS-116E (with a grade of C or better).**

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

**CSIS-149 1-4 units**

**Cooperative Work Experience: Computer/  
Information Systems  
CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149J.

**Prerequisite: None.**

**Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.**

--Transfers to CSU only



**CSIS-160**

**3 units**

## Information Security Systems **LEC 48-54**

This course is a survey of Network/Internet security. It will help prepare students for the CompTIA Security+ Exam. Topics will cover Authentication, Malicious Code, Web Security, Intrusion Detection, Cryptography, and Biometrics. The class will have lecture and hands-on components.

**Prerequisite: None.**

--Transfers to CSU only

**CSIS-164**

**3 units**

## Cybersecurity: Ethical Hacking **LEC 48-54**

This course is a survey of the ethical and legal issues pertaining to security testing. It demonstrates how to use tools that can be used to gain information about a computer network, how to recognize that the tools are being used, and how to defend a network against those attacks.

**Prerequisite: CSIS-160 (with a grade of C or better).**

--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, cell phones, and thumb drives.

**Prerequisite: CSIS-080 (with a grade of C or better).**

--Transfers to CSU only

**CSIS-201**

**3 units**

## System Analysis and Design **LEC 48-54**

This course introduces the basic concepts and principles of information systems analysis and design within the content of an enterprise information architecture. Various systems development lifecycles will be studied and students will apply a systems methodology in modeling an information system. Project management techniques specific to information technology projects will also be covered.

**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**

## CCNA I Computer Networks (formerly Networks and Data Communications) **LEC 48-54**

This course introduces students to the fundamentals of computer networking concepts including voice, data communications, networking hardware, the OSI model, and network design. Network management and security issues will also be discussed. 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**

This course is intended to introduce students to the concept of data structures and algorithms. Basic topics in this course include arrays, lists, stacks and queues. Advanced topics such as dictionaries including binary search trees, hashing, priority queues, and heaps will also be covered. In addition, this course will introduce analysis of algorithms, sorting algorithms, and object-oriented programming techniques including abstract data types, inheritance, and polymorphism.

**Prerequisite: CSIS-113A or CSIS-113B (with a grade of C or better).**

--Transfers to both UC/CSU

--C-ID COMP 132

**CSIS-213**

**3 units**

## Discrete Structures **LEC 48-54**

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Sets; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability.

**Prerequisite: CSIS-113A or CSIS-113B (with a grade of C or better).**

--Transfers to both UC/CSU

--IGETC Area(s): 2A,

--CSU Area(s): B4

--C-ID COMP 152

**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.

**Prerequisite: Two Computer classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.**

--Transfers to CSU only

## COOPERATIVE WORK EXPERIENCE

**CWE-149**

**1-4 units**

### General Work Experience (formerly OI-149) CWE Paid 75-300/Unpaid 60-240

This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only

**Prerequisite: None.**

**Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.**

--Transfers to CSU only





**CWE-149A** **1-4 units**

**Cooperative Work Experience: Administration of Justice** **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as AJ-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149B** **1-4 units**

**Cooperative Work Experience: Alcohol and Drug Studies** **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as ADS-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149C** **1-4 units**

**Cooperative Work Experience: Allied Health** **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as AH-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149D** **1-4 units**

**Cooperative Work Experience: Audio and Video Technology** **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work

habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as AUD-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149E** **1-4 units**

**Cooperative Work Experience: Automotive and Transportation Technologies** **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as AUME-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149F** **1-4 units**

**Cooperative Work Experience: Business Administration** **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as BADM-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149G** **1-4 units**

**Cooperative Work Experience: Child Development and Education** **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for



## Course Descriptions

a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only.  
\*Cross-listed as CDE-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149I**

**1-4 units**

### **Cooperative Work Experience: Communication Studies**

**CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only.  
\*Cross-listed as COMM-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149J**

**1-4 units**

### **Cooperative Work Experience: Computer/ Information Systems**

**CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only.  
\*Cross-listed as CSIS-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149K**

**1-4 units**

### **Cooperative Work Experience: Digital Media**

**CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only.

\*Cross-listed as DIG-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149L**

**1-4 units**

### **Cooperative Work Experience: Engineering Technology**

**CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only.  
\*Cross-listed as ENGR-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149M**

**1-4 units**

### **Cooperative Work Experience: Fire Technology**

**CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only.  
\*Cross-listed as FIRE-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149N**

**1-4 units**

### **Cooperative Work Experience: Geographic Information Science**

**CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only.



\*Cross-listed as GEOG-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149O**

**1-4 units**

**Cooperative Work Experience: Turf and Landscape Management  
CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as HORT-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149P**

**1-4 units**

**Cooperative Work Experience: Legal Assistant  
CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as LEG-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149Q**

**1-4 units**

**Cooperative Work Experience: Management  
CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only.

\*Cross-listed as MGT-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149R**

**1-4 units**

**Cooperative Work Experience: Photography  
CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as PHOT-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149S**

**1-4 units**

**Cooperative Work Experience: Real Estate  
CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as RE-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**CWE-149T**

**1-4 units**

**Cooperative Work Experience: Viticulture, Enology, and Winery Technology  
CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as VEW-149.



**Prerequisite:** None.

**Other Enrollment Criteria:** Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

## CWE-149U

1-4 units

### Cooperative Work Experience: Water Technology **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as WATR-149.

**Prerequisite:** None.

**Other Enrollment Criteria:** Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

## DANCE

### DAN-100

3 units

#### History and Appreciation of Dance **LEC 48-54**

This course explores the universal human activity known as dancing from a cross-cultural perspective, examining 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. The culture-specific nature of the dancing body and its audiences are analyzed to discover the meanings carried within these dances. \*Cross-listed as HIST-151.

**Prerequisite:** None.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3A, 3B

--CSU Area(s): C1

### DAN-108

3 units

#### Improvisation for Dance and Theater **LEC 48-54**

This course explores unscripted theater using techniques found in dance, action theater, mask work, contact improvisation, viewpoints, and theater games within the historical and cultural context of these methods. Students will develop as whole performers through learning intuitive response techniques in all performance situations. \*Cross-listed as THA-108.

**Prerequisite:** None.

--Course Related Content Group: Choreography

--Course Related Content Group: Voice and Movement

--AA/AS General Education: AA/AS C or AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): E1

### DAN-120

2 units

#### Conditioning and Alignment for Dance

**LEC 24-27/LAB 24-27**

This course introduces students to a variety of movement disciplines, theories, and practices related to dance, which may include Pilates, Yoga, Alexander Technique, Bartenieff Fundamentals, and resistance training. Exercises for strength, flexibility, neuromuscular coordination and cardiovascular health are augmented with conditioning for alignment and relaxation. Students learn to assess their own conditioning needs for overall fitness and injury prevention. Appropriate for both dance and general education students, individual plans will be created and implemented.

**Prerequisite:** None.

--Course Related Content Group: Conditioning

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): E1

### DAN-121A

2 units

#### Beginning Ballet

**LEC 24-27/LAB 24-27**

This course introduces students to beginning ballet technique, movement principles, and vocabulary. Students will gain knowledge of introductory ballet barre and center exercises, as well as increase their understanding of the ballet aesthetic and recognition of that aesthetic historically as part of the western tradition. Through this course students will attain improved alignment, increased strength, flexibility, balance and awareness of the physical body in space.

**Prerequisite:** None.

--Course Related Content Group: Ballet

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): C1

### DAN-121B

2 units

#### Advanced Beginning Ballet

**LEC 24-27/LAB 24-27**

This course builds upon beginning ballet technique and further develops student performance of beginning ballet movement principles and vocabulary. It expands student knowledge of beginning ballet barre and center exercises as well as knowledge of the ballet aesthetic. This course will improve alignment and increase strength, flexibility, balance and awareness of the physical body in space and time.

**Prerequisite:** DAN-121A (with a grade of C or better) or audition.

--Course Related Content Group: Ballet

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU



**DAN-122A** **2 units**

**Beginning Modern Dance**  
**LEC 24-27/LAB 24-27**

This course focuses on the inner impulse of modern dance (sometimes referred to as 'contemporary,') and draws upon the movement vocabularies and approaches to movement developed by Graham, Holm, Humphrey-Weidman, Limon, Cunningham, Horton, Hawkins, Taylor, Tharp, Hay and Farber. The development of dynamic alignment, suppleness, flexibility, rhythmicity, musicality, endurance, balance, modern dance movement vocabulary and historicity are emphasized.

**Prerequisite: None.**

- Course Related Content Group: Modern Dance
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU
- CSU Area(s): C1

**DAN-122B** **2 units**

**Advanced Beginning Modern Dance**  
**LEC 24-27/LAB 24-27**

This course builds upon the notion of the inner impulse of modern dance and further develops student performance of modern dance movement vocabularies. Approaches to movement studied may include Graham, Holm, Humphrey-Weidman, Limon, Cunningham, Horton, Hawkins, Taylor, Tharp, Hay, Farber and Lewitzky. The continued development of modern dance movement fundamentals will be emphasized as a means by which individual students develop their artistic voices as dancers.

**Prerequisite: DAN-122A (with a grade of C or better) or by audition.**

- Course Related Content Group: Modern Dance
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU

**DAN-123A** **2 units**

**Beginning Jazz Dance (formerly DAN-123)**  
**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 an important 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.

**Prerequisite: None.**

- Course Related Content Group: Jazz Dance
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU
- CSU Area(s): C1

**DAN-123B** **2 units**

**Advanced Beginning Jazz Dance**  
**LEC 24-27/LAB 24-27**

This course further develops student performance of jazz dance vocabularies and fundamentals. Proper alignment, improved

flexibility, and increased strength and endurance will be emphasized. The continued development of self-expression will also be stressed as this is a highly stylized dance form.

**Prerequisite: DAN-123A (with a grade of C or better) or audition.**

- Course Related Content Group: Jazz Dance
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU

**DAN-124** **2 units**

**Beginning Tap Dance** **LEC 24-27/LAB 24-27**

This course introduces students to the uniquely American dance form known as tap dance at a beginning level. Basic steps, rhythms, vocabulary, beginning musicality and movement skills are introduced. This course emphasizes fundamental tap dance skills and introduces students to the historical and cultural context of tap dance.

**Prerequisite: None.**

**Other Enrollment Criteria: Students must purchase tap shoes for their own use.**

- Course Related Content Group: Tap Dance
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU
- CSU Area(s): E1

**DAN-125** **3 units**

**Choreography I** **LEC 48-54**

This course emphasizes analysis of the evocative language of movement as a form of human expression through the art of choreography. Various means of instruction are employed to introduce choreographic forms and principles, history, cultural significance and the elements of space, time, energy, motion and stasis in this entry-level course teaching students about dance composition. Personal investment, individual creativity and the development of a movement aesthetic and choreographic voice are stressed.

**Prerequisite: None.**

- Course Related Content Group: Choreography
- 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-126A** **2 units**

**Intermediate Modern Dance (formerly DAN-126)**  
**LEC 16-18/LAB 48-54**

This course facilitates the development of modern dance technique beyond a beginning level. Emphasis is placed upon deepening the dancer's technical and expressive skills through more complex movement combinations and improvisations. Rhythmic, spatial and dynamic movement skills are fostered as well as the understanding of the historical and cultural context of the modern dance canon. May be taken 2 times for credit.

**Prerequisite: DAN-122A or DAN-122B (with a grade of C or better) or by audition.**

- Course Related Content Group: Modern Dance
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU
- CSU Area(s): C1



## DAN-126B

2 units

### Advanced Intermediate Modern Dance

LEC 16-18/LAB 48-54

This course continues the development of modern dance technique at an advanced-intermediate level and focuses on the integration of dynamic alignment, technical skill, and artistic expression. Through the continued study of various modern dance movement vocabularies and aesthetics, students deepen their expressive skills and dynamic range as well as their understanding of the genre. Complex movement sequences, multi-layered rhythms, dynamic effort qualities, and musical cues will be synthesized, and simultaneously negotiated, in class movement explorations. May be taken 2 times for credit.

**Prerequisite:** DAN-122A or DAN-122B or DAN-126A (with a grade of C or better) or audition.

--Course Related Content Group: Modern Dance

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

## DAN-127A

2 units

### Intermediate Jazz Dance (formerly DAN-127)

LEC 16-18/LAB 48-54

This course facilitates the study of jazz dance technique at an intermediate level, focusing on the student's development of technical skills and vocabulary specific to the jazz dance genre. A variety of classical and contemporary presentational styles will be explored as well as the historical and cultural context of jazz dance. This course facilitates the student's examination of movement dynamics, musicality and rhythm as they apply to technical and expressive movement skills.

**Prerequisite:** DAN-123A or DAN-123B (with a grade of C or better) or by audition.

--Course Related Content Group: Jazz Dance

--AA/AS General Education: AA/AS E

--Transfers to CSU only

--CSU Area(s): C1

## DAN-127B

2 units

### Advanced Intermediate Jazz Dance

LEC 16-18/LAB 48-54

This course facilitates the continued study of jazz dance technique at an advanced-intermediate level and focuses on the synthesis of technical skills with artistic expression. Through the study of various expressions of jazz dance including concert, musical theater, and street forms, students will deepen their expressive skills and dynamic range as well as their historical understanding of the genre.

**Prerequisite:** DAN-123A or DAN-123B or DAN-127A (with a grade of C or better) or audition.

--Course Related Content Group: Jazz Dance

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

## DAN-128A

2 units

### Intermediate Ballet (formerly DAN-128)

LEC 24-27/LAB 24-27

This course facilitates the study of ballet technique and aesthetics beyond a beginning level. The development of the dancer's

technical, artistic and expressive dance skills are a primary focus within both classical and contemporary ballet styles. The historical and cultural context of ballet, including European and other influences, will also be examined. May be taken 2 times for credit.

**Prerequisite:** DAN-121A or DAN-121B (with a grade of C or better) or by audition.

**Other Enrollment Criteria:** Students must supply their own ballet slippers for this course.

--Course Related Content Group: Ballet

--AA/AS General Education: AA/AS E

--Transfers to CSU only

--CSU Area(s): C1

## DAN-128B

2 units

### Advanced Intermediate Ballet

LEC 24-27/LAB 24-27

This course facilitates the study of ballet technique and aesthetics at an advanced-intermediate level. The dancer's technical, artistic and expressive dance skills will mature within both classical and contemporary ballet styles. Class exercises will be contextualized within the historical and cultural context of ballet. May be taken 2 times for credit.

**Prerequisite:** DAN-121A or DAN-121B or DAN-128A (with a grade of C or better) or audition.

--Course Related Content Group: Ballet

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

## DAN-129

2 units

### Intermediate Tap Dance

LEC 24-27/LAB 24-27

This course facilitates the development of tap dance technique beyond a beginning level. Increased dance proficiency is gained specific to the analysis and practice of syncopated and swing rhythms within extended combinations and improvisations. Intermediate vocabulary is utilized and the historical and cultural context of tap dance is discussed.

**Prerequisite:** DAN-124 (with a grade of C or better) or by audition.

**Other Enrollment Criteria:** The student must provide tap shoes for their own use.

--Course Related Content Group: Tap Dance

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

--CSU Area(s): C1

## DAN-131A

2 units

### Beginning Hip Hop (formerly DAN-131)

LEC 24-27/LAB 24-27

This course introduces students to beginning hip hop technique, vocabulary, and movement principles within its historical context. 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. The most current trends in film, television, street and concert dance may be included. Students will be encouraged to develop an individual and personal style as indigenous to this dance form.

**Prerequisite:** None.

- Course Related Content Group: Hip Hop
- AA/AS General Education: AA/AS E
- Transfers to CSU only
- CSU Area(s): E1

**DAN-131B** **2 units**

**Advanced Beginning Hip Hop**  
**LEC 24-27/LAB 24-27**

This advanced beginning course in hip hop expands the movement vocabularies of the form within its historical and multicultural context. The most current trends in film, concert dance, and television may be included. Students will increase their skill and development of coordination, strength, stamina, and rhythm necessary to meet the demands of the high intensity dancing required in popular street forms. Individual interpretation and personal style will be encouraged as is indigenous to this genre.

**Prerequisite:** DAN-131A (with a grade of C or better) or audition.

- Course Related Content Group: Hip Hop
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU
- CSU Area(s): E1

**DAN-133** **3 units**

**History of Popular Dance in the United States**  
**LEC 48-54**

This course investigates the history of vernacular dance in the United States from the late 18th century to the present. Emphasis is placed on analysis of the dances of Colonial America, minstrelsy, vaudeville, Broadway, and Hollywood Musicals. Television, ballet, modern dance, jazz, ballroom, and street styles are investigated for their cultural significance. Distinctions between dance styles imported to the United States and American styles created from a fusion of those imported styles are also examined.

**Prerequisite:** None.

- AA/AS General Education: AA/AS B2 or AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3A
- CSU Area(s): C1

**DAN-135A** **2 units**

**Intermediate Hip Hop** **LEC 24-27/LAB 24-27**

This course in hip hop carries on with the movement vocabularies of street dancing and its historical context presented in. The most current trends in film, stage dance and television may be included. The course emphasizes the development of coordination, strength, stamina, and rhythm necessary to meet the demands of high intensity performance skills in popular street dancing forms. Students will be encouraged to develop individual interpretation and personal style indigenous to this dance form.

**Prerequisite:** DAN-131 (with a grade of C or better) or audition.

- Course Related Content Group: Hip Hop
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU

**DAN-135B** **2 units**

**Advanced Intermediate Hip Hop**  
**LEC 24-27/LAB 24-27**

This course facilitates the continued study of hip hop dance

technique at an advanced-intermediate level and focuses on the synthesis of technical skill with artistic expression. Through the study of various trends in film, concert dance, and television, students will deepen their coordination, strength, stamina, rhythm as well as personal style and expression. Cultural and historical associations and influences will also be emphasized.

**Prerequisite:** DAN-135A (with a grade of C) or audition.

- Course Related Content Group: Hip Hop
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU
- CSU Area(s): E1

**DAN-201** **1 unit**

**Dances of the World** **LEC 8-9/LAB 24-27**

This course offers the opportunity for concerted study in up to four specific, world dance traditions. Through master classes, lectures, demonstrations, and performances-live and on DVD, students explore cultural dance, as a product of the society that created it. Dances are analyzed for their classical tradition, sacred/ceremonial import and/or theatrical impact within its society. Workshops with master teachers include movement, vocabulary, rhythms and styles of each form, emphasizing cultural, sociological, economic, and geographical perspectives.

**Prerequisite:** None.

- Course Related Content Group: World Dance
- AA/AS General Education: AA/AS C or AA/AS E and AA/AS F
- Transfers to both UC/CSU
- CSU Area(s): E1

**DAN-212** **1-3 units**

**Dance Production** **LAB 48-162**

This course is designed to produce and present a dance concert. Students are introduced to the major aspects of dance production, with emphasis placed on the choreographic and rehearsal process as it leads to the creation of a dance performance. Students are given opportunities to choreograph, perform and work within technical theater roles. This course culminates in a public performance of a dance concert.

**Prerequisite:** By audition or interview.

- Course Related Content Group: Dance Production
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU
- CSU Area(s): C1

**DAN-213** **1-3 units**

**Dance Performance** **LAB 48-162**

This course presents students with the opportunity to learn and perform a variety of genres and styles of dance created by faculty and guest artists, thus broadening their experience. Students will be given opportunities to gain skills in many areas of production, with a focus on the rehearsal process and ensemble performance.

**Prerequisite:** By audition and/or interview.

- Course Related Content Group: Dance Production
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU



**DAN-214**

**3 units**

## Dance Touring Ensemble

**LEC 16-18/LAB 96-108**

This course provides experience for the intermediate to advanced dancer to develop, rehearse, and tour choreographic presentations on the art of dance for schools, community centers, and senior citizen residencies throughout the MSJC College District. Students will learn aspects of performance touring and will participate in various roles which may include: creating the lecture-demonstration, creating original choreography, learning existing repertory, assisting in dance reconstructions, designing costumes, and participating in technical support.

**Prerequisite:** By **Audition and/or interview.**

**Recommended Preparation:** **One year of dance training or performing experience per vitae.**

--Course Related Content Group: Dance Production

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**DAN-216**

**1-3 units**

## Musical Theater Production: Dance

**LAB 48-162**

This course is designed for the presentation of a musical. Students will learn the fundamentals of preparation of a production including: rehearsal technique, acting, movement, music, dramatic text, and technical theater.

**Prerequisite:** By **audition and/or interview.**

--Course Related Content Group: Dance Production

--Course Related Content Group: Musical Theater Production

--Transfers to both UC/CSU

**DAN-225**

**3 units**

## Choreography II

**LEC 48-54**

This course offers the continuing study of the art of choreography emphasizing the analysis of the language of movement as a form of human expression. Choreographic forms, principles, history, and the elements of space, time, energy, shape, motion and stasis are investigated on an intermediate level.

**Prerequisite:** **DAN-125 (with a grade of C or better).**

**Recommended Preparation:** **Prior dance experience.**

--Course Related Content Group: Choreography

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

**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.

**Prerequisite:** **Two Dance classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.**

--Transfers to CSU only

--CSU Area(s): C1

# DIAGNOSTIC MEDICAL SONOGRAPHY

**DMS-100**

**2 units**

## Fundamentals of Diagnostic Medical Sonography

**LEC 16-18/LAB 48-54**

This is an introductory course for students accepted into the Diagnostic Medical Sonography program. The student will learn basic scanning skills, transducers 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 and image anatomy using ultrasound machines.

**Prerequisite:** **Acceptance into the Diagnostic Medical Sonography Program.**

--Transfers to CSU only

**DMS-101**

**3 units**

## Pathophysiology

**LEC 48-54**

This course examines the general principles of the disease process of organs and systems of the human anatomy. It includes chronic and acute diseases of the respiratory, musculoskeletal and gastrointestinal tract diseases; diseases of the genitourinary systems and reproductive organs.

**Prerequisite:** **Acceptance into the Diagnostic Medical Sonography Program**

--Transfers to CSU only

**DMS-102**

**3 units**

## Sonography Medical Ethics

**LEC 48-54**

This course introduces the DMS student to the laws related to patient rights, intentional torts, negligence, and malpractice litigation. The course will alert the students of their rights, duties, and legal responsibilities within the context of their function as a member of the allied health care team.

**Prerequisite:** **Acceptance into the Diagnostic Medical Sonography Program.**

--Transfers to CSU only

**DMS-103**

**3 units**

## Patient Care Techniques for Sonographers

**LEC 32-36/LAB 48-54**

This course is designed to teach the DMS student basic patient care techniques including the responsibilities and relationships of various allied health departments in a health care setting. Aseptic and surgical techniques will be discussed along with universal precautions. Emergency conditions and procedures are included.

**Prerequisite:** **Acceptance into the Diagnostic Medical Sonography Program**

--Transfers to CSU only

**DMS-104**

**2 units**

## Clinical Observation

**LAB 96-108**

This course is offered as on-the-job observation in a sonography department of a selected, affiliated hospital/medical center. The student will observe the functions, procedures, and protocols of an ultrasound department and will learn to read physician



orders, compare them with the patients chart and proceed with the requested examination. The student will demonstrate proper sterile technique and universal precautions. The student will learn the functions of the sonography equipment used in the clinical training site.

**Prerequisite:** DMS-100 (with a grade of C or better).

--Transfers to CSU only

**DMS-110**

**2 units**

**Sectional Imaging**

**LEC 32-36**

In this course computerized tomography, magnetic resonance and ultrasound images are correlated to review and identify anatomy of the skull, thorax, abdomen and pelvis. The student will build upon their knowledge of anatomy while evaluating diagnostic imaging techniques.

**Prerequisite:** DMS-100 (with a grade of C or better).

--Transfers to CSU only

**DMS-114**

**5 units**

**Clinical Experience I**

**LAB 240-270**

This course is offered as on the job training in a sonography department of a selected affiliated hospital/medical center. The student will begin to demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment.

**Prerequisite:** DMS-104 (with a grade of C or better).

--Transfers to CSU only

**DMS-120**

**1.5 units**

**Abdomen Scanning**

**LAB 72-81**

This course covers abdomen and small parts anatomy and sonography scanning techniques. Interpretation of clinical laboratory tests, related clinical signs and symptoms, normal and abnormal sonographic appearance and anatomy gray-scale pattern differences are discussed. Demonstrations on advanced scanning techniques and protocols will be included.

**Prerequisite:** DMS-100 (with a grade of C or better).

--Transfers to CSU only

**DMS-122**

**3 units**

**Ultrasound Pathology I**

**LEC 48-54**

This course will cover abnormal sonographic and doppler patterns of disease processes, pathology and pathophysiology of the abdomen, breast, thyroid, prostate and scrotum. Students will recognize, identify and appropriately document pathology of the abdomen and superficial structures.

**Prerequisite:** DMS-100 (with a grade of C or better).

--Transfers to CSU only

**DMS-124**

**10 units**

**Clinical Experience II**

**LAB 480-540**

This course is offered as advanced on the job training in a sonography department of a selected affiliated hospital/medical

center. The student will demonstrate the ability to perform sonographic examinations of the abdomen and superficial structures according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment.

**Prerequisite:** DMS-114 (with a grade of C or better).

--Transfers to CSU only

**DMS-125**

**2 units**

**Ultrasound Physics and Instrumentation I**

**LEC 32-36**

This is the first of two sequential courses designed to teach Ultrasound Physics and Instrumentation. The focus of Ultrasound Physics and Instrumentation I is the basic mathematics used in the physics of sound, elementary principles of ultrasound physics and instrumentation, the propagation of ultrasound through tissue, Ultrasound transducers, pulse echo instruments and the principles of pulse echo imaging.

**Prerequisite:** Acceptance into the Diagnostic Medical Sonography Program.

--Transfers to CSU only

**DMS-130**

**1.5 units**

**Obstetric/Gynecology Scanning**

**LAB 72-81**

This course includes instruction on Obstetric/Gynecology anatomy, pathology, and sonography scanning techniques. 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 (with a grade of C or better).

--Transfers to CSU only

**DMS-132**

**3 units**

**Ultrasound Pathology II**

**LEC 48-54**

This course covers abnormal sonographic and Doppler patterns of pelvic and obstetric disease processes, pathology, and pathophysiology. Students will recognize, identify, and appropriately document pathology of the female pelvis and fetus. Case studies will be evaluated and discussed.

**Prerequisite:** DMS-122 (with a grade of C or better).

--Transfers to CSU only

**DMS-134**

**2 units**

**Ultrasound Seminar**

**LEC 32-36**

This course is a review of ultrasound physics/instrumentation, abdomen and superficial structures, and presentation of case studies. Discussion of interesting and/or rare cases pertaining to clinical symptoms, sonographic patterns and technical pitfalls will be included. New trends in diagnostic imaging are introduced. Practice testing to prepare for the ARDMS registry examinations and instruction on writing a resume will be included in the course.

**Prerequisite:** DMS-132 and DMS-140 (with a grade of C or better).

--Transfers to CSU only



**DMS-135**

**2 units**

**Ultrasound Physics and Instrumentation II**  
**LEC 32-36**

This is the second of two courses designed to teach Ultrasound Physics and Instrumentation. The focus of this course is image storage and display, hemodynamics, doppler, color flow and color power imaging, artifacts found in ultrasound, quality assurance, and the bioeffects and safety of ultrasound.

**Prerequisite:** DMS-125 (with a grade of C or better).

--Transfers to CSU only

**DMS-136**

**10 units**

**Clinical Experience III (formerly Clinical Experience IV)**  
**LAB 480-540**

This course is offered as a continuation of advanced on the job training in a sonography department of a selected affiliated hospital/medical center. The student will demonstrate the ability to perform sonographic examinations of the abdomen, superficial structures, pelvic, and obstetric exams according to protocol guidelines established by the program and the clinical education center utilizing state of the art equipment.

**Prerequisite:** DMS-124 (with a grade of C or better).

--Transfers to CSU only

**DMS-140**

**2 units**

**Introduction to Vascular Imaging**    **LEC 32-36**

This course is to provide the DMS student with an introduction to scanning and evaluating blood flow within the body; specifically the carotid artery, and the arteries and veins of the extremities. The course will introduce duplex imaging in the normal vessel and the expected outcomes when scanning a stenotic vessel. The student will learn to correlate related diagnostic imaging procedures (angiogram, MRA and CT) with the sonographic appearances.

**Prerequisite:** DMS-120 (with a grade of C or better).

--Transfers to CSU only

**DMS-299**

**1-3 units**

**Special Projects: Diagnostic Medical Sonography**    **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.

**Prerequisite:** Two Diagnostic Medical Sonography classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**DIGITAL MEDIA**

**DIG-110**

**3 units**

**Introduction to Digital Media (formerly MUL-110 Introduction to Multimedia)**    **LEC 48-54**

This course explores digital media in design and communication. Students create and combine images, text, animation, and video to produce digital media projects designed to inform, educate, or entertain.

**Prerequisite:** None. **Recommended Preparation:** Knowledge of general technology/computer use.

--Transfers to CSU only

**DIG-149**

**1-4 units**

**Cooperative Work Experience: Digital Media**  
**CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149K.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**DIG-170**

**3 units**

**3D Animation (formerly MUL-131)**    **LEC 48-54**

This course covers the process of 3D computer graphics. Issues related to modeling, material texture and animation are a particular focus. Cinematic staging and lighting are also covered topics. Still and animated imagery will be created using industry software.

**Prerequisite:** DIG-110 (with a grade of C or better).

--Transfers to CSU only

**DIG-171**

**3 units**

**2D Animation (formerly MUL-134)**    **LEC 48-54**

This course introduces students to techniques of the visual storyteller, creating quality 2D animations using their own characters and storyboards in a digital environment.

**Prerequisite:** DIG-110 (with a grade of C or better).

--Transfers to CSU only

**DIG-172**

**3 units**

**Motion Graphics (formerly MUL-126 Time-Based Media)**    **LEC 48-54**

This course applies motion graphics techniques in commercial and entertainment communication. Students create motion-based overlays integrating sound, graphics, digital video,



animation, transparencies and text using digital visual effects, motion graphics, and compositing software.

**Prerequisite:** DIG-110 (with a grade of C or better).

--Transfers to CSU only

**DIG-175** **3 units**

**Animation Production (formerly MUL-139 Advanced Animation)** **LEC 48-54**

This course builds the team-based work habits necessary for animation production by incorporating 2D and 3D skills into the environment of the production floor and real-world deadlines.

**Prerequisite:** DIG-170 and DIG-171 (with a grade of C or better).

--Transfers to CSU only

**DIG-180** **3 units**

**Digital Media Design (formerly MUL-112 Interactive Media Design I)** **LEC 48-54**

This course provides students with web design and development skills for both web and portable devices. Students design responsive websites using HTML5, CSS, and grid layouts, create responsive images and effective typography and apply user interface concepts and principles for a quality user experience.

**Prerequisite:** DIG-110 (with a grade of C or better).

--Transfers to CSU only

**DIG-181** **3 units**

**Social Media Marketing (formerly MUL-116)** **LEC 48-54**

This social media marketing course provides students with an online marketing foundation in social networking, online video sharing, microblogging, podcasts, article generation, and blogging by working with social media marketing tools and creating a social media marketing plan.

**Prerequisite:** DIG-110 (with a grade of C or better).

--Transfers to CSU only

**DIG-182** **3 units**

**Advanced Social Media Marketing** **LEC 48-54**

This advanced course addresses social media marketing strategies, tools, and theories. Students research, identify and build social network platforms targeting a specific marketing campaign.

**Prerequisite:** DIG-181 (with a grade of C or better).

--Transfers to CSU only

**DIG-185** **3 units**

**Advanced Digital Media Design (formerly MUL-218 Dynamic Web Design)** **LEC 48-54**

This course provides students with advanced web authoring skills for designing, building and managing dynamic web sites. These skills include Bootstrap, Web 2.0, ecommerce, social media design, and search engine optimization. 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:** DIG-180 (with a grade of C or better).

--Transfers to CSU only

**DIG-190** **3 units**

**Digital Video Design I** **LEC 48-54**

This course addresses the creation of interactive commercial productions that incorporate video, typography, digital imagery, movement and audio. Students will explore all phases of video design including pre-production, production and post-production and the integration of text and images into the medium of video as it relates to the digital video design industry. Projects will utilize aspects of narrative, experimental and documentary techniques.

**Prerequisite/Corequisite:** DIG-110 (with a grade of C or better).

--Transfers to CSU only

**DIG-191** **3 units**

**Digital Video Design II** **LEC 48-54**

This course extends production interactivity by incorporating transitions, effects, compositing, and editing of commercial productions. Productions include video, animation, typography, digital imagery, movement and audio. Students will explore all phases of advanced video including pre-production, production and post-production. Concepts, design and development of digital media production and editing skills as they relate to the internet, mobile devices, and traditional broadcast mediums will be explored in this course.

**Prerequisite:** AUD-180 or DIG-190 (with a grade of C or better).

--Transfers to CSU only

**DIG-192** **3 units**

**Digital Video Editing** **LEC 48-54**

This course provides students with principles and techniques of digital video editing as it relates to the corporate, broadcast and film industries. The course is an overview of current digital non-linear edit platforms and aesthetics of editing principles, introduction to techniques and various technical skills needed to edit digital media.

**Prerequisite:** AUD-180 or DIG-190 (with a grade of C or better).

--Transfers to CSU only

**DIG-193** **3 units**

**Production Management (formerly MUL-133 Production Management - Entertainment)** **LEC 48-54**

This course is designed to prepare the student to plan and manage corporate, marketing, promotional, broadcast and non-broadcast digital video projects. Students will create linear style scripts and translate the printed script to a visual representation of the story material. Students will also analyze and breakdown budgets and schedule the components of the project, based upon a script, storyboard, or concept requirements, time and resources.

**Prerequisite:** AUD-180 or DIG-190 (with a grade of C or better).

--Transfers to CSU only

**DIG-194** **3 units**

**Virtual Reality** **LEC 48-54**

This course introduces students to the techniques and technologies of storytelling in virtual reality through the creation and evaluation of interactive 360 degree media.

**Prerequisite:** AUD-180 or DIG-190 (with a grade of C or better).

--Transfers to CSU only



**DIG-195**

**3 units**

**Professional Production (formerly MUL-214 Practical Production - Entertainment)**

**LEC 48-54**

This advanced course provides students with real-world digital media production and post-production experiences through the creation of marketing, promotional, informational, and instructional video projects. Single and multi-camera productions, and video design and editing activities are performed in this course.

**Prerequisite:** AUD-183 or DIG-191 (with a grade of C or better).

--Transfers to CSU only

**DIG-198**

**3 units**

**Digital Media Project Management (formerly MUL-114 Multimedia Project Management)**

**LEC 48-54**

This project and production management course provides students with a foundation in project planning, project control, web, video, animation production principles, and team dynamics. In addition, students will explore information processes and systems that support all digital media.

**Prerequisite:** DIG-175 or DIG-185 or DIG-191 (with a grade of C or better).

--Transfers to CSU only

**DIG-299**

**1-3 units**

**Special Projects: Digital Media (formerly MUL-299 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.

**Prerequisite:** Two Digital Media classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## ECONOMICS

**ECON-201**

**3 units**

**Principles of Macroeconomics**

**LEC 48-54**

This course covers the basic theories, concepts, terminologies, 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-090 or MATH-090B (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

--C-ID ECON 202

**ECON-201H**

**3 units**

**Honors Principles of Macroeconomics**

**LEC 48-54**

This course covers the basic theories, concepts, terminologies, 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-090 or MATH-090B (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

--C-ID ECON 202

**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-090 or MATH-090B (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

--C-ID ECON 201

**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-090 or MATH-090B (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

--C-ID ECON 201



**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. Other topics covered include environmental problems, policies on wealth distribution, economic growth, international environmental issues, urban and corporate environmentalism, economics of environmental regulation, nonrenewable resources, and sustainability.

**Prerequisite:** ECON-202 (with a grade of C or better).

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

**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.

**Prerequisite:** Two Economics classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**ENGINEERING TECHNOLOGY**

**ENGR-108**

**3 units**

**Organizational Behavior** **LEC 48-54**

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include coverage of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action. \*Cross-listed as MGT-108.

**Prerequisite:** None.

--Transfers to CSU only

**ENGR-120**

**3 units**

**Principles of Engineering Technology**  
**LEC 32-36/LAB 48-54**

This course includes a lecture and lab component and is designed for students interested in pursuing a career in Engineering Technology. Students will explore technology systems and engineering processes to learn how math, science, and technology impact our society. Topics include the design process, communication and documentation, engineering systems, energy and power, statics, properties of materials, materials testing, control systems, quality assurance and engineering for reliability.

**Prerequisite:** None.

**Recommended Preparation:** MATH-094 or MATH-096 or MATH-096B.

--Transfers to both UC/CSU

**ENGR-121**

**3 units**

**Introduction to Engineering Design**  
**LEC 32-36/LAB 48-54**

This course provides a basic understanding of the design process used in engineering fields and the application of computer modeling software. Emphasis is placed on the design process, geometric relationships, visualization, technical sketching, modeling, model documentation, assemblies and production processes.

**Prerequisite/Corequisite:** ENGR-120 (with a grade of C or better).

--Transfers to both UC/CSU

**ENGR-122**

**3 units**

**Electronics for Engineering Technologists**  
**LEC 32-36/LAB 48-54**

This course will cover the application of electronics in engineering technology. The topics studied include safety, Ohm's Law, engineering notation, direct current circuits, capacitance, inductance, reactance, impedance, analog and digital waveforms, basic motors, number systems, logic gates, Boolean algebra, flip-flops, shift registers, and microprocessors. Techniques in computer simulation and electrical measurements are emphasized.

**Prerequisite:** ENGR-121 (with a grade of C or better).

--Transfers to CSU only

**ENGR-123**

**3 units**

**Computer Integrated Manufacturing**  
**LEC 32-36/LAB 48-54**

This course explores the integration of engineering technology principles and automation in manufacturing environments. Topics include 3-D design and modeling, CNC programming and production, rapid prototyping, robotics and manufacturing systems.

**Prerequisite:** ENGR-120 and ENGR-121 (with a grade of C or better).

--Transfers to CSU only

**ENGR-124**

**3 units**

**Civil Engineering and Architecture**  
**LEC 32-36/LAB 48-54**

This course includes a lab and lecture component and will explore the integration of engineering technology principles with civil and architectural applications. Topics include historical understandings, career fields, residential design, commercial applications, commercial building design and public applications.

**Prerequisite:** ENGR-120 and ENGR-121 (with a grade of C or better).

--Transfers to CSU only

**ENGR-125**

**3 units**

**Engineering Design and Development**  
**LEC 32-36/LAB 48-54**

This course is a capstone course. Teams of students will work together to design and construct solutions to engineering problems. Emphasis will be placed on research methods, design problem statements, continuous improvement, cost analysis,



prototyping, testing methods, project construction, and project presentation.

**Prerequisite:** ENGR-122, ENGR-123 and ENGR-124 (with a grade of C or better).

--Transfers to CSU only

## ENGR-149

1-4 units

### Cooperative Work Experience: Engineering Technology **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149L.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

## ENGR-154

3 units

### Computer Aided Drafting I

**LEC 32-36/LAB 48-54**

This course is an introductory course to Computer Aided Drafting (CAD). Course 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.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W and computer experience or the completion of a computer literacy class.

--Transfers to both UC/CSU

## ENGR-156

3 units

### SolidWorks I

**LEC 32-36/LAB 48-54**

This course is designed to introduce the student to three-dimensional parametric solid modeling with SolidWorks. Students will begin with basic parametric solid modeling techniques advancing into complex assemblies.

**Prerequisite:** None.

--Transfers to CSU only

## ENGR-164

4 units

### Plane Surveying I

**LEC 48-54/LAB 48-54**

This course will cover surveying fundamental skills which includes; use and proper care of surveying instruments, horizontal, vertical and angular measurements, layout and traverse procedures, computation, analysis, and adjustments of the traverse. Students

will also get an introduction to the Public Land Survey System, State Plane Coordinates, Global Positioning System, and state/local laws.

**Prerequisite:** MATH-055 (with a grade of C or better).

--Transfers to CSU only

## ENGR-299

1-3 units

### Special Projects: Engineering

**IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor.

**Prerequisite:** Two Engineering Technology classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## ENGLISH

### ENGL-094

.5 unit

### College Composition Support (formerly Freshman Composition Writing Skills)

**LAB 24-27**

This class is open to students who feel they need review or additional support while concurrently enrolled in ENG 101. This course will focus on study skills, college-level reading strategies, essay structure, and grammar through more individualized attention and instruction.

**Prerequisite:** None.

**Corequisite:** ENGL-101.

--Not transferable

### ENGL-098

4 units

### Writing and Reading Fundamentals In English (formerly English Fundamentals)

**LEC 64-72**

This course provides integrated writing and reading instruction and practice in English composition. The class focuses on essay writing, writing as a process, critical reading, college reading strategies, and the fundamentals of source integration. The course also introduces students to finding library resources and integrating them into an essay. Grammar will be reviewed as needed. Successful completion will prepare students for English 101.

**Prerequisite:** None.

--Not transferable

### ENGL-101

4 units

### College Composition (formerly Freshman Composition)

**LEC 64-72**

This course provides instruction in writing academic analytic essays. Students will learn to interpret and respond to sources analytically, conduct academic-level research, and incorporate



those sources into research papers. This course satisfies graduation and transfer requirements.

**Prerequisite:** ENGL-098 or ESL-098W (with a grade of C or better) or placement in ENGL-101.

- AA/AS General Education: AA/AS D1
- Transfers to both UC/CSU
- IGETC Area(s): 1A
- CSU Area(s): A2
- C-ID ENGL 100

**ENGL-101H 4 units**

**Honors College Composition (formerly Freshman Composition) LEC 64-72**

This course provides instruction in writing academic analytic essays. Students will learn to interpret and respond to sources analytically, conduct academic-level research, and incorporate those sources into research papers. This course satisfies graduation and transfer requirements.

**Prerequisite:** Acceptance in the Honors Enrichment Program and ENGL-092, ENGL-098 or ESL-098W (with a grade of C or better) or placement into ENGL-101.

- AA/AS General Education: AA/AS D1
- Transfers to both UC/CSU
- IGETC Area(s): 1A
- CSU Area(s): A2
- C-ID ENGL 100

**ENGL-103 3 units**

**Critical Thinking and Writing LEC 40-45/LAB 24-27**

This course 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
- C-ID ENGL 105
- C-ID ENGL 110

**ENGL-103H 3 units**

**Honors Critical Thinking and Writing LEC 40-45/LAB 24-27**

This course 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 and 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
- C-ID ENGL 105

**ENGL-111 3 units**

**Introduction to Media Writing LEC 48-54**

This course introduces students to the styles, formats, and interactive nature of media writing including scripts and treatments for fiction and non-fiction film, television, and electronic media. The course will examine how electronic media can be used to communicate among diverse audiences and the nature of converged media environments. Students will evaluate sample scripts and produce their own as a significant part of the course requirements.

**Prerequisite:** ENGL-101 (with a grade of C or better).

- Transfers to both UC/CSU

**ENGL-130 3 units**

**Introduction to Creative Writing LEC 48-54**

This course 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
- C-ID ENGL 200

**ENGL-130H 3 units**

**Honors Introduction to Creative Writing LEC 48-54**

This course 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:** Acceptance into 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-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. Prerequisite: Two English classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

### LIT-106

3 units

#### Introduction to Literature (formerly ENGL-106) LEC 48-54

This course is a multi-genre, multi-period course that introduces students to fiction, poetry, and drama from diverse cultural sources and perspectives. Students will examine literary terms and methods of literary analysis to provide them with a broad understanding of literature.

**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

--C-ID ENGL 120

### LIT-106H

3 units

#### Honors Introduction to Literature (formerly ENGL-106H) LEC 48-54

This course is a multi-genre, multi-period course that introduces students to fiction, poetry, and drama from diverse cultural sources and perspectives. Students will examine literary terms and methods of literary analysis to provide them with a broad understanding of literature.

**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

--C-ID ENGL 120

### LIT-131

3 units

#### Children's Literature (formerly ENGL-131) 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:** ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C2

--C-ID ENGL 180

### LIT-131H

3 units

#### Honors Children's Literature (formerly ENGL-131H) 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:** ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C2

--C-ID ENGL 180

### LIT-132

3 units

#### Adolescent Literature (formerly ENGL-132) LEC 48-54

This course is a survey of classic and contemporary works of literature written for and about 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 both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### LIT-132H

3 units

#### Honors Adolescent Literature (formerly ENGL-132H) LEC 48-54

This course is a survey of classic and contemporary works of literature written for and about 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 both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

### LIT-205

3 units

#### World Folklore and Mythology (formerly ENGL-205 World Folklore) LEC 48-54

This course explores various literary genres of folklore, mythology, and legends mostly in English translation. It examines how common patterns across culture, region, and time are adapted to express cultural values, beliefs, and expressions. The course considers the role folklore, mythology, and legends play in the lives of people around the world as well as how these patterns influence American identity, popular culture, ethnicity, and nationalism.

**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



**LIT-205H**
**3 units**
**Honors World Folklore and Mythology  
(formerly ENGL-205H Honors World Folklore)  
LEC 48-54**

This course explores various literary genres of folklore, mythology, and legends mostly in English translation. It examines how common patterns across culture, region, and time are adapted to express cultural values, beliefs, and expressions. The course considers the role folklore, mythology, and legends play in the lives of people around the world as well as how these patterns influence American identity, popular culture, ethnicity, and nationalism.

**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

**LIT-207**
**3 units**
**American Literature: Pre-Colonial to 1865  
(formerly ENGL-207)  
LEC 48-54**

This course chronologically surveys American writing from the pre-colonial period to the Civil War and examines a wide range of American authors and texts. The works will be examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within 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

--C-ID ENGL 130

**LIT-207H**
**3 units**
**Honors American Literature: Pre-Colonial to 1865  
(formerly ENGL-207H)  
LEC 48-54**

This course chronologically surveys American writing from the pre-colonial period to the Civil War and examines a wide range of American authors and texts. The works will be examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they were written.

**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

--C-ID ENGL 130

**LIT-208**
**3 units**
**American Literature: 1865 to Present  
(formerly ENGL-208)  
LEC 48-54**

This course chronologically surveys American writing from the post-Civil War period to the present and examines the work of a wide range of American authors. The works will be examined in

an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within 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

--C-ID ENGL 135

**LIT-208H**
**3 units**
**Honors American Literature: 1865 to Present  
(formerly ENGL-208H)  
LEC 48-54**

This course chronologically surveys American writing from the post-Civil War period to the present and examines the work of a wide range of American authors. The works will be examined in an historical context and considered in light of the ethnic, literary, geographical, religious, ideological, and political environments within which they were written.

**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

--C-ID ENGL 135

**LIT-225**
**3 units**
**Film and Literature (formerly ENGL-225)  
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 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

**LIT-225H**
**3 units**
**Honors Film and Literature (formerly ENGL-225H)  
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 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 both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2



**LIT-230**

**3 units**

**English Literature: Anglo-Saxon to 1775 (formerly ENGL-230) LEC 48-54**

This course chronologically surveys English writing from the Anglo-Saxon period to 1775 and examines the works of both major and minor writers from the period, as well as the historical context of each period. Students will read, analyze, and evaluate a variety of texts, including poetry, drama, and prose, within the political, religious, social, cultural, and historical contexts of each period.

**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
- C-ID ENGL 160

**LIT-230H**

**3 units**

**Honors English Literature: Anglo-Saxon To 1775 (formerly ENGL-230H) LEC 48-54**

This course chronologically surveys English writing from the Anglo-Saxon period to 1775 and examines the works of both major and minor writers from the period, as well as the historical context of each period. Students will read, analyze, and evaluate a variety of texts, including poetry, drama, and prose, within the political, religious, social, cultural, and historical contexts of each period.

**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
- C-ID ENGL 160

**LIT-231**

**3 units**

**English Literature: 1775 to Present (formerly ENGL-231) LEC 48-54**

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
- C-ID ENGL 165

**LIT-231H**

**3 units**

**Honors English Literature: 1775 to Present (formerly ENGL-231H) LEC 48-54**

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
- C-ID ENGL 165

**LIT-240**

**3 units**

**American Indian Literature (formerly ENGL-240) LEC 48-54**

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

**LIT-240H**

**3 units**

**Honors American Indian Literature (formerly ENGL-240H) LEC 48-54**

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

**LIT-255**

**3 units**

**Gender and Sexuality in Literature LEC 48-54**

This course examines and explores the role of gender and sexuality in literary studies of various nationalities, ethnicities, and historical periods. Discussions, lectures, and presentations will cover fiction, poetry, drama, film, and non-fiction prose including autobiography, keeping in mind how gender and sexuality influence form and content. This course will cover various literary, historical, and political, as well as concepts central to gender and sexuality studies, women's studies, masculinity studies, and LGBTQ+/queer studies.

**Prerequisite:** ENGL-101 (with a grade of C or better).

- AA/AS General Education: AA/AS C or AA/AS F
- Transfers to CSU only

**LIT-255H**

**3 units**

**Honors Gender and Sexuality in Literature LEC 48-54**

This course examines and explores the role of gender and sexuality in literary studies of various nationalities, ethnicities, and historical periods. Discussions, lectures, and presentations will cover fiction, poetry, drama, film, and non-fiction prose including autobiography, keeping in mind how gender and sexuality



influence form and content. This course will cover various literary, historical, and political, as well as concepts central to gender and sexuality studies, women's studies, masculinity studies, and LGBTQ+/queer studies.

**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 CSU only

LIT-260

3 units

**Introduction to African American Literature (formerly ENGL-260) 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 identity, freedom and literacy, and the complexities of language from both a historical and a literary perspective. The course may include a variety of genres, such as fiction, poetry, drama, film, and non-fiction prose.

**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

LIT-260H

3 units

**Honors Introduction to African American Literature (formerly ENGL-260H) 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 identity, freedom and literacy, and the complexities of language from both a historical and a literary perspective. The course may include a variety of genres, such as fiction, poetry, drama, film, and non-fiction prose.

**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

LIT-275

3 units

**Latinx/Chicanx Literature LEC 48-54**

This course surveys, interprets, compares, and explores the lived experiences of Latinx/Chicanx authors through a variety of texts and genres. Readings, discussions, lectures, and presentations will focus on the cultural, social, and historical aspects of Latinx/Chicanx literature. 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 CSU only

LIT-275H

3 units

**Honors Latinx/Chicanx Literature LEC 48-54**

This course is a multi-genre, multi-period course that introduces students to fiction, poetry, and drama from diverse cultural sources and perspectives. Students will examine literary terms and methods of literary analysis to provide them with a broad

understanding of literature.

**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 CSU only

LIT-280

3 units

**Multiethnic Literature (formerly ENGL-280) LEC 48-54**

This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, American Indians, and Chicanx/Latinx authors, exploring the experiences of the various ethnic cultures. Readings, discussions, lectures, and presentations will allow students to understand the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ in literature.

**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

LIT-280H

3 units

**Honors Multiethnic Literature (formerly ENGL-280H) LEC 48-54**

This course surveys, interprets, and compares the variety of texts written by Asian Americans, African Americans, American Indians, and Chicanx/Latinx authors, exploring the experiences of the various ethnic cultures. Readings, discussions, lectures, and presentations will allow students to understand the cultural and historical aspects of the various cultures as well as the way the cultures themselves differ in literature.

**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

**ENGLISH AS A SECOND LANGUAGE**

ESL-050W

4 units

**English Writing for Students from Multilingual Backgrounds (formerly ESL-050 English As a Second Language - Level I) LEC 64-72**

This course focuses on English sentence level writing accuracy and content development through an emphasis on all English language skills including reading, speaking, listening, writing, and critical thinking skills. This course provides extensive practice producing fluent, effective, accurate, and varied sentences as well as an introduction to building meaningful and well-supported paragraphs. This course is offered as pass/no pass only.

**Prerequisite:** Appropriate assessment score.

--Not transferable



ESL-051W

4 units

## Academic English Writing for Students from Multilingual Backgrounds (formerly ESL-051 English As a Second Language - Level 2)

LEC 64-72

This course focuses on English academic paragraph writing through a well-rounded and integrated emphasis on critical thinking, reading, speaking, listening, vocabulary, fluency, and grammar development for students who desire to prepare for college-level courses. Successful completion of this course prepares students for ESL062W. This course is offered as pass/no pass only.

**Prerequisite:** ESL-050W or the appropriate assessment score.

--Not transferable

ESL-055

2 units

## English Pronunciation

LEC 32-36

This course focuses on the development of native-like American English pronunciation and accent reduction for increased success in higher education, the workplace, and society. This course allows students to identify, target, and intensively focus on the non-native speaking features that interfere with their ability to be understood. Every consonant, vowel, and sound combination is covered in this course with the goal of applied mastery. Word stress, stress within longer discourse, and tone are also developed. Offered as pass/no pass only.

**Prerequisite:** Appropriate assessment score.

--Not transferable

ESL-056

3 units

## Speaking and Listening Skills for College Success (formerly English Conversation and Culture)

LEC 48-54

This course focuses on developing the speaking and listening skills necessary to succeed in college level courses. Varied activities and assignments increase overall speaking and listening effectiveness and confidence. This course emphasizes speaking functions, content, fluency, vocabulary, and pronunciation for both academic and non-academic contexts. Listening fluency is also developed in order to improve discussion, lecture comprehension, and group interaction. Offered as pass/no pass only.

**Prerequisite:** Appropriate assessment score.

--Not transferable

ESL-062W

4 units

## Basic Writing Skills

LEC 64-72

This course facilitates academic writing skills with an emphasis on written fluency, paragraph development, critical reading, and critical thinking skills. Students will also be introduced to composing academic essays. Common English as a second language grammar and fluency issues will be addressed throughout this course. Completion of ESL-062W with a grade of C or better meets the prerequisite for ESL-098W.

**Prerequisite:** ESL-051 or the appropriate assessment score.

--Not transferable

ESL-063R

3 units

## Reading Skills for College Success (formerly ESL Reading and Vocabulary Level 1)

LEC 48-54

This course focuses on improving reading comprehension, speed, vocabulary, critical thinking, and test-taking skills. This course also emphasizes the organization and integration of source material into effective written and verbal responses. Varied reading materials, assignments, and assessments provide opportunities for students to develop the necessary skills, strategies, and knowledge for increased reading effectiveness.

**Prerequisite:** Appropriate assessment score.

--Not transferable

ESL-064R

3 units

## Academic Reading Skills for College Success (formerly ESL Academic Reading and Vocabulary Level 2)

LEC 48-54

This course focuses on preparing students to succeed in college level content courses by providing diverse exposure and practice with tasks similar to those required in many 100 level college courses. This course emphasizes enhancing reading comprehension of college level texts, critical thinking skills, integrating academic source material and concepts into written work, note-taking and organizational strategies, academic vocabulary, and test-taking strategies.

**Prerequisite:** ESL-063R (with a grade of C or better) or appropriate assessment score.

--Not transferable

ESL-098W

4 units

## English Writing Fundamentals

LEC 64-72

This course focuses on English composition with an emphasis on multi-paragraph essays, critical thinking, written fluency, and reading skills. Attention will be given to English as a second language writing considerations. This course also introduces students to finding and integrating library resources into writings. Completion of ESL-098W with a grade of C or better meets the prerequisite for English-101.

**Prerequisite:** ESL-062W (with a grade of C or better) or the appropriate assessment 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 to provide a framework for addressing 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.

**Prerequisite:** None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1, E1



ENVS-100H

3 units

**Honors Humans and Scientific Inquiry**  
**LEC 48-54**

This introductory course explores the physical, chemical, biological, anthropological and earth sciences to provide a framework for addressing 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.

**Prerequisite: Acceptance in the Honors Enrichment Program.**

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1

ENVS-102H

1 unit

**Honors Environmental Science Laboratory**  
**LAB 48-54**

This 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

--CSU Area(s): B3

ENVS-101

3 units

**Environmental Science**  
**LEC 48-54**

This course explores 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-110

4 units

**Natural Resources**  
**LEC 48-54/LAB 48-54**

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. There is a requisite lab/field component to this course.

**Prerequisite: None.**

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

ENVS-101H

3 units

**Honors Environmental Science**  
**LEC 48-54**

This course explores 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

ENVS-190

4 units

**Watershed Resource Management**  
**LEC 48-54/LAB 48-54**

This course introduces students to the foundations of watershed hydrology and management. This course covers the hydrologic cycle, water quality, aquatic ecosystems, social and economic systems, point and non-point 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-102

1 unit

**Environmental Science Laboratory**  
**LAB 48-54**

This 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

--CSU Area(s): B3

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.

**Prerequisite: One Environmental Studies class must be completed prior to enrollment; 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.

**Prerequisite:** None.

--Transfers to CSU only

### FIRE-102 3 units

#### Fundamentals of Fire Prevention LEC 48-54

This course provides fundamental knowledge relating to the field of fire prevention. Topics include history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use and application of fire codes and standards, plans review, fire inspections, fire and life safety education, and fire investigation.

**Prerequisite:** None.

--Transfers to CSU only

### FIRE-103 3 units

#### Fire Hydraulics LEC 48-54

This 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 helps prepare the student to flow water at proper pressures from a fire pump.

**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, extinguishing agents and fire control techniques.

**Prerequisite:** None.

--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.

**Prerequisite/Corequisite:** FIRE-101.

--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 occupancy.

**Prerequisite:** None.

**Recommended Preparation:** Concurrent enrollment in FIRE-101 or be a volunteer or career firefighter.

--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

--Transfers to CSU only

### FIRE-149 1-4 units

#### Cooperative Work Experience: Fire Technology CWE Paid 75-300/Unpaid 60-240

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149M.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience 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.

**Prerequisite:** Two Fire Technology classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only



## FRENCH

See World Languages

## GEOGRAPHY

**GEOG-082**

**3 units**

### Programming for GIS

**LEC 48-54**

This course prepares students with the concepts necessary for technical application for programming within the framework of GIS. Topics include variable management, branching and looping, reading and writing from GIS tabular and spatial data, custom tool creation, and tool manipulation. Through practical applications, students will use programming methods to customize and streamline GIS data management and analysis.

**Prerequisite: None.**

--Not transferable

**GEOG-083**

**3 units**

### Spatial Database Design and Management

**LEC 48-54**

This course prepares students with geographic concepts and skills necessary for GIS spatial database design and management. Students learn about various GIS data types and formats that are compatible or may be converted, exported or imported. Students design and create spatial databases for a specific application involving project management and complex data analysis. Real world challenges of spatial databases used for solving problems, spatial query language, decision support strategies and system integration are emphasized.

**Prerequisite: None.**

--Not transferable

**GEOG-084**

**3 units**

### Water Management with GIS

**LEC 48-54**

This course enhances professional potential in the water industry. Water Science topics include hydrology concepts and common GIS applications. This course covers hydrology networks of rivers, streams, drainage basins and flooding. Legal and ethical issues of water management are discussed. Professional certification, project collaboration and presentation, and networking at GIS events prepare students for entering a GIS profession in water-related industries.

**Prerequisite: None.**

--Not transferable

**GEOG-085**

**3 units**

### GIS for Catastrophes

**LEC 48-54**

This course provides students with an introduction to the use of GIS in emergency management, natural hazard assessment and public safety. Students learn about GIS applications to various types of emergency response, natural hazards and homeland security scenarios for which GIS is commonly used for making quick and critical decisions. Emphasis is placed on analytical techniques for mitigating disasters, allocating emergency resources, identifying hot spots for crime or analyzing potential homeland security threats.

**Prerequisite: None.**

--Not transferable

**GEOG-086**

**3 units**

### GIS for Web Applications

**LEC 48-54**

This course prepares students with the geographic concepts and skills necessary for designing and developing geospatial content for web applications, internet interfaces and web environments. Students will learn web based concepts, internet fundamentals, web architecture and practices as they design and create geospatial data for online data analysis, interactive mapping, and map publishing via web applications. Students will use real world challenges and problem solving solutions for interoperability, customizing and sharing web services.

**Prerequisite: None.**

--Not transferable

**GEOG-088**

**1-4 units**

### GIS Client Based Projects

This course provides students an opportunity to acquire nontraditional work experience. Students may work individually or in groups on client projects, and may work on various phases of a project during this course. Clients may be from various fields with varying levels of GIS experience and expectations. Instructor and students will identify client needs, design a GIS solution, prepare a semester-length proposal with goals and outcomes, and implement the solution to meet client needs.

**Prerequisite: GEOG-115 (with a grade of C or better).**

--Not transferable

**GEOG-101**

**3 units**

### Physical Geography

**LEC 48-54**

This course studies 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 climate change, introduce students to concerns we have as inhabitants of this planet. A field trip is required.

**Prerequisite: None.**

**Recommended Preparation: Concurrent enrollment in GEOG-104.**

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A

--CSU Area(s): B1

--C-ID GEOG 110

**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, religion 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

--C-ID GEOG 120



## **GEOG-103**

**2-4 units**

### **Field Studies in Geography**

This course offers field studies in physical, cultural, historic geography and Geographic Information Systems. It provides an opportunity to explore Geography and GIS concepts in the real world. Field studies may be conducted at various locations that represent the diversity of California through its mountains, deserts and beaches. Field applications using GPS and GIS enhance student understanding of spatial-temporal processes. Pre-trip homework assignments, orientation class and overnight camping are required.

**Prerequisite: None.**

**Recommended Preparation: GEOG-111.**

--Transfers to CSU only

--C-ID GEOG 160

## **GEOG-104**

**1 unit**

### **Physical Geography Lab**

**LAB 48-54**

This laboratory course focuses on application of the principles of physical geography and is offered for students who have taken or are currently enrolled in an Introduction to Physical Geography. Laboratory exercises include basic map skills, weather and climate, earth materials, geomorphology, fluid agents and erosion.

**Prerequisite/Corequisite: GEOG-101 (with a grade of C or better).**

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5C

--CSU Area(s): B3

--C-ID GEOG 111

## **GEOG-105**

**3 units**

### **Map Interpretation and Spatial Analysis**

**LEC 48-54**

This course introduces students to the cartographic principles necessary for spatial analysis. Topics covered include the history of map making, symbolic standards, layout aesthetics, geographic coordinates and projections, map scales, map accuracy, map interpretation and reading, way finding, aerial and satellite imagery and computer assisted mapping. Students will create hand drawn and digital maps. 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

--C-ID GEOG 150

## **GEOG-106**

**3 units**

### **Introduction to Weather and Climate (formerly Climate and Weather)**

**LEC 48-54**

This course introduces students to Earth's atmosphere. Topics include atmospheric structure and composition, solar radiation and energy balances, temperature, seasonal changes, atmospheric moisture, clouds and fog, precipitation, air pressure, winds, air masses and fronts, cyclones, weather forecasting, climate and climate change. Controversial topics- such as climate change - 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

--CSU Area(s): B1

--C-ID GEOG 130

## **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**

This course is a global survey of world cultural regions. It presents students with basic geographic concepts 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

--C-ID GEOG 125

## **GEOG-111**

**3 units**

### **Geography of California**

**LEC 48-54**

This course introduces students to California's regional, physical and cultural diversity, the interrelationships between California's regional, physical and cultural landscapes, and the evolving human-environment interface and impact to landscapes. A thematic approach to the state's issues, processes and topics relevant to geography include climate, landforms, natural vegetation, water resources, cultural landscape, ethnic diversity, urban and agricultural regions, and the economy.

**Prerequisite: None.**

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4E

--CSU Area(s): D5

--C-ID GEOG 140





GEOG-115

3 units

**Introduction to Geographic Information Science**  
LEC 32-36/LAB 48-54

This course prepares students with the geographic concepts necessary for technical application of Geographic Information Science (GIS). Topics include data structure, acquisition, integration and manipulation. Through practical applications in GIS students use scientific methods of inquiry to analyze tabular and spatial data for geographic trends, patterns and relationships.

**Prerequisite:** None.

--Transfers to both UC/CSU

--C-ID GEOG 155

GEOG-120

3 units

**Intermediate Geographic Information Science (formerly Intermediate Geographic Information Systems)**  
LEC 32-36/LAB 48-54

This course prepares students for advanced geographic analysis. Spatial statistics, topology and surface modeling are emphasized. Advanced tools, techniques and software applications for modeling surfaces, such as spatial, network and 3-dimensional terrain analysis are explored. Both qualitative and quantitative techniques for spatial analysis are explored in the context of various scientific methodologies.

**Prerequisite:** GEOG-115 (with a grade of C or better).

--Transfers to CSU only

GEOG-125

3 units

**Advanced Geographic Information Science (formerly Advanced Geographic Information Systems: Applications)**  
LEC 32-36/LAB 48-54

This course enhances professional potential in a geospatial career. Advanced topics include geodatabase methods, topology, customized and automated processes, and cartographic representation. Legal and ethical issues, geospatial certification, professional presentation, online collaboration and networking at GIS events prepare students for entering a GIS profession in many discipline related fields. Exploration of scientific models and methods for advanced analysis prepare students for independently planning, implementing and producing deliverable of a real-world GIS project.

**Prerequisite:** GEOG-120 (with a grade of C or better).

--Transfers to CSU only

GEOG-149

1-4 units

**Cooperative Work Experience: Geographic Information Science**  
CWE Paid 75-300/Unpaid 60-240

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149N.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**GEOLOGY**

GEOL-100

4 units

**Physical Geology (formerly Physical Geology: Dynamic Planetary Systems of Spaceship Earth)**  
LEC 48-54/LAB 48-54

This course offers the student an understanding of planet Earth as an isolated, uniform, and dynamic system. Topics range from materials in the earth (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). We live on a satellite isolated in space; our interactions with this dynamic, fragile system will determine our ultimate survival.

**Prerequisite:** None.**Recommended Preparation:** College-level reading skills.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

--C-ID GEOL 101

GEOL-103

3 units

**Environmental Geology (formerly Environmental Geology: Natural Hazards and Disasters)**  
LEC 48-54

This course will explore disasters such as earthquakes, hurricanes, landslides, volcanoes, floods, tsunamis, and asteroid and comet collisions of asteroids with earth. 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 (formerly Historical Geology: Evolving Earth, Dinosaurs, and Homo Sapiens)**  
LEC 48-54/LAB 48-54

This course examines the dramatic events of Earth's creation and development using Darwinian Theory and geologic time by venturing through the fossil record. Students 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-100.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

--C-ID GEOL 111



**GEOL-107**

**1.5 units**

## Scenic Adventure Field Trips in Geology (formerly Geologic Field Trips) **LEC 24-27**

This course will be conducted at various locations throughout the Southwest including Death Valley, the Grand Canyon, and Owens Valley. This course will provide field experiences, give greater insight into tectonic forces that shape the Earth, and help students discover the fantastic mineral and rock wealth created by the alternating ice age climates. A three hour prep class meeting and overnight camping will be required.

**Prerequisite:** None.

--Transfers to CSU only

--CSU Area(s): B1

**GEOL-109**

**3 units**

## Geology of National Parks **LEC 48-54**

This course reviews the landforms, rocks, and minerals that create the spectacular wonders of National Parks throughout the United States. Emphasis is on materials (rocks, minerals); processes (weathering, erosion, mountain building); structure (folds, faults); stratigraphy (geological formations); and Earth's interior (plate tectonic processes). Upon completion students will be able to understand and describe the geologic materials and environments of the United States national Park system. It is intended for both the science and non-science student.

**Prerequisite:** None.

**Recommended Preparation:** MATH-096 or MATH-096B or MATH-094.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

**GEOL-110**

**4 units**

## Oceanography **LEC 48-54/LAB 48-54**

This course focuses on geological, physical, chemical, biological, and meteorological aspects of oceans and continental margins. Topics include marine science and biology, critical global warming issues involving the thermohaline current, tsunamis, earthquakes, undersea volcanoes, and the effects/causes of El Nino. This course includes laboratory experiences and is intended for both the science and non-science student.

**Prerequisite:** None.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--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. Students will use the scientific method to examine properties and processes of solar system function and formation including the current hypotheses regarding the creation and evolution of the Earth and planetary bodies (moons, asteroids, comets, meteors, and the Sun). \*Cross-listed as 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-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.

**Prerequisite:** Two Geology classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## GUIDANCE

**GUID-100**

**3 units**

### College Success **LEC 48-54**

This 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 E

--Transfers to both UC/CSU

**GUID-110**

**1 unit**

### Career Search **LEC 16-18**

This 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.

**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.

**Prerequisite: None.**

--AA/AS General Education: AA/AS E

--Transfers to CSU only

--CSU Area(s): E1

**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.

**Prerequisite: None.**

--AA/AS General Education: AA/AS E

--Transfers to CSU only

**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.

**Prerequisite: Two Guidance classes must be completed prior to enrollment; 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 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 investigation of drug, alcohol and tobacco use, abuse and dependence in American society including the origins, history and composition of commonly used psychoactive drugs. The effect of psychoactive drugs on the nervous system is also covered.

**Prerequisite: None.**

--AA/AS General Education: 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.

**Prerequisite: Two Health Science classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.**

--Transfers to CSU only

**HISTORY**

**HIST-101**

**3 units**

**Western Civilization to 1650 (formerly Western Civilization I: to 1500) LEC 48-54**

This course is a survey course of ancient, classical, medieval, and early modern Western Civilization. Using a comparative approach, students will study the West's major civilizations by examining social structures, daily life, political systems, economic development, and cultural values.

**Prerequisite: None.**

**Recommended Preparation: ENGL-101 or concurrent enrollment in ENGL-101.**

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

--C-ID HIST 170

**HIST-101H**

**3 units**

**Honors Western Civilization to 1650 (formerly Western Civilization I: to 1500) LEC 48-54**

This course is a survey course of ancient, classical, medieval, and early modern Western Civilization. Using a comparative approach, students will study the West's major civilizations by examining social structures, daily life, political systems, economic development, and cultural values.

**Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101 or concurrent enrollment in ENGL-101.**

--AA/AS General Education: AA/AS B2

--Transfers to CSU only



## HIST-102

3 units

### **Western Civilization Since 1650 (formerly Western Civilization II: From 1500 to the Present Era)** **LEC 48-54**

This course is a survey course that explores the development of Western Civilization from the era of absolutism in 17th Europe to the present. Using a comparative approach to the study of modern Western Civilization, students will examine social structures, political systems, economic development, and cultural values.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

--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

--C-ID HIST 180

## HIST-102H

3 units

### **Honors Western Civilization Since 1650 (formerly Western Civilization II: From 1500 to the Present Era)** **LEC 48-54**

This course is a survey course that explores the development of Western Civilization from the era of absolutism in 17th Europe to the present. Using a comparative approach to the study of modern Western Civilization, students will examine social structures, political systems, economic development, and cultural values.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

--AA/AS General Education: AA/AS B2 or AA/AS C

--Transfers to CSU only

## HIST-103

3 units

### **World History to 1500 (formerly History of World Civilizations to 1500)** **LEC 48-54**

This course is a survey of ancient history that explores the origin and development of human societies in the Near East, India, Asia, Africa, the Americas, and Europe. Using a comparative approach to study the world's major civilizations, students will examine their social structure and daily life, political systems, economic development, and cultural values.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

--C-ID HIST 150

## HIST-103H

3 units

### **Honors World History to 1500 (formerly History of World Civilizations to 1500)** **LEC 48-54**

This course is a survey of ancient history that explores the origin

and development of human societies in the Near East, India, Asia, Africa, the Americas, and Europe. Using a comparative approach to study the world's major civilizations, students will examine their social structure and daily life, political systems, economic development, and cultural values.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

## HIST-104

3 units

### **World History Since 1500 (formerly History of World Civilizations: Since 1500)** **LEC 48-54**

This course is a survey of the modern world from 1500 to the present. Using a comparative approach, students will examine interconnections between major European, Middle Eastern, African, South and North American, and Asian cultures 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.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

--C-ID HIST 160

## HIST-104H

3 units

### **Honors World History Since 1500 (formerly Honors History of World Civilizations: Since 1500)** **LEC 48-54**

This course is a survey of the modern world from 1500 to the present. Using a comparative approach, students will examine interconnections between major European, Middle Eastern, African, South and North American, and Asian cultures 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.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6

--C-ID HIST 160

## HIST-106

3 units

### **The World Since 1900** **LEC 48-54**

This course introduces students to major global historical trends since 1900 and considers important developments in art and culture, science and technology, economics, politics, and



military and diplomatic 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.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2

--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 important developments in art and culture, science and technology, economics, politics, and military and diplomatic 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.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2

--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 histories of China, Japan, and Korea through the end of the sixteenth century. Emphasis will be placed on prehistorical developments, dynastic rule, empire building, religious trends, Southeast Asian connections, and cultural interaction. The class explores the relationship between East Asia and the world with a specific focus on the political, social, economic, and technological developments during this era.

**Prerequisite:** None. **Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

--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-107H**

**3 units**

**Honors the History of East Asia Before 1600 LEC 48-54**

This course examines the histories of China, Japan, and Korea through the end of the sixteenth century. Emphasis will be placed on prehistorical developments, dynastic rule, empire building, religious trends, Southeast Asian connections, and cultural interaction. The class explores the relationship between East Asia and the world with a specific focus on the political, social, economic, and technological developments during this era.

**Prerequisite:** Acceptance into the Honors Enrichment Program. **Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

**HIST-108**

**3 units**

**The History of East Asia Since 1600**

**LEC 48-54**

This course explores the major themes in the development of Chinese, Japanese, and Korean societies from the beginning of the 17th century to the present. Emphasis will be placed on early modern developments, nation building and the rise of empires, colonial resistance, Southeast Asian connections, and postwar trends. The class examines the relationship between East Asia and the world with a specific focus on the political, social, economic, technological, and cultural developments during this era.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--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-108H**

**3 units**

**Honors the History of East Asia Since 1600**

**LEC 48-54**

This course explores the major themes in the development of Chinese, Japanese, and Korean societies from the beginning of the 17th century to the present. Emphasis will be placed on early modern developments, nation building and the rise of empires, colonial resistance, Southeast Asian connections, and postwar trends. The class examines the relationship between East Asia and the world with a specific focus on the political, social, economic, technological, and cultural developments during this era.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s):

**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.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2

--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.  
**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

- AA/AS General Education: 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**

This course explores political, social, cultural, economic, and intellectual developments in the United States from colonization and settlement through the Civil War and Reconstruction.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

- AA/AS General Education: AA/AS B1 or AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6
- C-ID HIST 130

**HIST-111H**

**3 units**

**Honors U.S. History to 1877** **LEC 48-54**

This course explores political, social, cultural, economic, and intellectual developments in the United States from colonization and settlement through the Civil War and Reconstruction.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

- 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
- C-ID HIST 130

**HIST-112**

**3 units**

**U.S. History Since 1865** **LEC 48-54**

This course explores the political, social, cultural, economic, and intellectual developments in the United States from the Reconstruction Era to the present.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

- AA/AS General Education: AA/AS B1 or AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4F
- CSU Area(s): D6
- C-ID HIST 140

**HIST-112H**

**3 units**

**Honors U.S. History Since 1865** **LEC 48-54**

This course explores the political, social, cultural, economic, and intellectual developments in the United States from the Reconstruction Era to the present.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

- 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
- C-ID HIST 140

**HIST-115**

**3 units**

**Women in United States History** **LEC 48-54**

This course examines the history of women in the United States from pre-contact to the present, using a gendered, multi-cultural perspective. It investigates the ways in which women have wielded power while holding little authority. Perceptions about women, and how this knowledge relates to women's actual experiences are explored, specifically looking at the political, social, medical, legal and gendered representations of women's experiences.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

- AA/AS General Education: AA/AS B2 or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 4D, 4F
- CSU Area(s): D4, D6

**HIST-115H**

**3 units**

**Honors Women in United States History** **LEC 48-54**

This course examines the history of women in the United States from pre-contact to the present, using a gendered, multi-cultural perspective. It investigates the ways in which women have wielded power while holding little authority. Perceptions about women, and how this knowledge relates to women's actual experiences are explored, specifically looking at the political, social, medical, legal and gendered representations of women's experiences.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

- AA/AS General Education: AA/AS B2 or AA/AS F
- Transfers to both UC/CSU
- IGETC Area(s): 4D, 4F
- CSU Area(s): D4, D6

**HIST-117**

**3 units**

**History of India** **LEC 48-54**

This course examines the history of India and South Asia from the prehistoric period to the present, emphasizing cultural and social traditions, the interaction between the region and other parts of the world, and political developments in the ancient, classical, Islamic, British, and recent phases.

**Prerequisite:** None.



**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

--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-117H**

**3 units**

**Honors History of India**

**LEC 48-54**

This course examines the history of India and South Asia from the prehistoric period to the present, emphasizing cultural and social traditions, the interaction between the region and other parts of the world, and political developments in the ancient, classical, Islamic, British, and recent phases.

**Prerequisite: Acceptance into the Honors Enrichment Program.**

**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

--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-118**

**3 units**

**World Religions (formerly HUM-104)**

**LEC 48-54**

This course examines the origins, doctrines, practices, people, and events leading to the development of the world's major religions from ancient times to the present. Through an objective study, students will gain an appreciation for how Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, and Islam simultaneously influenced and were shaped by political, social, and economic institutions. The beliefs of the indigenous peoples of the Americas and Africa and contact with foreign religions will also be considered.

**Prerequisite: None.**

**Recommended Preparation: ENGL-092, ENGL-098 or ESL-098W.**

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

**HIST-119**

**3 units**

**Civil War and Reconstruction, 1860-1876**

**LEC 48-54**

This course offers a general survey of the political, economic, and social origins and consequences of the American Civil War and Reconstruction era. Emphasis is on analyzing the causes of the conflict, the military progression of the war, the period immediately after, and short/long-term consequences of the era.

**Prerequisite: None.**

**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

--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**

This course offers a general survey of the political, economic, and social origins and consequences of the American Civil War and Reconstruction era. Emphasis is on analyzing the causes of the conflict, the military progression of the war, the period immediately after, and short/long-term consequences of the era.

**Prerequisite: Acceptance in the Honors Enrichment Program.**

**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

**HIST-120**

**3 units**

**California History**

**LEC 48-54**

This course surveys California history from its geological origins to the present and 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.**

**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

**HIST-120H**

**3 units**

**Honors California History**

**LEC 48-54**

This course surveys California history from its geological origins to the present and 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.**

**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

**HIST-121**

**3 units**

**California Indians**

**LEC 48-54**

This is a survey course about the culture and society of Native Californians in the prehistoric period, during the Spanish occupation, during the Mexican occupation, and under the government of the United States. Emphasis is given to effects of introduced diseases, imposed religions, and invader governments upon the Native Californians from contact times to today. \*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, developments, conflicts, and changes in U.S. political, economic, social, cultural, intellectual, military, and diplomatic history from the immediate post-war years to the present with a global context.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

**HIST-124H**

**3 units**

**Honors Recent America: The U.S. Since 1945**  
**LEC 48-54**

This course explores in depth the most recent trends, developments, conflicts, and changes in U.S. political, economic, social, cultural, intellectual, military, and diplomatic history from the immediate post-war years to the present with a global context.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: 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**

This course surveys the military history of the United States from the colonial period to the present with emphasis on institutional, technological, geo-political, and socio-economic contexts in times of peace and conflict.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

**HIST-128**

**3 units**

**History of Science**  
**LEC 48-54**

This course surveys the history of science from its early beginnings to its development in various civilizations, eras and regions. Students explore the impact of science on humanity in the context of the economic, social, and political realities of different cultures. Underlying assumptions, methods and key ideas in science are surveyed from ancient insights through the Scientific Revolution and recent biotechnology innovations, with particular emphasis on the intersection of science and popular belief. \*Cross-listed as BIOL-128.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS A or AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4F, 4G

--CSU Area(s): D6, D7

**HIST-128H**

**3 units**

**Honors History of Science**  
**LEC 48-54**

This course surveys the history of science from its early beginnings to its development in various civilizations, eras and regions. Students explore the impact of science on humanity in the context of the economic, social, and political realities of different cultures. Underlying assumptions, methods and key ideas in science are surveyed from ancient insights through the Scientific Revolution and recent biotechnology innovations, with particular emphasis on the intersection of science and popular belief. \*Cross-listed as BIOL-128H.

**Prerequisite:** Acceptance into the Honors Enrichment Program.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS A or AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4F, 4G

--CSU Area(s): D6, D7

**HIST-136**

**3 units**

**Cultural History of American Motion Pictures**  
**LEC 32-36/LAB 48-54**

This course will consider 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.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--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

**HIST-140**

**3 units**

**History of Mexico**  
**LEC 48-54**

This course examines the political, social, economic, and cultural history of Mexico from its pre-Columbian civilizations through the periods of Spanish conquest and colonization; independence; nation building; modernization; revolution; industrialization; and post World War 2 development. Emphasis will be placed on understanding how indigenous and Spanish traditions blended together to produce the unique culture of Mexico.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 4F

--CSU Area(s): C2, D6



**HIST-140H**
**3 units**
**Honors History of Mexico**
**LEC 48-54**

This course examines the political, social, economic, and cultural history of Mexico from its pre-Columbian civilizations through the periods of Spanish conquest and colonization; independence; nation building; modernization; revolution; industrialization; and post World War 2 development. Emphasis will be placed on understanding how indigenous and Spanish traditions blended together to produce the unique culture of Mexico.

**Prerequisite:** Acceptance in the Honors Enrichment Program.  
**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2 or 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**

This course surveys Latin American history beginning with native American and fifteenth-century Europeans through the period of colonization and the nineteenth-century independence movements. The emphasis will be on understanding how the admixture of European and New World societies gave rise to a unique Latin American culture.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

--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**

This course surveys the history of Latin America from the nineteenth-century independence revolutions to the present, emphasizing Latin American nations' attempts at modernization and their international relationships, especially with the United States. It also examines how modernization affected issues pertaining to race, gender and cultural traditions.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101 or concurrent enrollment in ENGL-101.

--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**
**Immigration, Race and Ethnicity in U.S. History (formerly Race and Ethnicity in U.S. History)**
**LEC 48-54**

This course addresses the social, political, and economic history of multiple racial and ethnic groups in the United States prior to European contact with first nations through the present day.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 4F

--CSU Area(s): D6

--C-ID SOCI 150

**HIST-150H**
**3 units**
**Honors Immigration, Race and Ethnicity in U.S. History (formerly Race and Ethnicity in U.S. History)**
**LEC 48-54**

This course addresses the social, political, and economic history of multiple racial and ethnic groups in the United States prior to European contact with first nations through the present day.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

--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

--C-ID SOCI 150

**HIST-151**
**3 units**
**History and Appreciation of Dance**
**LEC 48-54**

This course explores the universal human activity known as dancing from a cross-cultural perspective, examining 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. The culture-specific nature of the dancing body and its audiences are analyzed to discover the meanings carried within these dances. \*Cross-listed as DAN-100.

**Prerequisite:** None.

--AA/AS General Education: AA/AS B2 or AA/AS C and AA/AS F

--Transfers to both UC/CSU

--IGETC Area(s): 3A, 3B

--CSU Area(s): C1

**HIST-154**
**3 units**
**Theater History**
**LEC 48-54**

This course approaches world theater history from Ancient Greece through contemporary theater. Comparative historical studies of Asian, Byzantine, European, African, and Latin American 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, play writing, 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-160**

**3 units**

**Black History in the American Context**  
**LEC 48-54**

This course traces the historical and political experiences of African Americans 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. Close study of several major events and political movements will allow students to develop interpretations of political interaction in America.

**Prerequisite: None.**

**Recommended Preparation: ENGL-101 or concurrent enrollment in ENGL-101.**

--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-160H**

**3 units**

**Honors Black History in the American Context**  
**LEC 48-54**

This course traces the historical and political experiences of African Americans 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. Close study of several major events and political movements will allow students to develop interpretations of political interaction in America.

**Prerequisite: Acceptance in the Honors Enrichment Program. Recommended Preparation: ENGL-101 or concurrent enrollment in ENGL-101.**

--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-165**

**3 units**

**Musical Theater History**  
**LEC 48-54**

This course is the study of the evolution of the American theatrical art form surveying the western musical theater tradition from Ancient Greece to the emergence of American Musical Theater in the latter half of the 19th century to the present day. The focus is on the specific social, economic, political, global and cultural contexts that led to the type of musical theater that was produced in each era. \*Cross-listed as THA-155.

**Prerequisite: None.**

--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.

**Prerequisite: Two History classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.**

--Transfers to CSU only

**HONORS ENRICHMENT PROGRAM**

**HEP-201**

**3 units**

**Honors Studies: Humanities**  
**LEC 48-54**

This Honors course is a weekly symposium on the selected multi-disciplinary topic in which students and faculty from a variety of disciplines participate. The course requires synthesis of information, critical analysis of research, and creative responses to the issues presented.

**Prerequisite: ENGL-101 (with a grade of C or better).**

**Other Enrollment Criteria: Membership in the Honors Enrichment Program is required.**

--Transfers to both UC/CSU

**HEP-202**

**3 units**

**Honors Studies: Social Sciences**  
**LEC 48-54**

This Honors course is a weekly symposium on the selected multi-disciplinary topic in which students and faculty from a variety of disciplines participate. The course requires synthesis of information, critical analysis of research, and creative responses to the issues presented.

**Prerequisite: ENGL-101 (with a grade of C or better).**

**Other Enrollment Criteria: Membership in the Honors Enrichment Program is required.**

--Transfers to both UC/CSU

**HEP-203**

**3 units**

**Honors Studies: Science**  
**LEC 48-54**

This Honors course is a weekly symposium on the selected multi-disciplinary topic in which students and faculty from a variety of disciplines participate. The course requires synthesis of information, critical analysis of research, and creative responses to the issues presented.

**Prerequisite: ENGL-101 (with a grade of C or better).**

**Other Enrollment Criteria: Membership in the Honors Enrichment Program is required.**

--Transfers to both UC/CSU

**HORTICULTURE/TURF AND LANDSCAPE MANAGEMENT**

**HORT-101**

**3 units**

**Horticulture Science**  
**LEC 48-54**

This course introduces the horticulture industry. 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. Field trips may be required.

**Prerequisite: None.**

--Transfers to CSU only



**HORT-102 3 units**

**Introduction to Turfgrass Management LEC 48-54**

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. Field trips may be required.

**Prerequisite:** None.

--Transfers to CSU only

**HORT-103 3 units**

**Advanced Turfgrass Management LEC 48-54**

This course is designed to give the student in depth study in the specialization of large turf landscape sites such as golf courses and athletic field management. Topics include the most up to date 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. Field Trips may be required.

**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**

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, and nutritional management of landscape and horticultural settings. For this course, field trips may be required.

**Prerequisite:** None.

**Recommended Preparation:** HORT 101.

--Transfers to CSU only

**HORT-105 3 units**

**Golf Course/Landscape Irrigation LEC 48-54**

This course is an introduction to fundamental irrigation principles and practices for turfgrass and other horticultural areas. 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, troubleshoot and repair basic irrigation problems, and calculate precipitation rates. Field trips may be required.

**Prerequisite:** None.

--Transfers to CSU only

**HORT-106 3 units**

**Pesticide Law & Regulations - Turf & Landscape LEC 48-54**

This course covers pesticide law and regulations. Course content includes pesticide, safety and enforcement regulations pertaining to the turf and landscape manager. Prepares students to take

the Department of Pesticide Regulations Laws and Regulations exams, as well as categorize application areas exams. For this course, field trips may be required.

**Prerequisite:** None.

--Transfers to CSU only

**HORT-107 3 units**

**Arboriculture LEC 32-36/LAB 48-54**

This course includes care and management of ornamental trees, pruning techniques, fruit tree care, bracing, cabling, and pest control. Also included are safe practices in the use of equipment, including the use of ropes, chippers, boom trucks, chain saws, and identification and evaluation of common trees. This course prepares students for the tree worker and arborist certification exams. For this course, field trips may be required.

**Prerequisite:** None.

--Transfers to CSU only

**HORT-109 3 units**

**Landscape Design LEC 48-54**

This course introduces the history and fundamentals of landscape design. The student will learn site evaluation, design methods, elements of texture, form and color, selection of landscape material and the functional and aesthetic use of plants. Field trips may be required.

**Prerequisite:** None.

--Transfers to both UC/CSU

**HORT-110 3 units**

**Laws and Regulations, an Integrated Pest Management Approach 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. Field trips may be required.

**Prerequisite:** None.

--Transfers to CSU only

**HORT-149 1-4 units**

**Cooperative Work Experience: Turf and Landscape Management CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149O.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only



**HORT-299**

**0.50-3 units**

**Special Projects: Turf and Landscape Management**

**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.

**Prerequisite:** Two Turf and Landscape Management classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**LEADERSHIP**

**LEAD-101**

**3 units**

**Leadership Development (formerly SGA-101)**  
**LEC 48-54**

This course is designed to provide students with a foundational understanding of the knowledge and skills to be an effective leader. It explores leadership theory with applications for leading organizations and creative positive social change. An emphasis is on personal and organizational goal setting, leadership development, decision-making strategies, team building, the acquisition of organizational ethics, conflict management, and supporting the mission and vision of an organization.

**Prerequisite:** None.

--AA/AS General Education: AA/AS E

--Transfers to CSU only

**LEAD-102**

**3 units**

**Advanced Leadership Skills (formerly Personal Leadership Development)**  
**LEC 48-54**

This course focuses on advanced topics in leadership and the application to the personal lives, and careers in education, private or public sector organizations. Topics will include, conflict resolution, mediation skills, talents and strengths, 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 E

--Transfers to CSU only

**LEAD-299**

**1-3 units**

**Special Projects: Special Topics in Leadership (formerly SGA-299)**  
**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.

**Prerequisite:** One Leadership class must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**LEARNING SKILLS**

**LNSK-051**

**.5 unit**

**Learning Disabilities Workshop**

**LEC 8-9**

This course focuses on understanding learning differences and strategies related to specific learning disabilities. Cognitive and achievement assessments will be provided as needed to identify student's learning profile. Offered as pass/no pass only.

**Prerequisite:** None.

--Not transferable

**LNSK-053**

**3 units**

**Study Skills**

**LEC 48-54**

This course provides specialized instruction in study skills to help learning disabled students maximize their success in college classes. Skills include listening, note-taking, reading textbooks, memory techniques, study habits, testing strategies, time management, and library resources. Offered as pass/no pass only.

**Prerequisite:** None.

**Recommended Preparation:** LNSK-051.

--Not transferable

**LNSK-056**

**2 units**

**Vocabulary Development for LD**

**LEC 24-27/LAB 24-27**

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.

**Prerequisite:** None.

**Recommended Preparation:** LNSK-051.

--Not transferable

**LNSK-057**

**2 units**

**Pre-Algebra Support (formerly Pre-Algebra Support for LD)**  
**LEC 24-27/LAB 24-27**

The course is designed to provide small group and/or individualized instruction and intervention strategies to students identified as Learning Disabled or with significant difficulty with basic math skills. Offered as pass/no pass only.

**Prerequisite:** None.

--Not transferable

**LNSK-077**

**2 units**

**Algebra Support for LD**

**LEC 24-27/LAB 24-27**

The course is designed to provide small group and/or individualized instruction and intervention strategies to students identified as Learning disabled or with significant difficulty in algebra. Offered as pass/no pass only.

**Prerequisite:** None.

**Recommended Preparation:** LNSK-051.

--Not transferable

## LEGAL ASSISTANT

**LEG-100** **3 units**

### Foundations of the Legal System **LEC 48-54**

This course 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. It 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.

**Prerequisite: None.**

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

--CSU Area(s): D8

**LEG-107** **3 units**

### Research and Writing for Legal Assistant **LEC 48-54**

This course introduces the customary methods of legal research including the use of printed and online materials. The course integrates critical analyses of researched material and presentation of researched findings through persuasive writing ensuring proper formatting specific to the legal field and proper grammar.

**Prerequisite: None.**

--Transfers to CSU only

**LEG-124** **3 units**

### Immigration Law **LEC 48-54**

This course introduces fundamentals of substantive and procedural immigration law of the United States, including historical perspectives leading to current rules and policy, structure of implementing agencies, conditions of eligibility for immigrant and non-immigrant status, grounds for exclusion and removal, asylum eligibility, process for granting full citizenship, and U.S. Constitutional requirements.

**Prerequisite: None.**

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

**LEG-149** **1-4 units**

### Cooperative Work Experience: Legal Assistant **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149P.

**Prerequisite: None.**

**Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.**

--Transfers to CSU only

## LIBRARY SCIENCE

**LIB-101** **1 unit**

### Essentials of Library Research and Information Competency **LEC 16-18**

This course will guide students through the research process, using both library resources and the Internet. Students will learn how to search a variety of electronic databases, library catalogs, and Internet sources for relevant and authoritative information and prepare a works cited list or bibliography using the MLA or APA format. This course will prepare students for research in any discipline and will impart the information competency skills necessary to become a lifelong learner.

**Prerequisite: None.**

--Transfers to CSU only

## MANAGEMENT/SUPERVISION

**MGT-098** **3 units**

### Elements of Supervision **LEC 48-54**

This course applies principles, strategies, and techniques of supervising individuals, teams, and departments. The course emphasizes planning, organizing, and creating systems in employee training, development, and motivation. Additionally, the course covers issues related to employee discipline, diversity, and employment regulations.

**Prerequisite: None.**

--Not transferable

**MGT-103** **3 units**

### Introduction to Management **LEC 48-54**

This course will introduce students to the task of managing; the history of management; and the roles of planning, organizing, leading, and controlling on both a domestic and global level. Students will review the roles of information systems and management theories and will examine current issues in management.

**Prerequisite: None.**

--Transfers to CSU only

**MGT-108** **3 units**

### Organizational Behavior **LEC 48-54**

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include coverage of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action. \*Cross-listed as ENGR-108.

**Prerequisite: None.**

--Transfers to CSU only



**MGT-133**

**3 units**

## Productivity Management

**LEC 48-54**

This course surveys and researches the role productivity plays in various business structures. Included is a study of internal and external factors contributing to productivity and the effects national and global elements have on productivity. Students will survey and research management theories, practices and methods. Through case study analysis, students will apply techniques to analyze current productivity and apply methods to sustain and improve productivity.

**Prerequisite/Corequisite:** 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 management techniques for which managers are responsible, including human resources planning, employee recruitment, selection, training and development, performance appraisal, compensation, safety and security, and relationships with unionized employees. 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**

## Cooperative Work Experience: Management CWE Paid 75-300/Unpaid 60-240

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149Q.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience 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 marketing management in today's business. 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.

**Prerequisite:** Two Management classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

# MATHEMATICS

**MATH-055**

**4 units**

## Accelerated Pre-Algebra with Arithmetic

**LEC 64-72**

This course provides an accelerated route to MATH-090. It covers arithmetic with rational number, including applications, percentages, and solving equations. Topics in algebra will be introduced. The first portion involves non-negative rational numbers while the last portion includes all rational numbers.

**Prerequisite:** MATH-040DX or appropriate placement.

--Not transferable

**MATH-060**

**4 units**

## Pre-Statistics

**LEC 64-72**

This course teaches the prerequisite topics in Pre-algebra, algebra, and descriptive statistics necessary for a student to be successful in an introductory statistics course. Some of the items covered are solving literal equations, computations using a calculator, graphing, use of technology such as statcrunch or minitab, probability, and computing measures of center and variation. Applications to everyday life will be a main point of this course.

**Prerequisite:** MATH-040DX or appropriate placement.

--Not transferable

**MATH-081**

**1 unit**

## Support for Ideas for Mathematics LAB 48-54

This course will provide students with additional support in learning the concepts and gives more time with the instructor to increase the probability of being successful in Math 115. Concepts to be covered include truth table, statistics, probability and working with Venn diagrams.

**Prerequisite:** None.

**Corequisite:** MATH-115.

--Not transferable

**MATH-082**

**1 unit**

## Support for College Algebra or Precalculus

**LAB 48-54**

This course covers the topics necessary to be successful in Math 105 or Math 110. It covers core prerequisite skills, competencies, and concepts from Intermediate Algebra. Topics will include equations and inequalities, linear and non-linear functions, factoring polynomials, complex numbers, as well as graphing functions and conic sections.

**Prerequisite:** None.

**Corequisite:** MATH-105 or MATH-110.

--Not transferable



**MATH-083** **1 unit**

**Support for Introduction to Statistics** **LAB 48-54**

This course covers the topics necessary to be successful in Math 140. It covers prerequisite material from arithmetic, prealgebra, and algebra. It also covers some of the more basic concurrent material from statistics.

**Prerequisite:** None.

**Corequisite:** MATH-140.

--Not transferable

**MATH-090** **4 units**

**Elementary Algebra** **LEC 64-72**

This course will cover solving linear equations, systems of linear equations, equations involving algebraic fractions, and quadratic equations by factoring and utilizing the Quadratic Formula. These skills will be applied to set up and solve application problems. Other topics include how to graph lines, conic sections, and exponential functions as well as perform arithmetic with both polynomial and rational expressions, and how to factor polynomials.

**Prerequisite:** MATH-055 (with a grade of C or better) or appropriate placement.

--Not transferable

**MATH-090A** **3 units**

**Elementary Algebra Part A** **LEC 48-54**

This course will cover topics from the first half of an Elementary Algebra course. Students are given more time to understand abstract concepts, such as solving linear equations and applications, graph lines, and solving systems of equations. Together, MATH-090A and MATH-090B are equivalent to MATH-090.

**Prerequisite:** MATH-055 (with a grade of C or better) or appropriate placement.

--Not transferable

**MATH-090B** **3 units**

**Elementary Algebra Part B** **LEC 48-54**

This course 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. This course is designed to give students ample time to learn concepts.

**Prerequisite:** MATH-090A (with a grade of C or better).

--Not transferable

**MATH-094** **6 units**

**Accelerated Algebra** **LEC 96-108**

This course will cover topics from Elementary and Intermediate Algebra to prepare students for transfer-level math courses. Topics for this class include solving linear, absolute value, radical and quadratic equations and inequalities and systems of equations. Application problems are an essential part of the course. Function notation, domain, range and determining if a relation is a function will be explored, as well as graphing of conic sections and several types of functions including exponential functions.

**Prerequisite:** Appropriate placement.

--AA/AS General Education: AA/AS G

--Not transferable

**MATH-096** **5 units**

**Intermediate Algebra** **LEC 80-90**

This course prepares the student for transfer-level math courses. Topics for this class include solving absolute value inequalities, radical, exponential and logarithmic equations along with systems of equations involving three variables, application problems, graphing of conic sections and several types of functions including exponential functions will also be covered. Function notation, domain, range, composition of functions and inverse functions will be explored.

**Prerequisite:** None.

**Recommended Preparation:** MATH-090 or MATH-090B.

--AA/AS General Education: AA/AS G

--Not transferable

**MATH-096A** **3 units**

**Intermediate Algebra Part A** **LEC 48-54**

This course 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 inequalities, 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 appropriate placement.

--Not transferable

**MATH-096B** **3 units**

**Intermediate Algebra Part B** **LEC 48-54**

This course is the second half of the year-long Intermediate Algebra course preparing students for transfer level math courses. Students will solve quadratic, rational and radical equations, related applications, graph function, 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-105** **4 units**

**College Algebra** **LEC 64-72**

This course covers graphing of polynomial, 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 or MATH-096B or MATH-094 (with a grade of C or better) or appropriate placement.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

--C-ID MATH 151



## MATH-110

4 units

### Pre-Calculus

LEC 64-72

This course is designed to prepare students for Calculus. The topics covered include a review of selected algebra topics: polynomial, rational, exponential, and logarithmic functions, conic sections, and sequences and series. The course also introduces students to new topics in analytic trigonometry: trigonometric functions and their graphs and applications, as well as proof by mathematical induction.

**Prerequisite:** MATH-105 (with a grade of C or better) or appropriate placement.

--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 course covers topics in applications of sets, counting, probability, statistics and logic.

**Prerequisite:** MATH-096 or MATH-096B or MATH-094 (with a grade of C or better) or appropriate placement.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

## MATH-135

3 units

### Calculus for Social Science and Business

LEC 48-54

This course covers functions and their graphs, including exponential and logarithmic functions, limits, differentiation and integration. It includes applications to business, economics and the social sciences, and introduces multivariable calculus.

**Prerequisite:** MATH-105 (with a grade of C or better) or appropriate placement.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

--C-ID MATH 140

## MATH-140

3 units

### Introduction to Statistics

LEC 48-54

This course is 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 or MATH-096B or MATH-094 (with a

grade of C or better) or appropriate placement.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

--C-ID MATH 110

## MATH-211

4 units

### Analytic Geometry and Calculus I (formerly Calculus I and Analytic Geometry)

LEC 64-72

This course is the first in the Calculus sequence. Students will compute limits, identify regions of continuity, and differentiate and integrate algebraic and trigonometric functions. Applications of differentiation and integration to problems of graphing, related rates, optimization, areas, volumes, arc-length, and rectilinear motion are included.

**Prerequisite:** MATH-110 (with a grade of C or better) or appropriate placement.

--AA/AS General Education: AA/AS G

--Transfers to both UC/CSU

--IGETC Area(s): 2A

--CSU Area(s): B4

--C-ID MATH 211

--C-ID MATH 900S

## MATH-212

4 units

### Analytic Geometry and Calculus II

LEC 64-72

This course is the second in the Calculus sequence. Students will differentiate exponential, logarithmic, and inverse trigonometric functions, perform logarithmic differentiation, and learn techniques of integration. Evaluating improper integrals, indeterminate forms using L'Hopital's Rule, and infinite series are also included as well as polar coordinates, curves, conic sections, parametric equations, and 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

--C-ID MATH 221

--C-ID MATH 900S

## MATH-212H

4 units

### Honors Analytic Geometry and Calculus II

LEC 64-72

This course is the second in the Calculus sequence. Students will differentiate exponential, logarithmic, and inverse trigonometric functions, perform logarithmic differentiation, and learn techniques of integration. Evaluating improper integrals, indeterminate forms using L'Hopital's Rule, and infinite series are also included as well as polar coordinates, curves, conic sections, parametric equations, and separable first-order differential equations.

**Prerequisite:** Acceptance in the Honors Enrichment Program and 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
- C-ID MATH 221
- C-ID MATH 900S

**MATH-213** **5 units**

**Analytic Geometry and Calculus III** **LEC 80-90**

This course covers vectors in 2 and 3 dimensions, partial derivatives, multiple integrals, volumes and surface areas, line integrals, Green's and Stokes' Theorems.

**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
- C-ID MATH 230

**MATH-213H** **5 units**

**Honors Analytic Geometry and Calculus III** **LEC 80-90**

This course covers vectors in 2 and 3 dimensions, partial derivatives, multiple integrals, volumes and surface areas, line integrals, Green's and Stokes' Theorems.

**Prerequisite:** Acceptance in the Honors Enrichment Program and 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
- C-ID MATH 230

**MATH-215** **4 units**

**Differential Equations** **LEC 64-72**

This course covers differential equations with constant and variable coefficients, 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
- C-ID MATH 240

**MATH-218** **3 units**

**Linear Algebra** **LEC 48-54**

This course covers matrix algebra, matrices and linear equations, determinants, vector spaces, linear transformations, quadratic forms, eigenvalues, eigenvectors, orthogonal matrices, and symmetric matrices. It also examines related topics and applications.

**Prerequisite:** MATH-211 (with a grade of C or better).

- 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.

**Prerequisite:** Two Math classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**MEDICAL ASSISTING**

**MA-072** **3 units**

**Administrative Medical Assisting (formerly AH-072 Medical Assistant: Administrative Procedures)** **LEC 48-54**

This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, managed care facilities and other medical offices. Training will prepare students to perform basic administrative medical assisting functions; patient appointment scheduling, maintain medical records, basic procedural and diagnostic coding, utilize Allied Health technical supportive services and work as a member of a health care team.

**Prerequisite:** None.

--Not transferable

**MA-073** **4 units**

**Clinical Medical Assisting (formerly AH-073 Medical Assistant: Clinical Procedures)** **LEC 48-54/LAB 48-54**

This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, and other medical offices. Training prepares students to perform clinical medical assisting functions including taking patient histories, recording vital signs, preparing patients for examination, assisting with routine and specialty physical exams and minor office surgery, performing basic lab tests, collecting and preparing lab specimens, authorizing prescription refills as directed, administering medication, taking electrocardiogram, interviewing and documenting patient complaints, and performing CPR and first aid.

**Prerequisite:** None.

--Not transferable

**MA-122** **3 units**

**Medical Ethics (formerly AH-122)** **LEC 48-54**

This course examines how laws affect medical professionals, medical offices, patients and the medical assistants who provide care in various industry settings. Students will examine, evaluate and analyze 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

## MULTIMEDIA

See Digital Media

## MUSIC

**MUS-100**

**3 units**

### **Introduction and Appreciation of Music** **LEC 48-54**

This course provides students with a survey of European music, tracing its development through the Middle Ages, Baroque, Classical, Romantic, and Contemporary eras. The purpose of the course is to cultivate an understanding of the basic elements of music and their combination into various forms, styles, and genres, while encouraging the appreciation of musical aesthetics and enjoyment of music from multiple historical periods.

**Prerequisite:** None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

--C-ID MUS 100

**MUS-100H**

**3 units**

### **Honors Introduction and Appreciation of Music** **LEC 48-54**

This course provides students with a survey of European music, tracing its development through the Middle Ages, Baroque, Classical, Romantic, and Contemporary eras. The purpose of the course is to cultivate an understanding of the basic elements of music and their combination into various forms, styles, and genres, while encouraging the appreciation of musical aesthetics and enjoyment of music from multiple historical periods.

**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

--C-ID MUS 100

**MUS-101**

**3 units**

### **Music Fundamentals** **LEC 48-54**

This course introduces the primary elements of music. It develops skills in handwritten musical notation. The course is designed both for students who have a limited formal background in music and theory. Students will be introduced to the arrangement of the keyboard and staff, the basic properties of sound, intervals, diatonic scales and diatonic chords.

**Prerequisite:** None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C1

--C-ID MUS 110

**MUS-103**

**3 units**

### **Music Theory I (formerly Music Theory I-- Diatonic Harmony)** **LEC 48-54**

This course introduces and develops the basic concepts of music composition in common practice including rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structures, the dominant seventh chord, figured bass symbols, and non-harmonic tones. Students develop fluency with the language of music and handwritten notation through guided composition and analysis.

**Prerequisite:** None.

**Recommended Preparation:** MUS-101 and concurrent enrollment in MUS-175 and concurrent enrollment in one of the following performance ensemble courses: MUS-205, MUS-206, MUS-210, MUS-211, MUS-212 or MUS-214 and concurrent enrollment in one of the following piano courses: MUS-111 or MUS-112.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C1

--C-ID MUS 120

**MUS-104**

**3 units**

### **Music Theory II (formerly Music Theory II--18th and 19th Century Harmony)** **LEC 48-54**

This course builds upon the material learned in Music Theory I. The course will focus on an introduction to two-part counterpoint, four-part chorale voice leading, diatonic harmony, and an introduction to secondary harmonies and modulation.

**Prerequisite:** MUS-103 (with a grade of C or better).

**Recommended Preparation:** Concurrent enrollment in MUS-176 and concurrent enrollment in one of the following piano courses: MUS-111 or MUS-112 and concurrent enrollment in one of the following performance ensemble courses: MUS-205, MUS-206, MUS-210, MUS-211, MUS-212 or MUS-214.

--Transfers to both UC/CSU

--CSU Area(s): C1

--C-ID MUS 130

**MUS-106**

**3 units**

### **History of Rock & Roll** **LEC 48-54**

This course focuses upon the evolutionary development of Rock & Roll music from the 1950s to today and is designed to assist students in developing historical understanding, appreciation, and respect for Rock & Roll and related musical styles. Basic musical concepts will be discussed as will the contributions of Rock's innovators and artists.

**Prerequisite:** None.

--AA/AS General Education: AA/AS C

--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 musical styles including jazz, popular, and art music from colonial days to the present. The purpose of the course is to develop knowledge of music history, an understanding of elements of music, and an aesthetic appreciation of various styles.

**Prerequisite: None.**

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3A
- CSU Area(s): C1

**MUS-107H****3 units****Honors Introduction and Appreciation of American Music** **LEC 48-54**

This course is a survey of American musical styles including jazz, popular, and art music from colonial days to the present. The purpose of the course is to develop knowledge of music history, an understanding of elements of music, and an aesthetic appreciation of various styles.

**Prerequisite: Acceptance into 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-108****3 units****History of Jazz and Blues** **LEC 48-54**

This course assists 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 uniquely American 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-108H****3 units****Honors History of Jazz and Blues** **LEC 48-54**

This course assists 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 uniquely American music.

**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): 3A
- CSU Area(s): C1

**MUS-109****3 units****World Music****LEC 48-54**

This course explores the indigenous music of many cultures around the world. It is designed to assist students in developing an appreciation and respect for the cultures and music of Africa, China, Japan, Central Asia, India, Indonesia, Latin America, the Middle East, Eastern and Western Europe, Native America, and the Caribbean as well as American folk traditions. Students will develop basic skills in critical listening, analysis, and writing about 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-111****1 unit****Beginning Piano****LAB 48-54**

This course offers individual piano instruction to students who have little or no previous training. Students will develop basic piano technique, perform easy piano music, and learn basic concepts of music theory, including how to read musical notation.

**Prerequisite: None.**

- Course Related Content Group: Keyboarding Skills
- Transfers to both UC/CSU

**MUS-112****1 unit****Intermediate Piano****LAB 48-54**

This course builds on existing beginning piano technique. Students continue to develop piano technique, perform piano music at an intermediate level, and expand their knowledge of music theory.

**Prerequisite: MUS-111 (with a grade of C or better) or Instructor Consent.**

- Course Related Content Group: Keyboarding Skills
- Transfers to both UC/CSU

**MUS-114****1 unit****Jazz Improvisation****LAB 48-54**

This course introduces the basic concepts and techniques of music improvisation. Students learn to apply principles of jazz theory in real-time by performing improvised solos that are melodically, rhythmically, and harmonically appropriate.

**Prerequisite: Demonstrate proficiency on a musical instrument by audition or interview.**

**Recommended Preparation: MUS-101 or MUS-103. If a student has not successfully completed MUS-103, it is recommended that they enroll in MUS-103 and take it the same semester as MUS-114.**

- Course Related Content Group: Group Lessons
- Transfers to both UC/CSU



**MUS-115**

**2 units**

**Beginning Voice Class - Breath/Tone**  
**LEC 24-27/LAB 24-27**

This course is one part of a two-semester package of Beginning Voice Classes. The two may be taken in any order. This section focuses on breathing and support, tone production and resonance. Students learn about the physiology of good singing and learn to sing in group and solo settings.

**Prerequisite: None.**

--Course Related Content Group: Group Lessons

--Transfers to both UC/CSU

**MUS-116**

**2 units**

**Beginning Voice Class - Diction and Expression**  
**LEC 24-27/LAB 24-27**

This course is one part of a two-semester package of Beginning Voice Classes. The two may be taken in any order. This section focuses on diction, style, and expression. Students learn about the physiology of healthy singing through both group and solo performance.

**Prerequisite: None.**

--Course Related Content Group: Group Lessons

--Transfers to both UC/CSU

**MUS-118**

**1 unit**

**Applied Music: Instrumental (formerly Applied Music I: Instrumental)**  
**LAB 48-54**

This course is designed to provide individualized instruction to the instrumental musician, developing appropriate techniques and repertoire for the student's chosen instrument. Solo performance skills will be progressively developed, and students will be evaluated through a juried performance. May be taken 4 times for credit.

**Prerequisite: Demonstrate proficiency on a musical instrument by audition and/or interview. Audition requirement may be satisfied with enrollment in MUS-210, MUS-211, MUS-212, or MUS-214.**

**Recommended Preparation: Concurrent enrollment in an instrumental performance ensemble (MUS-210, MUS-211, MUS-212, MUS-214), an appropriate music theory course (MUS-103, MUS-104, MUS-253, MUS-254), an appropriate musicianship course (MUS-175, MUS-176, MUS-177, MUS-178), and a piano course (MUS-111 or MUS-112).**

--Transfers to both UC/CSU

--C-ID MUS 160

**MUS-125**

**1 unit**

**Guitar I** **LAB 48-54**

This course offers individual guitar instruction to students who have little or no previous training. Students will develop basic guitar technique and learn basic concepts of music theory, including how to read musical notation. A variety of music styles are covered, including folk, blues, pop, rock, and beginning classical pieces.

**Prerequisite: None.**

**Other Enrollment Criteria: The student must provide and maintain a classical or acoustic guitar for his or her own use for the duration of this course.**

--Course Related Content Group: Group Lessons

--Transfers to CSU only

**MUS-127**

**1 unit**

**Guitar II** **LAB 48-54**

This course builds on beginning guitar technique. Students develop skills to the intermediate level and learn music from a variety of genres that reinforces various techniques and left hand positions.

**Prerequisite: MUS-125 (with a grade of C or better) or demonstrate intermediate-level proficiency on guitar by audition.**

**Other Enrollment Criteria: The student must provide and maintain a classical or acoustic guitar for his or her own use for the duration of this course.**

--Course Related Content Group: Group Lessons

--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.

**Prerequisite: None.**

--Transfers to CSU only

--CSU Area(s): C1

**MUS-141**

**3 units**

**Intermediate Studio Recording** **LEC 48-54**

This course offers instruction in multitrack recording techniques, equalization, mixing, microphone techniques, Foley, signal processing, and 3-dimensional recording. \*Cross-listed as AUD-141.

**Prerequisite: MUS-140/AUD-140 and MUS-143/AUD-143(with a grade of C or better).**

--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 and film. Study will include: multi-track recording, mixing, Foley, signal processing and ADR. \*Cross-listed as AUD-142.

**Prerequisite: MUS/AUD-141 (with a grade of C or better).**

--Transfers to CSU only

**MUS-143**

**3 units**

**Pro Tools I01 (formerly Computer Audio Editing)**  
**LEC 48-54**

This course is the introduction to audio editing techniques using Avid's Pro Tools software. Students will learn interface layout and organization, editing tools, input/output routing, mix and editing windows, clip organization, and audio effects usage and hierarchy. This course is part of the Avid Learning Partnership standards for a Pro Tools, User-level certificate (This is a third-party certificate and not related to Mt San Jacinto College or the California Community Colleges Chancellor's Office) \*Cross-listed as AUD-143.

**Prerequisite: None.**

--Transfers to CSU only



**MUS-145**

**3 units**

**Pro Tools 110 (formerly Midi & Computer Recording) LEC 48-54**

This course offers instruction based on Avid's Pro Tools software. Instruction includes expanded hardware and software configurations; an in-depth study of tools for manipulating and editing audio and MIDI data; and applying various set-up techniques to accommodate larger, sophisticated mixing situations. \*Cross-listed as AUD-145.

**Prerequisite:** MUS/AUD-143 (with a grade of C or better).

--Transfers to CSU only

**MUS-146**

**3 units**

**Recording Music and Live Sound LEC 48-54**

This course offers instruction in microphone techniques for vocals, acoustic musical instruments and electronic musical instruments. Students will also receive instruction in advanced mixdown techniques and in the use of public address systems as applied to live sound (concert and theater) situations. \*Cross-listed as AUD-146.

**Prerequisite:** MUS/AUD-141 (with a grade of C or better).

--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 and audio industries. Students taking this course will be educated in areas such as contracts, copyrights, publishing and industry trends. Other topics covered by this course include the differences between bootlegging, piracy and counterfeiting. \*Cross-listed as AUD-147 and BADM-147.

**Prerequisite:** None.

--Transfers to CSU only

**MUS-150**

**1 unit**

**Intermediate Voice Class LAB 48-54**

This course builds on the foundational skills learned in the two Beginning Voice classes. The course emphasizes performance and application of the theories of good singing. Students select their own song materials and receive assigned songs from the instructor. Regular vocal solo performance and critique are major components of the course.

**Prerequisite:** MUS-115 and MUS-116 (with a grade of C or better).

--Course Related Content Group: Group Lessons

--Transfers to both UC/CSU

**MUS-151**

**1 unit**

**Applied Music: Voice (formerly Applied Music: Voice I) LAB 48-54**

This course consists of individualized study of the appropriate techniques and repertoire for the voice. The emphasis is on the progressive development of skills needed for performance. It prepares students for a performance exam for university entry and for public performance. Achievement is evaluated through a juried performance. May be taken 4 times for credit.

**Prerequisite:** Demonstrate proficiency by audition and/or interview.

Audition requirement may be satisfied by enrollment in MUS-205 or MUS-206.

**Recommended Preparation:** Concurrent enrollment in a vocal performance ensemble (MUS-205 or MUS-206), an appropriate music theory course (MUS-103, MUS-104, MUS-253, MUS-254), an appropriate musicianship course (MUS-175, MUS-176, MUS-177, MUS-178), and a piano course (MUS-111 or MUS-112).

--Transfers to both UC/CSU

--C-ID MUS 160

**MUS-175**

**1 unit**

**Musicianship I LAB 48-54**

This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory I through ear training, sight singing, analysis, and dictation. The course includes dictation of simple diatonic melodies, chords, basic rhythms, and singing of diatonic melodies.

**Prerequisite:** None.

**Recommended Preparation:** Concurrent enrollment in MUS-103 and MUS-111 or MUS-112.

--Transfers to both UC/CSU

--C-ID MUS 125

**MUS-176**

**1 unit**

**Musicianship II LAB 48-54**

This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis, and dictation. The course builds on the material of Musicianship I with more challenging melodies, rhythms, and dictation of chord progressions.

**Prerequisite:** MUS-175 (with a grade of C or better).

**Recommended Preparation:** Concurrent enrollment in MUS-104 and one of the following piano courses: MUS-111 or MUS-112.

--Transfers to both UC/CSU

--C-ID MUS 135

**MUS-177**

**1 unit**

**Musicianship III LAB 48-54**

This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory III through ear training, sight singing, analysis, and dictation. The course includes syncopation, triplet rhythms, and melodies and harmonies that incorporate close-key modulation and chromaticism.

**Prerequisite:** MUS-176 (with a grade of C or better).

**Recommended Preparation:** Concurrent enrollment in MUS-253 and concurrent enrollment in one of the following piano courses: MUS-111 or MUS-112.

--Transfers to both UC/CSU

--C-ID MUS 145



**MUS-178**

**1 unit**

## Musicianship IV

**LAB 48-54**

This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory IV through ear training, sight singing, analysis, and dictation. The course includes rhythms, melodies, and harmonies used in Romantic, Impressionist, Modal, and Twentieth-Century music.

**Prerequisite:** MUS-177 (with a grade of C or better).

**Recommended Preparation:** Concurrent enrollment in MUS-254 and concurrent enrollment in one of the following piano courses: MUS-111 or MUS-112.

--Transfers to both UC/CSU

--C-ID MUS 155

**MUS-201**

**1 unit**

## Orchestra

**LAB 48-54**

This course is a conducted musical ensemble, primarily for string players, but may also include winds and percussion. Students develop ensemble performance skills through the study, rehearsal and public performance of standard orchestral repertoire. May be taken 4 times for credit.

**Prerequisite:** Demonstrate proficiency on a musical instrument by audition and/or interview.

--Course Related Content Group: Instrumental Ensemble

--Transfers to both UC/CSU

--C-ID MUS 180

**MUS-203**

**1 unit**

## Concert Band

**LAB 48-54**

This course is a conducted musical ensemble for woodwind, brass, and percussion instrumentalists. Students develop ensemble performance skills through the study, rehearsal and public performance of concert band literature. May be taken 4 times for credit.

**Prerequisite:** Demonstrate proficiency on a musical instrument by audition and/or interview.

--Course Related Content Group: Instrumental Ensemble

--Transfers to both UC/CSU

--C-ID MUS 180

**MUS-205**

**1 unit**

## College Singers

**LAB 48-54**

This course is a collegiate choral ensemble that rehearses and performs choral music from a range of musical styles, centered on traditional literature from the Renaissance through Twentieth Century, and also including multi-cultural folk songs and select arrangements from Music Theater and Contemporary songs. The choir performs each semester, both on and off campus, including providing opportunities for solo and small ensemble singing. May be taken 4 times for credit.

**Prerequisite:** Demonstrate singing proficiency by audition and/or interview.

--Course Related Content Group: Vocal Ensemble

--Transfers to both UC/CSU

--C-ID MUS 180

**MUS-206**

**1 unit**

## Chamber Choir

**LAB 48-54**

This course provides vocal performance experience for singers who have previous choral experience. The literature will be more challenging than in MUS-205 and singers are expected to 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 and off campus. May be taken 4 times for credit.

**Prerequisite:** Demonstrate singing proficiency by audition and/or interview. Student must be able to match pitch and sing in tune.

--Course Related Content Group: Vocal Ensemble

--Transfers to both UC/CSU

--C-ID MUS 180

**MUS-210**

**1 unit**

## Jazz Ensemble I

**LAB 48-54**

This course is a collegiate jazz big band that rehearses and performs jazz ensemble music in a diverse range of traditional and modern musical styles. The ensemble performs every semester, both on and off campus. May be taken 4 times for credit.

**Prerequisite:** Demonstrate proficiency on a musical instrument by audition or interview.

--Course Related Content Group: Jazz Ensemble

--Transfers to both UC/CSU

--C-ID MUS 180

**MUS-211**

**1 unit**

## Jazz Ensemble II

**LAB 48-54**

This course is a collegiate jazz ensemble that facilitates the study of jazz performance at an advanced-intermediate level. Jazz music in a variety of historical and modern styles is explored in both large and combo-sized ensembles, with a particular emphasis on developing improvisation and ensemble leadership skills. The ensemble performs each semester, both on and off campus, and may also join with other college ensembles or performers. May be taken 4 times for credit.

**Prerequisite:** Demonstrate proficiency on a musical instrument by audition and/or interview.

--Course Related Content Group: Jazz Ensemble

--Transfers to both UC/CSU

--C-ID MUS 180

**MUS-212**

**1 unit**

## Instrumental Chamber Music

**LAB 48-54**

This course is an instrumental music ensemble that performs selections from the standard classical repertoire, as well as modern compositions. Students develop all aspects of instrumental performance including technique, sight-reading, intonation, rhythmic interpretation, ensemble balance, and stylistic interpretation. Musical instruments may include members of the brass, woodwind, string, percussion, and keyboard families. May be taken 4 times for credit.



**Prerequisite:** Demonstrate proficiency on a musical instrument by audition and/or interview.

- Course Related Content Group: Instrumental Ensemble
- Transfers to CSU only
- C-ID MUS 180

**MUS-214**

**1 unit**

**Guitar Ensemble**

**LAB 48-54**

This course is a study of classical guitar technique and performance practice within an ensemble. Various genres of music will be explored through group work, masterclasses and concerts 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) or audition. **Other Enrollment Criteria:** The student must provide and maintain a classical or acoustic guitar for their use for the duration of this course.

- Course Related Content Group: Instrumental Ensemble
- Transfers to CSU only

**MUS-216**

**1-3 units**

**Musical Theater Production: Music LAB 48-162**

This course is designed for the presentation of a musical. Students develop rehearsal and performance skills in the areas of singing, stage movement and acting, with an emphasis on developing singing/musical technique.

**Prerequisite:** By audition and/or interview.

- Course Related Content Group: Musical Theater Production
- Transfers to both UC/CSU

**MUS-253**

**3 units**

**Music Theory III (formerly Music Theory III-- Analysis and Chromatic Harmony) LEC 48-54**

This course builds upon the material learned in Music Theory II. Students continue analyzing and writing music in progressively advanced material. Harmonic content extends to chromatic harmony, secondary chords, modulation, borrowed chords, and Neapolitan and augmented-sixth chords.

**Prerequisite:** MUS-104 (with a grade of C or better).

**Recommended Preparation:** Concurrent enrollment in MUS-177 and concurrent enrollment in one of the following piano courses: MUS-111 or MUS-112 and concurrent enrollment in one of the following performance ensemble courses: MUS-205, MUS-206, MUS-210, MUS-211, MUS-212 or MUS-214.

- Transfers to both UC/CSU
- CSU Area(s): C1
- C-ID MUS 140

**MUS-254**

**3 units**

**Music Theory IV**

**LEC 48-54**

This course builds upon the material learned in MUS 253. It introduces post-Romantic and 20th century techniques through composition and analysis. Topics include borrowed chords and modal mixture; chromatic mediants; Neapolitan and augmented sixth chords; 9th, 11th, and 13th, chords; altered chords and dominants; Impressionism; tone rows; set theory; pandiatonicism

and polytonalism; and advanced approaches to meter and rhythm.

**Prerequisite:** MUS-253 (with a grade of C or better).

**Recommended Preparation:** Concurrent enrollment in MUS-178 and concurrent enrollment in one of the following piano courses: MUS-111 or MUS-112 and concurrent enrollment in one of the following performance ensemble courses: MUS-205, 206, 210, 211, 212 or 214.

- Transfers to both UC/CSU
- C-ID MUS 150

**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.

**Prerequisite:** Two Music classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

- Transfers to CSU only

**NURSING**

**NURS-071**

**.5 unit**

**Foundations of Nursing Skills Lab LAB 24-27**

This course introduces students to the foundation of nursing psychomotor skills and simulation of a patient care environment. Basic safety and the nursing process are introduced. Offered as pass/no pass only.

**Prerequisite:** Admission to the Associate Degree Nursing Program.

- Not transferable

**NURS-072**

**.5 unit**

**Basic Medical Surgical Nursing Skills Lab LAB 24-27**

This course develops basic psychomotor nursing skill performance in a simulated patient care environment. Psychomotor nursing skills will be applied to simulated patients with non-critical, moderately complex disease processes and co-morbidities. Offered as pass/no pass only.

**Prerequisite:** Enrolled in Associate Degree Nursing Program and NURS-071.

**Corequisite:** NURS-232.

- Not transferable

**NURS-073**

**.5 unit**

**Intermediate Nursing Skills Lab LAB 24-27**

This course examines the second year nursing student's application of intermediate nursing skill performance in a simulated patient care environment. Psychomotor nursing skills and the nursing process will be applied to simulated patients with complex, multi-system disease process. Offered as pass/no pass only.

**Prerequisite:** NURS-072 or Admission to Associate Degree Nursing program and Licensed Vocational Nurse transitioning into the third semester of the associate degree nursing program.

- Not transferable



**NURS-074**

**.5 unit**

## **Advanced Nursing Skills Lab LAB 24-27**

This is focused on the application of the advanced psychomotor skills and the nursing process in the care of critically ill patients and geriatric patients. Offered as pass/no pass only.

**Prerequisite:** NURS-073.

--Not transferable

**NURS-084A**

**.5 unit**

## **Nursing Skills Lab - Certified Nursing Assistant LAB 24-27**

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, equipment models, manikins, multimedia, computer-based instruction and clinical supervision. Offered as pass/no pass only.

**Prerequisite:** None.

**Corequisite:** NURS-085.

--Not transferable

**NURS-085**

**6 units**

## **Certified Nursing Assistant (formerly Certified Nursing Assistant and Home Health Aide) LEC 64-72/LAB 96-108**

This course provides training in fundamental nursing skills and theory. The course is designed to meet department of health curriculum requirements while preparing the student for the state examination in nurse assistant certification. The course includes both theory and clinical training.

**Prerequisite:** None.

**Corequisite:** NURS-084A.

**Other Enrollment Criteria:** 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-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-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 intervention/procedure 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.

**Corequisite:** NURS-194.

--Transfers to CSU only

**NURS-214**

**4 units**

## **Introduction to Medical-Surgical Nursing I LEC 32-36/LAB 96-108**

This course introduces concepts/practices relating 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/practiced. This course introduces the first year nursing student to concepts and practices relating to the adult patient in the Medical/Surgical environment.

**Prerequisite:** NURS-212 (with a grade of C or better).

**Corequisite:** NURS-194.

--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.

--Transfers to CSU only

**NURS-224**

**5 units**

## **Beginning Medical-Surgical Nursing II LEC 40-45/LAB 120-135**

This course 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).

--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.

--Transfers to CSU only

**NURS-232 3 units**

**Role Transition LEC 32-36/LAB 48-54**

This course is an advanced placement (bridge) course for the LVN to RN student who will be transitioning into the third semester of the Associate Degree Nursing Program. The course will focus 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.

**Prerequisite:** Admission criteria to the Associate Degree Nursing program and Licensed Vocational Nurse.

--Transfers to CSU only

**NURS-234 5 units**

**Intermediate Medical-Surgical Nursing III  
LEC 40-45/LAB 120-135**

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 or NURS-232 (with a grade of C or better).

--Transfers to CSU only

**NURS-236 3 units**

**Mental Health Nursing LEC 24-27/LAB 72-81**

This 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, biopsychosocial, 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:** Admission to the Associate Degree in Nursing Program or the LVN-RN Transition Program or the 30 Unit Option Program.

--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:** Admission into the Associate Degree Nursing (ADN) Program or LVN-RN Transition Program or 30-Unit Option Program.

--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).

--Transfers to CSU only

**NURS-248 2.5 units**

**Preceptorship LAB 120-135**

This course provides the senior nursing student the opportunity to integrate and apply previously learned skills/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 assume responsibility for a group of clients under the direct supervision of a qualified registered nurse. Students use critical thinking skills in their role of advocate, leader, and manager of patient care.

**Prerequisite:** NURS-244 (with a grade of C or better).

**Corequisite:** NURS-074.

--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, 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, 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 both UC/CSU

--CSU Area(s): E1



**NUTR-101**

**3 units**

## Nutrition and Foods

**LEC 48-54**

This course examines the science of nutrition. The course develops the student's understanding of macro and micro nutrients and the role they play in dietary intervention of various disease states. This course also explores the role of nutrition throughout the life span and the effects of exercise on overall wellness.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W and MATH-090 or MATH-090B.

--AA/AS General Education: AA/AS A or AA/AS E

--Transfers to CSU only

--CSU Area(s): E1

**NUTR-101H**

**3 units**

## Honors Nutrition and Foods

**LEC 48-54**

This course examines the science of nutrition. The course develops the student's understanding of macro and micro nutrients and the role they play in dietary intervention of various disease states. This course also explores the role of nutrition throughout the life span and the effects of exercise on overall wellness.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W and MATH-090 or MATH-090B.

--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.

**Prerequisite:** Two Nutrition classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

# OCCUPATIONAL INTERNSHIP

See Cooperative Work Experience

# PHILOSOPHY

**PHIL-101**

**3 units**

## Introduction to Philosophy I

**LEC 48-54**

This course introduces philosophical ideas and methods concerning knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind.

**Prerequisite:** None.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

--C-ID PHIL 100

**PHIL-101H**

**3 units**

## Honors Introduction to Philosophy I

**LEC 48-54**

This course introduces philosophical ideas and methods concerning knowledge, and the nature of reality. Other topics that may be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, political theory, or mind.

**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

--C-ID PHIL 100

**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, proofs of validity, 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:** MATH-096 or MATH-096B or MATH-094 (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

--CSU Area(s): A3

--C-ID PHIL 110

**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, proofs of validity, 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 and MATH-096 or MATH-096B or MATH-094 (with a grade of C or better).

--AA/AS General Education: AA/AS D2

--Transfers to both UC/CSU

--CSU Area(s): A3

--C-ID PHIL 110

**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, relativism, and moral obligations to others. Contemporary moral



issues will also be covered. 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
- C-ID PHIL 120

**PHIL-109 3 units**

**Ancient and Medieval Philosophy LEC 48-54**

This course is a 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 the pre-Socratics, Plato, Aristotle, Epicurus, St. Augustine, Boethius, St. Anselm, St. Bonaventure 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
- C-ID PHIL 130

**PHIL-110 3 units**

**Renaissance and Modern Philosophy LEC 48-54**

This course studies 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, Kant and Schopenhauer.

**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-112 3 units**

**Critical Thinking and Composition LEC 48-54**

This course offers instruction in argumentation and critical writing, critical thinking, analytical evaluation of texts, research strategies, information literacy, and proper documentation.

**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

**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.

**Prerequisite:** Two Philosophy classes must be completed prior to enrollment; 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 course makes the Digital Light Room and Digital imaging studio available to intermediate and advanced digital photography students. Students enroll in this lab to be eligible to reserve the Digital Studio to produce project work assigned throughout the photography program. The studio is available to students who have successfully completed the beginning photography course. Students enrolled in this lab must also be concurrently enrolled in the intermediate course or the advanced course.

**Prerequisite:** PHOT-125 (with a grade of C or better).

**Corequisite:** PHOT-224 or PHOT-225.

- Not transferable

**PHOT-091 1 unit**

**Professional Production Studio Laboratory LAB 48-54**

This advanced lab course makes the Digital Light Room and Digital imaging studio available to advanced digital photography students who have completed Digital Photography Production III and seek professional-level photographic challenges in the studio and on location. Students enroll in this course to be eligible to reserve the Digital Studio to produce project work assigned in this production lab.

**Prerequisite:** PHOT-225 (with a grade of C or better).

- Not transferable

**PHOT-125 3 units**

**Digital Photography Production I LEC 48-54**

This course provides practical, technical, critical and creative instruction in digital photographic theory and workflow utilizing digital imaging software and capture equipment. It covers fundamental photographic principles, theory and exposure essentials, referencing the evolution of the photographic industry from traditional to digital tools. Coursework is project-based and immersive. Students will acquire skill sets pertaining to the digital paradigm that will allow them to master acquisition, manipulation, and digital output to current professional industry standards.

**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.**

--AA/AS General Education: AA/AS C

--Transfers to CSU only

**PHOT-149**

**1-4 units**

## Cooperative Work Experience: Photography **CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149R.

**Prerequisite: None. Other Enrollment Criteria: Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.**

--Transfers to CSU only

**PHOT-224**

**3 units**

## Digital Photography Production II **LEC 48-54**

This course is designed to elevate the intermediate student to a professional level. Digital skill sets include: Metadata-driven digital asset management and raw workflow, advanced compositing strategies and special effects, studio lighting fundamentals regarding portrait and still life/product photography, photographic criticism and professional competition.

**Prerequisite: PHOT-125 (with a grade of C or better).**

--Transfers to CSU only

**PHOT-225**

**3 units**

## Digital Photography Production III **LEC 48-54**

This course provides advanced training in photography. Students will have extensive studio, field and software challenges designed to build a professional digital portfolio. Skill sets in advanced digital archiving, post processing, lighting and output are explored. Students will have increased access to the digital imaging studios intended for intensive production work. High quality and high-resolution industry-standard tools are provided to offer practical hands-on experience in image production within the digital paradigm.

**Prerequisite: 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.

**Prerequisite: PHOT-125, PHOT-224, and PHOT-225 (with a grade of C or better). A contract must be completed with the instructor prior to enrollment.**

--Transfers to CSU only

# PHYSICAL EDUCATION

**PE-106**

**3 units**

## Sports Officiating **LEC 48-54**

This course presents the theory and techniques used in officiating organized sports. The practice of these techniques within a game situation is also emphasized.

**Prerequisite: None.**

--Transfers to both UC/CSU

**PE-110**

**3 units**

## Prevention and Care of Athletic 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, bio-mechanics, 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 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 includes cardio-respiratory endurance, strength endurance, and flexibility. The types of exercises may include the following: walking, jogging, jumping rope, strength training, stretching, and callisthenic exercises.

**Prerequisite: None.**

--Course Related Content Group: Aerobic Conditioning

--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.

**Prerequisite: None.**

- Course Related Content Group: Aerobic Conditioning
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU

**PE-113**

**1 unit**

**Jogging (formerly 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 and mechanics of jogging, training and conditioning principles, injury prevention and how to develop and implement a personal jogging program.

**Prerequisite: None.**

- Course Related Content Group: Aerobic Conditioning
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU

**PE-114A**

**1 unit**

**Strength Training: Circuit LAB 48-54**

This course 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 sessions involve moving from one weight machine to an aerobic station. Proper safety precautions will be introduced and implemented throughout this course.

**Prerequisite: None.**

- Course Related Content Group: Weight Training
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU

**PE-114B**

**1 unit**

**Strength Training: Free Weights LAB 48-54**

This course will provide instruction on the proper exercises and techniques used in free weight exercises. Opportunities will be provided to develop a personalized weight training program that will incorporate daily record keeping, evaluation, and measurement. Increased flexibility and improved cardiovascular fitness will also be assessed.

**Prerequisite: None.**

- Course Related Content Group: Weight Training
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU

**PE-114C**

**1 unit**

**Powerlifting LAB 48-54**

This course introduces basic weight training principles specifically used for powerlifting. 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 course objectives.

**Prerequisite: None.**

- Course Related Content Group: Weight Training
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU

**PE-115**

**3 units**

**First Aid and CPR LEC 48-54**

This course is designed to teach students basic first-aid knowledge and techniques that apply to first on-scene emergency situations. The course also prepares and certifies students to administer CPR (Cardiopulmonary Resuscitation) to adults, children, and infants.

**Prerequisite: None.**

- 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 improved aerobic capacities, health and fitness levels, and gain updated knowledge regarding health, fitness and nutrition.

**Prerequisite: None.**

- Course Related Content Group: Aerobic Conditioning
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU

**PE-119B**

**2 units**

**Intermediate Fitness Walking LEC 16-18/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 incorporate intermediate walking fitness skills that will improve aerobic capacities and strength endurance by using faster paced walking techniques. Other components include nutritional evaluation, target heart rate zones, flexibility and body fat composition.

**Prerequisite: None.**

- Course Related Content Group: Aerobic Conditioning
- AA/AS General Education: AA/AS E
- Transfers to CSU only

**PE-120**

**1 unit**

**Beginning Yoga LAB 48-54**

This course 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.

**Prerequisite: None.**

- Course Related Content Group: Aerobic Conditioning
- AA/AS General Education: AA/AS E
- Transfers to both UC/CSU



**PE-126**

**3 units**

## Sport Psychology

**LEC 48-54**

This course will examine the Psychological Dimensions of Sport and Exercise Performance. Topics will include motivation, personality, emotions and mood as they relate to individual and group sports. Social psychology of sport and cognitive and behavioral interventions will also be discussed. Relevant and current literature in the field will be used to support concepts.

**Prerequisite: None.**

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

**PE-132**

**1 unit**

## Beginning Tennis

**LAB 48-54**

This course introduces the official singles and doubles games at the beginning level. Introductory instruction and opportunities for students to develop and improve their skills in tennis and knowledge of stroke production, terminology, rules, etiquette, strategy, mental toughness and match play.

**Prerequisite: None.**

--Course Related Content Group: Tennis

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PE-132B**

**1 unit**

## Intermediate Tennis

**LAB 48-54**

This course is designed for students having some tennis playing experience. Course content includes review and continued development of basic ground strokes for improved power and control, service and service-return, net/midcourt volleys, smashes and lobs. Offensive and defensive tactics will be introduced for singles and doubles play. Students will participate in frequent matches.

**Prerequisite: PE-132 (with a grade of C or better) or instructor consent through the demonstration of the basic skills and knowledge of tennis.**

--Course Related Content Group: Tennis

--Transfers to CSU only

**PE-133**

**1 unit**

## Individual and Group Sports: Basketball

**LAB 48-54**

This course will introduce students to the rules and techniques of basketball. Students will participate in drills that will develop agility, fitness and technique.

**Prerequisite: None.**

--Course Related Content Group: Basketball

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PE-134**

**1 unit**

## Introduction to Volleyball (formerly Individual and Group Sports: Volleyball)

**LAB 48-54**

This course is an introduction to the fundamentals of volleyball which will include rules, etiquette, skill development and strategies.

**Prerequisite: None.**

--Course Related Content Group: Volleyball

--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 course is a co-educational soccer class designed to develop physical fitness, soccer skill performance, player confidence, rule interpretation, comprehension of strategy and field communication.

**Prerequisite: None.**

--Course Related Content Group: Soccer

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PE-183**

**1 unit**

## Self-Defense

**LAB 48-54**

This course provides instruction in developing both physical and cognitive skills in personal safety and self-protection. Through different forms of martial arts training, students will practice both defensive and offensive moves against various forms of attacks, including weapons. Proficiency in the practical, effective, and tactical use of movement, leverage, strikes, and use of everyday objects.

**Prerequisite: None.**

--AA/AS General Education: AA/AS E

--Transfers to CSU only

**PE-195**

**3 units**

## Introduction to Kinesiology

**LEC 48-54**

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

**Prerequisite: None.**

--AA/AS General Education: AA/AS E

--Transfers to CSU only

--C-ID KIN 100

**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.

**Prerequisite: Two Physical Education classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.**

--Transfers to CSU only

## PHYSICAL EDUCATION/ INTERCOLLEGIATE

**PEIC-139**
**3 units**

### Intercollegiate Sports: Soccer (Women) (formerly PE-139) **LAB 144-162**

This course is for students who have had significant training in soccer 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 soccer skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. Enrollment does not automatically use a semester of eligibility. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an

interview with the instructor.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PEIC-139A**
**1-3 units**

### Pre-Season Athletics: Soccer (Women) **LAB 48-162**

This course is designed for pre-season soccer conditioning for intercollegiate athletes, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for Intercollegiate competition. Students who repeat this course will improve soccer skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

**PEIC-139B**
**1-3 units**

### Off-Season Athletics: Soccer (Women) **LAB 48-162**

This course is intended for off-season soccer conditioning, including: strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate soccer competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

**PEIC-140**
**3 units**

### Intercollegiate Sports: Football (Men) (formerly PE-140) **LAB 144-162**

This 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 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PEIC-140A**
**1-3 units**

### Pre-Season Athletics: Football (Men) **LAB 48-162**

This course is designed for pre-season football conditioning for intercollegiate athletes, including: strength training, cardiovascular conditioning, drill techniques, and game play in preparation for Intercollegiate competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

**PEIC-140B**
**1-3 units**

### Off-Season Athletics: Football (Men) **LAB 48-162**

This course is intended for off-season football conditioning, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

**PEIC-141A**
**1.5 units**

### Intercollegiate Sports: Basketball (Men) Pre- Conference Competition **LAB 72-81**

This course is intended for members of the intercollegiate men's basketball team. This course is the first in a two part series covering key components of basketball training, including development of core basketball skills and strategies for competitive basketball. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU



**PEIC-141B**

**1.5 units**

**Intercollegiate Sports: Basketball (Men)  
Conference and Post- Conference  
Competition LAB 72-81**

This course is intended for members of the intercollegiate basketball team. This course is the second in a two part series covering key components of basketball training, including further development and implementation of strategies for competitive basketball. May be taken 4 times for credit.

**Prerequisite: Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.**

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PEIC-141C**

**1-3 units**

**Pre-Season Athletics: Basketball (Men)  
LAB 48-162**

This course is designed for pre-season basketball conditioning for intercollegiate athletes, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for Intercollegiate competition. Students who repeat this course will improve basketball skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite: Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.**

--Transfers to both UC/CSU

**PEIC-141D**

**1-3 units**

**Off-Season Athletics: Basketball (Men)  
LAB 48-162**

This course is intended for off-season basketball conditioning, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for Intercollegiate basketball competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite: Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.**

--Transfers to both UC/CSU

**PEIC-142**

**3 units**

**Intercollegiate Sports: Volleyball (Women)  
(formerly PE-142) LAB 144-162**

This course is intended for members of the Women's Intercollegiate Volleyball Team. The course will provide instruction in components of training, developing, and conditioning related to the skills and techniques required for intercollegiate volleyball. Students who repeat this course will improve skills through further instruction and practice. May be taken 4 times for credit.

**Prerequisite: Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.**

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PEIC-142A**

**1-3 units**

**Pre-Season Athletics: Volleyball (Women)  
LAB 48-162**

This course is designed for pre-season volleyball conditioning for intercollegiate athletes, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for Intercollegiate competition. Students who repeat this course will improve volleyball skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite: Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.**

--Transfers to CSU only

**PEIC-142B**

**1-3 units**

**Off-Season Athletics: Volleyball (Women)  
LAB 48-162**

This course is intended for off-season volleyball conditioning, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate volleyball competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite: Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.**

--Transfers to CSU only

**PEIC-143A**

**1.5 units**

**Intercollegiate Sports: Basketball (Women)  
Pre-Conference Competition LAB 72-81**

This course is intended for members of the intercollegiate women's basketball Team. This course is the first in a two part series covering key components of basketball training, including development of core basketball skills and strategies for competitive basketball. May be taken 4 times for credit.

**Prerequisite: Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.**

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PEIC-143B**

**1.5 units**

**Intercollegiate Sports: Basketball (Women)  
Conference and Post- Conference  
Competition LAB 72-81**

This course is intended for members of the intercollegiate basketball team. This course is the second in a two part series covering key components of basketball training, including further development and implementation of strategies for competitive basketball. May be taken 4 times for credit.

**Prerequisite: Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.**

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU





PEIC-143C

1-3 units

**Pre-Season Athletics: Basketball (Women)**  
LAB 48-162

This course is designed for pre-season basketball conditioning for intercollegiate athletes, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate competition. Students who repeat this course will improve basketball skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to both UC/CSU

PEIC-143D

1-3 units

**Off-Season Athletics: Basketball (Women)**  
LAB 48-162

This course is intended for off-season basketball conditioning, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate basketball competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to both UC/CSU

PEIC-144

3 units

**Intercollegiate Sports: Baseball (Men)**  
(formerly PE-144) LAB 144-162

This 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 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 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

PEIC-144A

1-3 units

**Pre-Season Athletics: Baseball (Men)**  
LAB 48-162

This course is designed for pre-season baseball conditioning for intercollegiate athletes, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for Intercollegiate competition. Students who repeat this course will improve baseball skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

PEIC-144B

1-3 units

**Off-Season Athletics: Baseball (Men)**  
LAB 48-162

This course is intended for off-season baseball conditioning, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate baseball competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

PEIC-145

3 units

**Intercollegiate Sports: Tennis (Men) (formerly PE-145)**  
LAB 144-162

This 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 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

PEIC-145A

1-3 units

**Pre-Season Athletics: Tennis (Men)**  
LAB 48-162

This course is designed for pre-season men's tennis conditioning for intercollegiate athletes, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for Intercollegiate competition. Students who repeat this course will improve tennis skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

PEIC-145B

1-3 units

**Off-Season Athletics: Tennis (Men)**LAB 48-162

This course is intended for off-season men's tennis conditioning, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate tennis competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only



**PEIC-146**

**3 units**

**Intercollegiate Sports: Tennis (Women)  
(formerly PE-146) LAB 144-162**

This 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 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PEIC-146A**

**1-3 units**

**Pre-Season Athletics: Tennis (Women)  
LAB 48-162**

This course is designed for pre-season tennis conditioning for intercollegiate athletes, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate competition. Students who repeat this course will improve tennis skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

**PEIC-146B**

**1-3 units**

**Off-Season Athletics: Tennis (Women)  
LAB 48-162**

This course is intended for off-season tennis conditioning, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate tennis competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

**PEIC-147**

**3 units**

**Intercollegiate Sports: Golf (formerly PE-147)  
LAB 144-162**

This course is intended for members of the Intercollegiate Golf Team. The course will provide instruction in components of training, developing skills, and conditioning related to the skills and techniques required for intercollegiate golf. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PEIC-147A**

**1-3 units**

**Pre-Season Athletics: Golf LAB 48-162**

This course is designed for pre-season golf conditioning for intercollegiate athletes, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate competition. Students who repeat this course will improve golf skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

**PEIC-147B**

**1-3 units**

**Off-Season Athletics: Golf LAB 48-162**

This course is intended for off-season golf conditioning, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate golf competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

**PEIC-148**

**3 units**

**Intercollegiate Sports: Softball (Women)  
(formerly PE-148) LAB 144-162**

This course in softball is designed for students with significant training in softball to participate in Intercollegiate Fastpitch Softball at the college level. Season of competition runs Spring semester (January - May). Course includes rigorous 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 practice, but not compete in games. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an

interview with the instructor.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PEIC-148A**

**1-3 units**

**Pre-Season Athletics: Softball (Women)  
LAB 48-162**

This course is designed for pre-season softball conditioning for intercollegiate athletes, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate competition. Students who repeat this course will improve softball skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only



**PEIC-148B 1-3 units**

**Off-Season Athletics: Softball (Women)  
LAB 48-162**

This course is intended for off-season softball conditioning, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate softball competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--Transfers to CSU only

**PEIC-150 3 units**

**Intercollegiate Sports: Beach Volleyball (Women)  
LAB 144-162**

This course is for students who have had significant training in beach volleyball 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 beach volleyball skills and techniques. Students will participate in college sponsored athletic competitions throughout this course. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PEIC-150A 1-3 units**

**Pre-Season Athletics: Beach Volleyball (Women)  
LAB 48-162**

This course is designed for pre-season beach volleyball conditioning for intercollegiate athletes, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for Intercollegiate competition. Students who repeat this course will improve beach volleyball skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PEIC-150B 1-3 units**

**Off-Season Athletics: Beach Volleyball (Women)  
LAB 48-162**

This course is intended for off-season beach volleyball conditioning, including strength training, cardiovascular conditioning, drill techniques, and game play in preparation for intercollegiate beach volleyball competition. Students who repeat this course will improve skills and fitness through further instruction and practice. May be taken 4 times for credit.

**Prerequisite:** Students planning and preparing to compete in

Intercollegiate athletics must be healthy enough to pass a physician's examination and complete an interview with the instructor.

--AA/AS General Education: AA/AS E

--Transfers to both UC/CSU

**PHYSICS**

**PHY-100 3 units**

**Conceptual Physics LEC 48-54**

This course provides a conceptual introduction to the basic physics of everyday life. Topics included are: mechanics, heat, electricity and magnetism, optics, sound, and other modern physics topics.

**Prerequisite:** MATH-090 or MATH-090B (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

**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, 5C

--CSU Area(s): B1, B3

--C-ID PHY 105

**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.

**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, 5C

--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 introduction to classical mechanics of solids and fluids. The main topics covered are kinematics, Newtonian mechanics including translational and rotational statics and dynamics, universal gravitation, work, energy, momentum, fluid statics, dynamics, and oscillations. Experiments in lab examine the basic laws of the mechanics of solids and fluids.



Objectives include the use of common measuring instruments, the principles of data taking and analysis, and the writing of scientific reports.

**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, 5C

--CSU Area(s): B1, B3

--C-ID PHYS 205

## PHY-202

4 units

### Electricity and Magnetism

LEC 48-54/LAB 48-54

This calculus based course covers topics in thermodynamics, 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 circuits.

**Prerequisite:** PHY-201 (with a grade of C or better). **Prerequisite/Corequisite:** MATH-212 or higher.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

--C-ID PHYS 210

## PHY-202H

4 units

### Honors Electricity and Magnetism

LEC 48-54/LAB 48-54

This calculus based course covers topics in thermodynamics, 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 circuits. Prerequisite: Acceptance in the Honors Enrichment Program and PHY-201 (with a grade of C or better).

**Prerequisite/Corequisite:** MATH-212 or higher.

--AA/AS General Education: AA/AS A

--Transfers to both UC/CSU

--IGETC Area(s): 5A, 5C

--CSU Area(s): B1, B3

--C-ID PHYS 210

## 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 Optics, Relativity, Quantum Physics, Atomic Physics, Nuclear Physics and Particle Physics. Prerequisite: PHY-201 with a grade of C or better.

**Prerequisite/Corequisite:** MATH-213 or higher.

--AA/AS General Education: AA/AS A

--Transfers to CSU only

--C-ID PHYS 215

## 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.

**Prerequisite:** Two Physics classes must be completed prior to enrollment; 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

This course is an introduction to the politics, principles, theories and practices of the governments of the United States and California.

**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

--C-ID POLS 110

### PS-101H

3 units

### Honors Introduction to American Government and Politics

LEC 48-54

This course is an introduction to the politics, principles, theories and practices of the governments of the United States and California.

**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

--C-ID POLS 110

### PS-102

3 units

### Comparative Politics and Government

LEC 48-54

This course is 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 socialization, culture, and 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

--Transfers to both UC/CSU

--IGETC Area(s): 4H

--CSU Area(s): D8

--C-ID POLS 130

**PS-102H**
**3 units**
**Honors Comparative Politics and Government  
LEC 48-54**

This course is 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 socialization, culture, and 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

--Transfers to both UC/CSU

--IGETC Area(s): 4H

--CSU Area(s): D8

--C-ID POLS 130

**PS-103**
**3 units**
**Ethnic Politics in America LEC 48-54**

This 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.

**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**

This 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.

**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): 4C, 4H

--CSU Area(s): D3, D8

**PS-104**
**3 units**
**Current Political Issues and Trends LEC 48-54**

This course is a discussion of current national, political, and social trends and issues with an emphasis on their historical, social, philosophical and cultural foundations and their present and future impact.

**Prerequisite: PS-101 (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 and PS-101 (with a grade of C or better).**

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--CSU Area(s): D8

**PS-105**
**3 units**
**Introduction to Political Theory LEC 48-54**

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today.

**Prerequisite: PS-101 (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

--C-ID POLS 120

**PS-105H**
**3 units**
**Honors Introduction to Political Theory  
LEC 48-54**

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today.

**Prerequisite: Acceptance in the Honors Enrichment Program and PS-101 (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

--C-ID POLS 120



PS-106

3 units

**Introduction to International Relations**  
**LEC 48-54**

This course introduces students to the major theoretical explanations of conflict, cooperation, economic growth and re-distribution in international affairs, and explores important historical and contemporary debates in international politics.

**Prerequisite:** PS-101 (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
- C-ID POLS 140

PS-106H

3 units

**Honors Introduction to International Relations**  
**LEC 48-54**

This course introduces students to the major theoretical explanations of conflict, cooperation, economic growth and re-distribution in international affairs, and explores important historical and contemporary debates in international politics.

**Prerequisite:** Acceptance into the Honors enrichment Program and PS-101 (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-110

3 units

**Introduction to Public Administration**  
**(formerly PA-101) LEC 48-54**

This course serves as 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:** PS-101 (with a grade of C or better).

- AA/AS General Education: AA/AS B2
- Transfers to CSU only

PS-120

3 units

**California Government**  
**LEC 48-54**

This course is an introduction to the principles, theories, and practices of California politics and government. Special emphasis will be given to the impact of state and local government on the individual in public and private life, as well as the impact citizens may have on state and local governments through political activism, political parties, interest groups, campaigns, and elections.

**Prerequisite:** PS-101 (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-120H

3 units

**Honors California Government**  
**LEC 48-54**

This course is an introduction to the principles, theories, and practices of California politics and government. Special emphasis will be given to the impact of state and local government on the individual in public and private life, as well as the impact citizens may have on state and local governments through political activism, political parties, interest groups, campaigns, and elections.

**Prerequisite:** Acceptance in the Honors Enrichment Program and PS-101 (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-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.

**Prerequisite:** PS-101 (with a grade of C or better). 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 themes of psychology - the scientific study of behavior and mental processes. Contemporary theories and research methods will be explored. Topics will include learning, memory, cognition, brain physiology, and psychopathology.

**Prerequisite:** None.

**Recommended Preparation:** ENGL092 or ENGL-098 or ESL-098W.

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4I
- CSU Area(s): D9, E1
- C-ID PSY 110

PSYC-101H

3 units

**Honors Introduction to Psychology**  
**LEC 48-54**

This course is designed to introduce students to the themes of psychology - the scientific study of behavior and mental processes. Contemporary theories and research methods will be explored. Topics will include learning, memory, cognition, brain physiology, and psychopathology.

**Prerequisite:** Acceptance in the Honors Enrichment Program.  
**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4I
- CSU Area(s): D9, E1
- C-ID PSY 110



**PSYC-102** **3 units**

**Personal Growth** **LEC 48-54**

This course introduces the major points of view in psychology as pathways toward personal growth. The course will explore psychological health and mental illness from different perspectives. Psychological principles that can be useful to the individual in achieving personal growth will be emphasized.

**Prerequisite: None.**

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4I
- CSU Area(s): D9, E1

**PSYC-103** **3 units**

**Human Development** **LEC 48-54**

This course focuses on the human life span, examining the psychological, cognitive, physical, and social development of individuals from conception to the end of the life journey. Contemporary developmental theories and research 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
- C-ID PSY 180

**PSYC-103H** **3 units**

**Honors Human Development** **LEC 48-54**

This course focuses on the human life span, examining the psychological, cognitive, physical, and social development of individuals from conception to the end of the life journey. Contemporary developmental theories and research will be emphasized.

**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
- C-ID PSY 180

**PSYC-104** **3 units**

**Psychology of Gender** **LEC 48-54**

This course is designed to introduce students to traditional and contemporary psychological theories and research regarding gender impact on women's and men's thought processes, behaviors, and emotions. The course evaluates gender in different social and individual contexts. Some of the topics covered in this course are gender role development, stereotypes, sex differences in cognitive ability, aggression, mental health, and family roles.

**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 theories and research regarding gender impact on women's and men's thought processes, behaviors, and emotions. The course evaluates gender in different social and individual contexts. Some of the topics covered in this course are gender role development, stereotypes, sex differences in cognitive ability, aggression, mental health, and family roles.

**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): 4D, 4I
- CSU Area(s): D4, D9, E1

**PSYC-105** **3 units**

**Social Psychology** **LEC 48-54**

This course 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): D9, D0
- C-ID PSY 170

**PSYC-105H** **3 units**

**Honors Social Psychology** **LEC 48-54**

This course 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 both UC/CSU
- IGETC Area(s): 4I, 4J
- CSU Area(s): D9, D0
- C-ID PSY 170

**PSYC-107** **3 units**

**Psychobiology** **LEC 48-54**

This course is an exploration of the biological basis of psychology and its effects of cognition, emotions, and experience. Study is made of sensation, perception, emotion, clinical symptoms of abnormal behavior, 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
- C-ID PSY 150



## PSYC-107H

3 units

### Honors Psychobiology

LEC 48-54

This course is an exploration of the biological basis of psychology and its effects of cognition, emotions, and experience. Study is made of sensation, perception, emotion, clinical symptoms of abnormal behavior, sleep, learning, and drug effects.

**Prerequisite:** Acceptance in the Honors Enrichment Program and 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): B2, D9

--C-ID PSY 150

## PSYC-108

3 units

### Abnormal Psychology

LEC 48-54

This course examines psychological disorders, including schizophrenia, anxiety disorders, mood disorders, and personality disorders. The course will focus on types of abnormal disorders, causes, and treatments.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D9

## PSYC-108H

3 units

### Honors Abnormal Psychology

LEC 48-54

This course examines psychological disorders, including schizophrenia, anxiety disorders, mood disorders, and personality disorders. The course will focus on types of abnormal disorders, causes, and treatments.

**Prerequisite:** Acceptance into the Honors Enrichment Program.

**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D9

## 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 individual opportunity. \*Cross-listed as SOCI-112.

**Prerequisite:** None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4D,

--CSU Area(s): D4, D7, E1

## PSYC-121

3 units

### Statistics for Behavioral Sciences

LEC 40-45/LAB 24-27

This course covers introductory statistics, emphasizing appropriate applications of statistics in social science research. Topics include basic research design, probability and sampling distributions, descriptive and inferential statistics including Z scores; linear correlation; regression; t-tests; analysis of variance; and chi-square. Students complete psychological experiments, using appropriate technology (e.g., SPSS) to analyze data and report results using APA style. Transfer credit for MATH 140 or BIOL 201 may not be available if taken after PSYC 121. \*Cross-listed as SOCI-121.

**Prerequisite:** MATH-096 or MATH-096B or MATH-094 or MATH-060 (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

--C-ID SOCI 125

## PSYC-124

4 units

### Social Research Methodology With Lab (formerly Social Research Methodology)

LEC 48-54/LAB 48-54

This course is an introduction to social and behavioral science research methods encompassing experimental and descriptive research designs, procedures instrumentation, and the collection, analysis, interpretation and reporting of research data. The design and research methods will be examined through the review and analysis of the research of the different social and behavioral disciplines. Actual data collected from research conducted during laboratory sessions will be analyzed with statistical software.

**Prerequisite:** PSYC-101 and MATH-140 (with a grade of C or better).

**Recommended Preparation:** ENGL-101.

--Transfers to both UC/CSU

--IGETC Area(s): 4I, 4J

--CSU Area(s): D9, D0

--C-ID PSY 205B

## PSYC-124H

4 units

### Honors Social Research Methodology With Lab (formerly Honors Social Research Methodology)

LEC 48-54/LAB 48-54

This course is an introduction to social and behavioral science research methods encompassing experimental and descriptive research designs, procedures instrumentation, and the collection, analysis, interpretation and reporting of research data. The design and research methods will be examined through the review and analysis of the research of the different social and behavioral disciplines. Actual data collected from research conducted during laboratory sessions will be analyzed with statistical software.

**Prerequisite:** Acceptance in the Honors Enrichment Program and PSYC-101 and MATH-140 (with a grade of C or better).

**Recommended Preparation:** ENGL-101.

--Transfers to both UC/CSU

--IGETC Area(s): 4I, 4J

--CSU Area(s): D9, D0

--C-ID PSY 205B





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.

**Prerequisite:** Two Psychology classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**REAL ESTATE**

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 property ownership, contracts, agency, listings, real estate financing, deeds, liens, escrows and title insurance, land descriptions, real estate mathematics, real estate licensing and state regulations.

**Prerequisite:** None.

--Transfers to CSU only

RE-141

3 units

**Real Estate Practice****LEC 48-54**

This course provides an analysis of real estate business as conducted in California stressing the practical application of real estate knowledge. Ideal for future or licensed real estate professionals. Topics include establishing the real estate office, prospecting, advertising, selling, listings, financing, escrow procedures, taxes, business opportunities, property management, and ethics.

**Prerequisite/Corequisite:** RE-140 (with a grade of C or better) 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. Aspects of California Real Estate Law necessary to prepare students for the State Real Estate Licensing Exam are also covered.

**Prerequisite/Corequisite:** RE-140 (with a grade of C or better) or Real Estate License.

--Transfers to CSU only

RE-143

3 units

**Real Estate Finance****LEC 48-54**

This course provides an analysis of real estate finance. Topics covered include financing instruments, sources of financing, loan origination and servicing, consumer protection, and the role of federal and state governments.

**Prerequisite:** None. **Recommended Preparation:** RE-140 or Real Estate License.

--Transfers to CSU only

**SOCIOLOGY**

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 surveys the basic characteristics and dynamics of society and culture from the sociological perspective. Topics for this course 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 is the scientific study of human society and behavior in social settings. It surveys the basic characteristics and dynamics of society and culture from the sociological perspective. Topics for this course 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**

This course examines major sociological theories and concepts of contemporary social problems, their emergence, social construction and analysis. Emphasis areas will incorporate characteristics of societal trends that contribute to the emergence of social problems, the influence of social problems on groups and institutions and the potential for social change or resolution.

**Prerequisite:** None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4J

--CSU Area(s): D0, E1

--C-ID SOCI 115

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 and methods of developing intimate relationships in the social atmosphere.

**Prerequisite: None.**

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4J
- CSU Area(s): D0, E1
- C-ID SOCI 130

**SOCI-105****3 units****Social Psychology****LEC 48-54**

This course involves the analysis of relationships between the behavior of individuals and the structure, functions, and processes of society. Topics to be covered in this course include: attitude formation and change, beliefs, attribution, social persuasion, social facilitation, group influences, prejudice, aggression, attraction, altruism, and conflict. \*Cross-listed as PSYC-105.

**Prerequisite: None.**

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4I, 4J
- CSU Area(s): D0, D9

**SOCI-105H****3 units****Honors Social Psychology****LEC 48-54**

This course 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 both UC/CSU
- IGETC Area(s): 4I, 4J
- CSU Area(s): D9, D0

**SOCI-106****3 units****Intercultural Relations****LEC 48-54**

This course incorporates the analysis, functions, and significance of culture in intergroup and intragroup relations among various racial/ethnic, sex/gender, social class, religious and ability groups in the United States and selected countries around the world.

**Prerequisite: None.**

- AA/AS General Education: AA/AS B2
- 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
- IGETC Area(s): 4J
- CSU Area(s): D0, E1
- C-ID PSY 130

**SOCI-110****3 units****Media and Society****LEC 48-54**

This course explores the sociological evolution of contemporary mass media including television, film, and publishing industries, as well as the virtual communities of the Internet and the World Wide Web. Media and society incorporates the exploration of the effects and significance of mass media in society with emphasis on mass media representations of various cultures and subcultures in the United States and abroad.

**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 individual opportunity. \*Cross-listed as PSYC-112.

**Prerequisite: None.**

- AA/AS General Education: AA/AS B2
- Transfers to both UC/CSU
- IGETC Area(s): 4D
- CSU Area(s): D4, D7, E1
- C-ID SOCI 140

**SOCI-115****3 units****Contemporary Chicano in Society****LEC 48-54**

This course examines the sociological constructs of contemporary Chicanos/as in the United States from the 1930s to present. The sociopolitical, sociocultural and general sociological relationships between Chicanos/as and social institutions in addition to intra/interethnic dynamics are explored using established sociological concepts, theories and methodologies. An in-depth evaluation of social movements, gender roles, racial identity, identity formation, social class, and socialization agents allows students to develop sociological interpretations of Chicano/a experiences in the United States.

**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-121**
**3 units**
**Statistics for Behavioral Sciences**
**LEC 40-45/LAB 24-27**

This course covers introductory statistics, emphasizing appropriate applications of statistics in social science research. Topics include basic research design, probability and sampling distributions, descriptive and inferential statistics including Z scores; linear correlation; regression; t-tests; analysis of variance; and chi-square. Students complete psychological experiments, using appropriate technology (e.g., SPSS) to analyze data and report results using APA style. Transfer credit for MATH 140 or BIOL 201 may not be available if taken after PSYC 121. \*Cross-listed as PSYC-121.

**Prerequisite:** MATH-096 or MATH-096B or MATH-094 or MATH-060 (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

--C-ID SOCI 125

**SOCI-125**
**3 units**
**Crime and Society**
**LEC 48-54**

This course examines crime in American society. The criminalization of behavior, criminal enforcement the judiciary, crime prevention, diverse cultures and their relationship to demographic characteristics and other societal institutions will be examined in-depth using established sociological concepts, theories and research methodologies. An evaluation of groups and institutions (political, legal, religious, familial, mass media) is central to the characterization and study of criminology and allows students to develop sociological interpretations of Criminology in American society.

**Prerequisite:** None.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4J

--CSU Area(s): D0

--C-ID SOCI 160

**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.

**Prerequisite:** Two Sociology classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**SPANISH**

See World Languages

**TEACHER EDUCATION AND DEVELOPMENTAL STUDIES**
**CDE-090**
**3 units**
**Family Child Care Home (formerly CDE-129)**
**LEC 48-54**

This course is designed to meet specific needs of the family child care provider. Topics include licensing regulations, record-keeping, developing contracts and creating partnerships with parents. Emphasis given to creating appropriate environments, using appropriate guidance techniques, and planning and implementing appropriate curricula for mixed-age groups of children. Students may be required to observe in licensed child care or school aged environments. Some licensed care settings may require proof of Immunizations, TB and/or Criminal Record Clearances.

**Prerequisite:** None.

--Not transferable

**CDE-093**
**3 units**
**Art for the Young Child**
**LEC 48-54**

This course addresses the development of teachers' competencies in visual arts for young children. This course focuses on defining creativity, drawing connections between creative process and appropriate classroom practice, understanding how art is used in quality early childhood settings, and implementing appropriate art activities with young children. Students may be required to observe in licensed child care environments. Some licensed care settings may require proof of Immunizations, TB and/or Criminal Record Clearances.

**Prerequisite:** None.

**Recommended Preparation:** CDE-101 or CDE-110.

--Not transferable

**CDE-095**
**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. Students may be required to observe in licensed child care environments. Some licensed care settings may require proof of Immunizations, TB and/or Criminal Record Clearances.

**Prerequisite:** None.

**Recommended Preparation:** CDE-101 or CDE-110.

--Not transferable



**CDE-098A**

**1 unit**

**CA Preschool Foundations & Framework:  
Social & Emotional Development LEC 16-18**

This course is an introduction to the social and emotional development domain of the California Preschool Learning Foundations and Framework including the strands of self, social interaction, and relationships. The course provides practical strategies for implementing the curriculum frameworks developed for this domain and is applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers.

**Prerequisite: None.**

**Recommended Preparation: CDE-101.**

--Not transferable

**CDE-098B**

**1 unit**

**CA Preschool Foundations & Framework:  
Language and Literacy LEC 16-18**

This course is an introduction to the language and literacy development domain of the California Preschool Learning Foundations and Framework including the strands of listening and speaking, reading, and writing. The course provides practical strategies for implementing the curriculum frameworks developed for this domain and is applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers.

**Prerequisite: None.**

**Recommended Preparation: CDE-101.**

--Not transferable

**CDE-098C**

**1 unit**

**CA Preschool Foundations & Framework:  
English Language Development LEC 16-18**

This course is an introduction to the English language learners domain of the California Preschool Learning Foundations and Framework including the strands of listening, speaking, reading and writing. The course provides practical strategies for implementing the curriculum frameworks developed for this domain and is applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers.

**Prerequisite: None.**

**Recommended Preparation: CDE-101.**

--Not transferable

**CDE-098D**

**1 unit**

**CA Preschool Foundations & Framework:  
Mathematics LEC 16-18**

This course is an introduction to the mathematics development domain of the California Preschool Learning Foundations and Framework including the strands of number sense, algebra and functions, measurement, geometry, and mathematical reasoning. The course provides practical strategies for implementing the curriculum frameworks developed for this domain and is applicable to required or professional development units for Child Development Permit holders, pre-school, transitional

kindergarten, and early-primary teachers.

**Prerequisite: None.**

**Recommended Preparation: CDE-101.**

--Not transferable

**CDE-098E**

**1 unit**

**CA Preschool Foundations & Framework:  
Visual Arts LEC 16-18**

This course is an introduction to the visual arts development domain of the California Preschool Learning Foundations and Framework including artistic impression and response, and skills using various art mediums. The course provides practical strategies for implementing the curriculum frameworks developed for this domain and is applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers.

**Prerequisite: None.**

**Recommended Preparation: CDE-101.**

--Not transferable

**CDE-098F**

**1 unit**

**CA Preschool Foundations & Framework:  
Performing Arts LEC 16-18**

This course is an introduction to the performing arts development domain of the California Preschool Learning Foundations and Framework including the strands of music, drama and dance. The course provides practical strategies for implementing the curriculum frameworks developed for this domain and is applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers.

**Prerequisite: None.**

**Recommended Preparation: CDE-101.**

--Not transferable

**CDE-098G**

**1 unit**

**CA Preschool Foundations & Framework:  
Physical Development LEC 16-18**

This course is an introduction to the physical development domain of the California Preschool Learning Foundations and Framework including the strands of fundamental movement skills, perceptual-motor skills and movement concepts. The course provides practical strategies for implementing the curriculum frameworks developed for this domain and is applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers.

**Prerequisite: None.**

**Recommended Preparation: CDE-101.**

--Not transferable

**CDE-098I**

**1 unit**

**CA Preschool Foundations & Framework:  
Health LEC 16-18**

This course is an introduction to the health development domain of the California Preschool Learning Foundations and Framework



including the strands of health habits, safety, and nutrition. The course provides practical strategies for implementing the curriculum frameworks developed for this domain and is applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers.

**Prerequisite:** None.

**Recommended Preparation:** CDE-101.

--Not transferable

**CDE-098J**

**1 unit**

**CA Preschool Foundations & Framework:  
History and Social Science LEC 16-18**

This course is an introduction to the history and social science development domain of the California Preschool Learning Foundations and Framework including the strands of self and society, civics, history, geography, ecology, and economics. The course provides practical strategies for implementing the curriculum frameworks developed for this domain and is applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers.

**Prerequisite:** None.

**Recommended Preparation:** CDE-101.

--Not transferable

**CDE-098K**

**1 unit**

**CA Preschool Foundations & Framework:  
Science LEC 16-18**

This course is an introduction to the science development domain of the California Preschool Learning Foundations and Framework including the strands of scientific inquiry and physical, life and early sciences. The course provides practical strategies for implementing the curriculum frameworks developed for this domain and is applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers.

**Prerequisite:** None.

**Recommended Preparation:** CDE-101.

--Not transferable

**CDE-101**

**3 units**

**Principles of Early Childhood Education  
LEC 48-54**

This course is an examination of the historical and current principles and developmentally appropriate practices applied to 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, advocacy, professional ethics and career options. Students will be required to observe licensed child care environments. Some licensed care settings may require TB and Criminal Record Clearances.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

--Transfers to CSU only

--C-ID ECE 120

**CDE-102**

**3 units**

**Language and Literacy Experiences for Young  
Children LEC 48-54**

This course is designed to familiarize students with theories of the acquisition and development of language in young children from birth. Emphasis is placed on observation, assessment, and instructional strategies teachers and providers can use to help young children develop their receptive and expressive language skills and to facilitate the development of literacy. Students will be required to observe children or environments within licensed child care settings which may require TB or Criminal Record clearances.

**Prerequisite:** CDE-101 or CDE-110 (with a grade of C or better).

**Recommended Preparation:** ENGL-101.

--Transfers to CSU only

**CDE-103**

**3 units**

**Appropriate Curricula for Young Children  
LEC 48-54**

This course addresses creative teaching methods and curriculum development for children with and without disabilities or other special needs. 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/Corequisite:** CDE-101 or CDE-110.

**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

--C-ID ECE 130

**CDE-110**

**3 units**

**Child Development LEC 48-54**

This course addresses children's typical and atypical 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. Students will be required to observe children or environments within licensed settings. Some settings may require TB and Criminal Record clearances.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D7, D9

--C-ID CDEV 100



**CDE-110H**

**3 units**

## **Honors Child Development LEC 48-54**

This course addresses children's typical and atypical 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. Students will be required to observe children or environments within licensed settings. Some settings may require TB and Criminal Record clearances.

**Prerequisite:** Acceptance in the Honors Enrichment Program.  
**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to both UC/CSU

--IGETC Area(s): 4I

--CSU Area(s): D7, D9

--C-ID CDEV 100

**CDE-111**

**3 units**

## **Child Health, Safety and Nutrition LEC 48-54**

This course introduces basic concepts of health, safety and nutrition for the growing child (0-8 years) at home and at licensed care facilities. Topics include licensing requirements, identification and prevention of disease, developmental delays, and establishing healthy, safe, and nutritious environments. This course meets Title 5 and Title 22 preventive health and safety requirements. Students will be required to observe children or licensed care settings. Some settings may require TB and Criminal Record Clearances.

**Prerequisite:** CDE-101 or CDE-110 (with a grade of C or better).  
**Recommended Preparation:** ENGL-101.

--Transfers to CSU only

--C-ID ECE 220

**CDE-118**

**3 units**

## **Teaching in a Diverse Society (formerly Diversity and Equity in Early Childhood) LEC 48-54**

This course will examine the development of social identities in diverse societies through the examination of the five equity filters of culture, gender, ability, socioeconomic status, and family structure. Self-reflection of one's own understanding of educational principles will be used to integrate the anti-bias approach within educational practices and/or program development. Students will be required to observe children or licensed care settings. Some settings may require TB and Criminal Record Clearances.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS B2 or AA/AS F

--Transfers to CSU only

--C-ID ECE 230

**CDE-119**

**3 units**

## **Infant and Toddler Growth and Development LEC 48-54**

The course examines current theories and research about typical and atypical 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. Students will be required to observe children 0-3 years of age within or outside of licensed care settings. Some licensed care settings may require TB and Criminal Record Clearances.

**Prerequisite/Corequisite:** CDE-110 (with a grade of C or better).  
**Recommended Preparation:** ENGL-101.

--Transfers to CSU only

**CDE-120**

**3 units**

## **Infant and Toddler Education and Care LEC 48-54**

This course provides a framework for infant/toddler care in a childcare setting emphasizing developmental care-giving strategies and designing developmentally appropriate practices and receive instruction demonstrating high quality practices that are recommended by the California State Department of Education Infant Toddler Foundations and Framework. Students may be required to complete observations in licensed care facilities which may require immunizations, TB and Criminal Record Clearances.

**Prerequisite:** CDE-110 or CDE-119 (with a grade of C or better).  
**Recommended Preparation:** ENGL-101.

--Transfers to CSU only

**CDE-125**

**3 units**

## **Child, Family and Community LEC 48-54**

This course examines the developing child in a societal context which focuses on the interrelationships of family, school, peers, community and media, including culture, religion, economics, politics and change. The processes of socialization and identity development will be highlighted as well as an emphasis on historical and sociocultural factors that may affect typical and atypical development. Students will be required to observe children or licensed care settings and may need TB or Criminal Record Clearances.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

--CSU Area(s): D7

--C-ID CDEV 110

**CDE-125H**

**3 units**

## **Honors Child, Family and Community LEC 48-54**

This course examines the developing child in a societal context which focuses on the interrelationships of family, school, peers,



community and media, including culture, religion, economics, politics and change. The processes of socialization and identity development will be highlighted as well as an emphasis on historical and sociocultural factors that may affect typical and atypical development. Students will be required to observe children or licensed care settings and may need TB or Criminal Record Clearances.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

--CSU Area(s): D7

--C-ID CDEV 110

**CDE-126 3 units**

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

This course is designed to introduce students and administrators in Early Childhood Education to the principles of organizing and administering programs. Emphasis is placed on developing a program philosophy, as well as considering budgeting and staffing issues, and compliance with state regulations. This course meets Title 22 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-128 3 units**

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

This course provides in-depth study of the components of high quality early childhood programs and of the director's role in developing and 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 22 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-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 LIT-131.

**Prerequisite:** None. **Recommended Preparation:** 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 LIT-131H.

**Prerequisite:** Acceptance in the Honors Enrichment Program.

**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--CSU Area(s): C2

**CDE-134 2 units**

**Adult Supervision LEC 32-36**

This course covers the methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. The emphasis is on the roles and development of early childhood professionals as mentors and leaders while, simultaneously, addressing the needs of children, parents and other staff.

**Prerequisite:** None.

**Recommended Preparation:** Completion of at least 24 units in Child Development and Education courses and two years teaching experience.

--Transfers to CSU only

**CDE-140 3 units**

**Children and Youth With Exceptional Needs LEC 48-54**

This course provides an overview of the developmental variations of exceptional children from birth through age twenty-one, including the historical and legislative foundation for civil rights and education services for individuals with disabilities. Emphasis is given to identifying strategies to support these children and their families and developing an awareness of cultural issues. Students will be required to observe environments within child care settings which may require TB and Criminal Record clearances.

**Prerequisite:** None.

**Recommended Preparation:** ENGL-101.

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

**CDE-143 3 units**

**Supporting Children Who Have Challenging Behaviors LEC 48-54**

This course provides an overview of the developmental, environmental and cultural factors that impact the behavior of young children (family stressors, child temperament, violence, attachment disorders and other exceptional needs) and proactive, reactive and prevention intervention techniques. Topics include addressing why children demonstrate challenging behaviors (including those that are aggressive, anti-social, disruptive, destructive, emotional and dependent), child observation, creating positive environments that encourage appropriate behavior.

**Prerequisite:** None.

--Transfers to CSU only



**CDE-144**

**3 units**

**Supervised Field Experience/Internship in Early Intervention and Inclusion**  
**LEC 32-36/LAB 48-54**

This course provides three hour weekly supervised field experience sessions in an instructor approved early intervention setting. The course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. This course also focuses on the use of observation and assessment in meeting the individualized needs of children and includes the role of the teacher as a culturally competent professional working with families and collaborating with interdisciplinary teams.

**Prerequisite:** CDE-147 (with a grade of C or better).

**Recommended Preparation:** CDE-140 and CDE-143.

**Other Enrollment Criteria:** Students must submit evidence of a negative TB clearance and pay for Live Scan fingerprinting as required by the placement site.

--Transfers to CSU only

**CDE-147**

**3 units**

**Observation and Assessment in Early Childhood Education**  
**LEC 48-54**

This course provides an overview of the observation and assessment techniques used to understand the development of children from infancy to eight years of age. Students will learn how to interpret and use the information to plan curricula and environments that are responsive to and supportive of children's typical and atypical learning and developmental needs. Students will be required to observe children within licensed care settings. Some settings may require TB and Criminal Record Clearance.

**Prerequisite:** CDE-101 and CDE-110 (with a grade of C or better).

**Recommended Preparation:** ENGL-101.

--Transfers to CSU only

--C-ID ECE 200

**CDE-148**

**3 units**

**Supervised Field Experience: Student Teaching**  
**LEC 32-36/LAB 48-54**

This course provides a student teaching experience in which students plan, implement, and evaluate developmentally appropriate curriculum in a laboratory setting under the supervision of CDE Faculty and Master Teacher within the laboratory setting. Students will prepare for the workforce by creating a professional portfolio and practicing interview skills.

**Prerequisite:** CDE-103, CDE-125 and CDE-147 (with a grade of C or better).

**Other Enrollment Criteria:** Students must meet state requirements for TB, Immunizations and criminal record clearance.

--Transfers to CSU only

--C-ID ECE 210

**CDE-149**

**1-4 units**

**Cooperative Work Experience: Child Development and Education**  
**CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60

non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149G.

**Prerequisite:** None.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience 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.

**Prerequisite:** Two Child Development and Education classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

**ED-097**

**3 units**

**Curriculum and Program Planning for School-Age Child Care (formerly CDE-137)**  
**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. Students may be required to observe in licensed child care or school aged environments. Some licensed care settings and elementary schools may require proof of Immunizations, TB and/or Criminal Record Clearances.

**Prerequisite:** None.

**Recommended Preparation:** ED-136.

--Not transferable

**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. 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 LIT-132.

**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

**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. 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 LIT-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 both UC/CSU

--IGETC Area(s): 3B

--CSU Area(s): C2

**ED-135**

**3 units**

**Introduction to Education**

**LEC 48-54**

This course provides an introduction to careers in education, exploring professional responsibilities, career pathways, and job search strategies for credentialed teachers and para educators. The course provides entry-level training in classroom student diversity, child guidance and discipline, teaching and learning strategies, and effective communication skills.

**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 introduces the basic concepts of physical, cognitive, social/emotional development of the growing child, with emphasis given to development during the school age years (ages 5-12). Topics include developmental issues specific to the kindergarten through eighth grade child, the school age child as a learner, child guidance, diversity and anti-bias, working with parents and community outreach.

**Prerequisite: None.**

--AA/AS General Education: AA/AS B2

--Transfers to CSU only

--CSU Area(s): D7

**TEACHING ASSISTANT**

**TA-100**

**2 units**

**Introduction to Tutoring Across Disciplines**

**LEC 32-36**

This course is an introduction to the basic principles of tutorial theory and practice. It covers tutorial ethics and philosophy, the steps of the tutorial cycle, the basics of tutorial communication, the development of effective study behaviors, and strategies for tutoring students with differing learning styles and special needs. The course is designed to prepare students to work as professional tutors with students at all educational levels and across disciplines both individually and in groups.

**Prerequisite: Interview with Learning Center faculty. Other Enrollment Criteria: Students need to have completed or be simultaneously enrolled in MATH-096 and/or ENGL-101 or receive equivalent testing scores if they wish to be eligible for an interview.**

--Transfers to CSU only

**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.

**Prerequisite: One Teaching Assistant class must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.**

--Transfers to CSU only

**THEATER ARTS**

**THA-101**

**3 units**

**Introduction to Theater**

**LEC 48-54**

This course emphasizes the value and importance of theater as a fine art and a metaphor for society and life in various cultures throughout history. 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.

**Prerequisite: None.**

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3A

--CSU Area(s): C1

--C-ID THTR 111

**THA-101H**

**3 units**

**Honors Introduction to Theater**

**LEC 48-54**

This course emphasizes the value and importance of theater as a fine art and a metaphor for society and life in various cultures throughout history. 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.

**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

--C-ID THTR 111

**THA-102**

**3 units**

**Theater History**

**LEC 48-54**

This course approaches world theater history from Ancient Greece through contemporary theater. Comparative historical studies of Asian, Byzantine, European, African, and Latin American 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, play writing, 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

--C-ID THTR 113



**THA-108**

**3 units**

## **Improvisation for Dance and Theater** **LEC 48-54**

This course explores unscripted theater using techniques found in dance, action theater, mask work, contact improvisation, viewpoints, and theater games within the historical and cultural context of these methods. Students will develop as whole performers through learning intuitive response techniques in all performance situations. \*Cross-listed as DAN-108.

**Prerequisite: None.**

- Course Related Content Group: Choreography
- Course Related Content Group: Voice and Movement
- AA/AS General Education: AA/AS C or AA/AS E
- Transfers to both UC/CSU
- CSU Area(s): E1

**THA-110**

**3 units**

## **Fundamentals of Acting** **LEC 48-54**

This course, through lectures, class discussion, improvisation and practical exercises provides the beginning acting student with the fundamental blueprint of the actor's craft. Students will create characters in the rehearsal and performance of monologues and scene work. Students will learn warm-up techniques, audition practices, theater etiquette, terminology, safety, and the fundamentals of the acting profession. Students will develop critical analyses of live and video taped performance in relation to the art and craft of acting.

**Prerequisite: None.**

- Course Related Content Group: Acting
- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- CSU Area(s): C1
- C-ID THTR 151

**THA-111**

**3 units**

## **Intermediate Acting** **LEC 48-54**

This course offers a continuing study of acting technique for the serious theater 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.

**Prerequisite: THA-110 (with a grade of C or better).**

- Course Related Content Group: Acting
- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- CSU Area(s): C1
- C-ID THTR 152

**THA-112**

**3 units**

## **Acting for Film and Television** **LEC 48-54**

This course covers the fundamentals of acting in front of the camera for film and television. Students learn elements of concentration and character creation, out-of-sequence shooting, the film making process, script/rehearsal procedures, and scene preparation for film. A large portion of the course involves watching, listening to and analyzing commercially filmed scenes or student in class on camera performances that approximate camera acting that may

include TV dramas, sitcoms and commercials.

**Prerequisite: THA-110 (with a grade of C or better).**

- Course Related Content Group: Acting
- 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; it is an introduction to performance studies. Appropriate literary selection and the use of vocal skills, along with 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
- C-ID COMM 170

**THA-117**

**3 units**

## **Stagecraft** **LEC 32-36/LAB 48-54**

This course introduces the fundamentals of scenic design and set 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 theater. Students may have the opportunity to construct, paint sets and set up lighting and sound equipment for MSJC Performing Arts productions.

**Prerequisite: None.**

- Transfers to both UC/CSU
- CSU Area(s): C1
- C-ID THTR 171

**THA-118**

**3 units**

## **Stage Management** **LEC 48-54**

This course presents the basic skills of stage management, which involves organizing and producing dramatic and musical plays. Through the study of stage managing, backstage operations, technical crews and equipment, budget, and house managing, the students identify the techniques necessary to stage manage and run a theater with the greatest effectiveness.

**Prerequisite: None.**

- Transfers to both UC/CSU

**THA-120**

**3 units**

## **Stage Lighting (formerly Lighting)** **LEC 32-36/LAB 48-54**

This course introduces students to the fundamentals of theatrical 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.

**Prerequisite: None.**

- Transfers to both UC/CSU
- C-ID THTR 173



**THA-121 3 units**

**Costume Construction LEC 32-36/LAB 48-54**

This course will introduce the students to all aspects of costume construction including sewing, fabric modification, garment alteration and the relationship between fibers and fabrics. Study also involves a survey of the history of costuming including silhouette, costume organization, wardrobe maintenance, millinery, costume props, accessories and theatrical production to provide the student with a broad base of knowledge of costuming.

**Prerequisite: None.**

- Transfers to both UC/CSU
- C-ID THTR 174

**THA-122 3 units**

**Stage Makeup LEC 16-18/LAB 96-108**

This course introduces the student to the basic techniques and materials of stage makeup, with an emphasis on practical experience. Students will learn application, medium choices, color mixing, realistic and corrective functions, basic prosthetics, and the history and aesthetics of makeup design for specific plays.

**Prerequisite: None.**

- Transfers to both UC/CSU
- C-ID THTR 175

**THA-123 3 units**

**Introduction to Scene Design (formerly Models and Rendering) LEC 32-36/LAB 48-54**

This course introduces students to the processes and methodologies associated with Theatrical Scenic Design. It will examine the theory of scenic design as widely practiced currently using Computer Assisted Design programs (CAD), as well as traditional basic techniques and materials for perspective watercolor renderings and scale models. Students will create water color renderings and three dimensional scale models through play analysis, interpretation of ground plans, elevations, and construction plots.

**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.

**Prerequisite: None.**

- 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 analysis, preparation

and adaptation, staging and directing techniques and vocal skills. This course culminates in public performance. \*Cross-listed as COMM-129.

**Prerequisite: None.**

**Recommended Preparation: ENGL-092 or ENGL-98 or ESL-098W.**

- Course Related Content Group: Voice and Movement
- Transfers to both UC/CSU

**THA-135 3 units**

**Introduction to Film LEC 48-54**

This course introduces film aesthetics and theory which focuses on the art, technology, and business of film making. Elements of film production such as mise-en-scene, cinematography, composition, lighting and sound are explored for the purpose of film analysis. Analyses of both narrative and non-narrative filmic texts are explored to develop the students' perception, appreciation and analytic skills in film studies. Hollywood models of marketing and distribution, as well as independent film making approaches are studied.

**Prerequisite: None.**

**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

- 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**

This course will consider 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.**

**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

- 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

**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.

**Prerequisite: None.**

**Recommended Preparation: ENGL-092 or ENGL-098 or ESL-098W.**

- AA/AS General Education: AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3A
- CSU Area(s): C1



**THA-137H**

**3 units**

**Honors 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.

**Prerequisite:** Acceptance in the Honors Enrichment Program.  
**Recommended Preparation:** ENGL-092 or ENGL-098 or ESL-098W.

- 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.

**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

**THA-155**

**3 units**

**Musical Theater History**  
**LEC 48-54**

This course is the study of the evolution of the American theatrical art form surveying the western musical theater tradition from Ancient Greece to the emergence of American Musical Theater in the latter half of the 19th century to the present day. The focus is on the specific social, economic, political, global and cultural contexts that led to the type of musical theater that was produced in each era. \*Cross-listed as HIST-165.

**Prerequisite:** None.

- AA/AS General Education: AA/AS B2 or AA/AS C
- Transfers to both UC/CSU
- IGETC Area(s): 3A
- CSU Area(s): C1

**THA-200**

**3 units**

**Actor's Workshop**  
**LEC 32-36/LAB 48-54**

This course offers students with significant actor training and/or theatre experience an opportunity to improve their acting and performance skills. The primary focus is on ensemble acting and textual analysis, with a 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.

**Prerequisite:** By audition and/or interview.

**Recommended Preparation:** THA-110 and THA-111.

- Course Related Content Group: Theater Production
- Transfers to both UC/CSU

**THA-201**

**1-3 units**

**Rehearsal and Performance**  
**LAB 48-162**

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.

- Course Related Content Group: Theater Production
- Transfers to both UC/CSU
- C-ID THTR 191

**THA-205**

**3 units**

**Summer Repertory Theater**  
**LAB 144-162**

This course gives the student opportunities to participate in all creative and technical phases of play and musical production in repertory during the summer. Students are given opportunities to act, stage manage, work crew and participate in all phases of creating plays and musicals for public performance.

**Prerequisite:** Students must successfully audition or interview to be enrolled as cast or crew.

- Course Related Content Group: Theater Production
- Transfers to both UC/CSU

**THA-216**

**1-3 units**

**Musical Theater Production: Theater**  
**LAB 48-162**

This course is designed for the presentation of a musical theater production. Students will learn the fundamentals of preparation of a production including: rehearsal technique, acting, character development, analysis of dramatic text, movement and technical theater. May be taken 4 times for credit.

**Prerequisite:** By audition and/or interview.

- Course Related Content Group: Musical Theater Production
- Course Related Content Group: Theater Production
- Transfers to both UC/CSU

**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.

**Prerequisite:** Two Theater Arts classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

- Transfers to CSU only

## TURF & LANDSCAPE MANAGEMENT

See Horticulture/Turf and Landscape Management



## VITICULTURE, ENOLOGY & WINERY

See Wine Industry and Hospitality

## WATER TECHNOLOGY

WATR-090

2 units

### Basic Waterworks Mathematics (formerly WATR-102) 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, instantaneous flow, chemical dosage and other related problems. The course is intended to prepare the student for further water and wastewater courses.

**Prerequisite:** None.

**Recommended Preparation:** MATH-090 or MATH-090B.

--Not transferable

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-103

3 units

### Water Treatment Plant Operations I & II LEC 48-54

This course will cover sources of water, the water treatment process, water treatment plant operations, safety, water quality regulations, and waterworks mathematics. The course will prepare students for Water Treatment Plant Operator I or II (T-1 or T-2) licenses for the State of California.

**Prerequisite:** None.

**Recommended Preparation:** WATR-102.

--Transfers to CSU only

WATR-105

3 units

### Water Treatment Plant Operations III, IV & V LEC 48-54

The course covers sources of water, the water treatment process, water treatment plant operations, safety, water quality regulations and waterworks math. This course is designed for individuals seeking employment or already employed in the water industry. It covers the Water Treatment Plant Operator's job-related knowledge identified by the State Water Resources Control Board examination developers as essential for minimally competent Water Treatment Plant Operator III, IV or V (T-3, T-4, or T-5).

**Prerequisite:** WATR-103 (with a grade of C or better).

**Recommended Preparation:** WATR-090.

--Transfers to CSU only

WATR-107

3 units

### Water Distribution I & II LEC 48-54

The course covers the sources of water, principles of design, installation, operation and maintenance of pipes, pumps, valves, meters, and other related hydraulic units. Operation and maintenance safety considerations are emphasized. The course is designed to prepare the student to take the State of California Water Distribution Operator exam.

**Prerequisite:** None.

**Recommended Preparation:** WATR-090.

--Transfers to CSU only

WATR-109

3 units

### Water Distribution III, IV & V LEC 48-54

This is a comprehensive course that teaches the students the advanced principles of the operation and maintenance of a water distribution system. The course covers the sources of water, principles of design, installation, operation and maintenance of pipes, pumps, valves, meters, and other related hydraulic units.

**Prerequisite:** WATR-107 (with a grade of C or better).

--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. Students will explore the scope, limits, and methods of wastewater treatment processes through readings, discussions, analysis, and laboratory study. This course is designed for individuals seeking employment or already employed in the wastewater field. It covers the wastewater operator's job-related knowledge identified by the CSWRB examination developers as essential for a minimally competent Grade I or Grade II Wastewater Treatment Plant Operator.

**Prerequisite:** None. **Recommended Preparation:** WATR-090.

--Transfers to CSU only

WATR-122

3 units

### Wastewater Plant Operations III, IV & V LEC 48-54

This course explores the scope, limits, and methods of secondary and advanced treatment, solids handling, disinfection, and the reclamation of wastewater, through readings, discussions, analysis, and laboratory study. This course is designed for individuals seeking employment or already employed in the wastewater field. It covers the wastewater operator's job-related knowledge identified by the California State Water Resources Control Board examination developers as essential for a minimally competent Wastewater Treatment Plant Operator Grade III or above.

**Prerequisite:** WATR-120 (with a grade of C or better).

--Transfers to CSU only



**WATR-125**

**3 units**

## Test Procedures for Water and Wastewater LEC 48-54

This course prepares students to 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 as well as monitoring of industrial wastes prior to disposal; and proper methods for collecting and handling samples.

**Prerequisite:** None.

**Recommended Preparation:** MATH-090, MATH-090B, WATR-090 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.

**Prerequisite:** None.

--Transfers to CSU only

**WATR-140**

**3 units**

## Wells, Pumps and Motors LEC 48-54

This course will provide students with a basic knowledge of domestic water wells, water booster pumps, pump theory, 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**

## Cooperative Work Experience: Water Technology CWE Paid 75-300/Unpaid 60-240

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149U.

**Prerequisite:** None.

**Other Enrollment Criteria:** Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.

--Transfers to CSU only

**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.

**Prerequisite:** Two Water Technology classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

--Transfers to CSU only

## WINE INDUSTRY AND HOSPITALITY

**VEW-100**

**3 units**

## Introduction to Viticulture LEC 48-54

This course is 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, irrigation, fertilization and pruning; weed, disease and pest control; 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

This course serves as 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**

## Wine Hospitality (formerly Hospitality in the Winemaking Industry) LEC 48-54

This course is an introduction to hospitality skills and knowledge for those industries where wine is offered for consumption. Topics include wine service in the tasting room and restaurant, marketing, sales, staff development, events planning, food and beverage coordination, hospitality and alcoholic beverage law, tasting room design and organization, wine club development and management. Basic enology and viticulture, wine tasting techniques, the study of the major wine regions, grape varieties and classic blends.

**Prerequisite:** None.

--Transfers to CSU only



**VEW-108** **3 units**

**Introduction to Winery Business Principles**  
**LEC 48-54**

This course is an introduction to the business of winemaking; 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. \*Cross-listed as BADM-108.

**Prerequisite: None.**

--Transfers to CSU only

**VEW-149** **1-4 units**

**Cooperative Work Experience: Viticulture, Enology, and Winery Technology**  
**CWE Paid 75-300/Unpaid 60-240**

This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 4 units per semester for a total of sixteen units. Students must work 75 paid hours or 60 non-paid hours per unit earned. Offered as pass/no pass only. \*Cross-listed as CWE-149T.

**Prerequisite: None.**

**Other Enrollment Criteria: Other Enrollment Criteria: Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Cooperative Work Experience Student Handbook for specific information.**

--Transfers to CSU only

**WORLD LANGUAGES**

**FREN-101** **4 units**

**Elementary French I** **LEC 64-72**

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.**

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 6A

--CSU Area(s): C2

**FREN-102** **4 units**

**Elementary French II** **LEC 64-72**

This course is 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-201** **4 units**

**Intermediate French I** **LEC 64-72**

This course is 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**

This course is a continuation of FREN 201, this course emphasizes advanced grammar and vocabulary with major emphasis on effective oral communication at a high-intermediate level. A development of formal composition skills in response to more advanced readings in francophone culture and civilization will be stressed.

**Prerequisite: FREN-201 (with a grade of C or better) or four years of high school French.**

**Other Enrollment Criteria: FREN-202 cannot be taken concurrently with FREN-101, FREN-102 or FREN-201.**

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

**FREN-299** **1-3 units**

**Special Projects: French** **IS 16-54**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor.

**Prerequisite: Two French classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.**

--Transfers to CSU only

**SPAN-101** **4 units**

**Elementary Spanish I** **LEC 64-72**

This course emphasizes pronunciation, oral practice, basic grammar of the Spanish language and study of the Hispanic 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

--C-ID SPAN 100



**SPAN-101A** **2 units**

**Introduction to Spanish 101** **LEC 32-36**

This course is for students who have not previously studied Spanish and is equivalent to the first half of SPAN 101. The course emphasizes pronunciation, oral practice, basic grammar of the Spanish language, and study of Hispanic culture and civilization. Students must also complete SPAN 101B to earn the equivalent of SPAN 101.

**Prerequisite:** None.

--Transfers to both UC/CSU

**SPAN-101B** **3 units**

**Introduction to Spanish 101 (Continuation)** **LEC 48-54**

This course is designed for students that have minimal experience with Spanish. This course emphasizes 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) or successful completion of one year of high school Spanish.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 6A

--CSU Area(s): C2

**SPAN-102** **4 units**

**Elementary Spanish II** **LEC 64-72**

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.

**Other Enrollment Criteria:** SPAN-102 cannot be taken concurrently with SPAN-101, SPAN-201, SPAN-202, SPAN-203 or SPAN-204.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

--C-ID SPAN 110

**SPAN-141** **3 units**

**Spanish through Film (formerly SPAN-240)** **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. Films will be viewed and analyzed to practice aural comprehension and dialectology, vocabulary, culture, oral practice, and grammar.

**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-201** **4 units**

**Intermediate Spanish I** **LEC 64-72**

This course is a continuation of Spanish 102, it introduces more advanced grammar and vocabulary with added emphasis on speaking reading and writing.

**Prerequisite:** SPAN-102 (with a grade of C or better) or three years of high school Spanish.

**Other Enrollment Criteria:** SPAN-201 cannot be taken concurrently with SPAN-101, SPAN-102, SPAN-202, SPAN-203, OR SPAN-204.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

--C-ID SPAN 200

**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-203** **4 units**

**Spanish for Native Speakers I** **LEC 64-72**

This course is designed for heritage speakers of Spanish or other linguistically qualified students. It provides instruction that builds upon the existing reading, writing, speaking and listening skills and the cultural heritage and knowledge of these students. The course increases awareness of linguistic registers, discusses items beyond the familiar routine and develop an appreciation for the Hispanic cultures as manifested in Spanish speaking countries and in the United States. This course is entirely in Spanish.

**Prerequisite:** Three years of high school Spanish or AP Spanish or Spanish for Native Speakers courses.

**Other Enrollment Criteria:** SPAN-203 cannot be taken concurrently with SPAN-101, SPAN-102, SPAN-201 or SPAN-202.

--AA/AS General Education: AA/AS C

--Transfers to both UC/CSU

--IGETC Area(s): 3B, 6A

--CSU Area(s): C2

**SPAN-204** **4 units**

**Spanish for Native Speakers II** **LEC 64-72**

This course is the continuation of Spanish 203 and continues to provide instruction that builds upon the existing reading, writing, speaking and listening skills and the cultural heritage and knowledge of these students. The course will continue to increase awareness of linguistic registers, discuss items beyond the familiar routine and expand upon their appreciation for the Hispanic cultures as manifested in Spanish speaking countries and in the US. This course is entirely conducted in Spanish.





**Prerequisite:** SPAN-203 (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
- C-ID SPAN 230

**SPAN-230**

**3 units**

**Spanish Composition I**

**LEC 48-54**

This course is designed for students wishing to further develop their writing skills in Spanish as well as aural comprehension and oral fluency at an 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-201 or SPAN-203 (with a grade of C or better).

- Transfers to both UC/CSU
- CSU Area(s): C2

**SPAN-231**

**3 units**

**Spanish Composition II**

**LEC 48-54**

This course is a continuation of SPAN 230. SPAN 231 is designed for students wishing to further develop their writing skills in Spanish as well as aural comprehension and oral 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).

- Transfers to both UC/CSU
- CSU Area(s): C2

**SPAN-251**

**3 units**

**Intermediate Spanish Conversation I**

**LEC 48-54**

This 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).

- 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 further develops communicative skills for everyday contact with Spanish-speaking people. This course emphasizes pronunciation, oral practice, and the study of Hispanic culture and civilization. Students will also review the fundamentals of grammar and introduce new vocabulary.

**Prerequisite:** SPAN-201 or SPAN-251 (with a grade of C or better).

- Transfers to both UC/CSU
- IGETC Area(s): 3B, 6A
- 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.

**Prerequisite:** Two Spanish classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

- Transfers to CSU only

# NON-CREDIT PROGRAMS

## Temecula Higher Education Center

(951) 672-MSJC (6752)  
 1-800-452-3335  
 Amy Campbell, Director  
 Adult Education/Non-Credit Programs  
 (951) 506-6957  
 acampbell@msjc.edu

## San Jacinto Campus

(951) 487-MSJC (6752)  
 1-800-624-5561  
 Kristin Sension, Coordinator of Non-Credit Programs  
 (951) 487-3710  
 ksension@msjc.edu

### Non-Credit Certificates of Competency:

ESL - Advanced Certificate of Competency <sup>35093 NC.ESL.ADVANCED</sup>  
 Foundations of Math Certificate of Competency <sup>36274 NC.MATH</sup>

### Non-Credit Certificates of Completion:

ABE-GED Preparation Certificate of Completion <sup>24450 NC.GED</sup>  
 ESL – Multi-Level Certificate of Completion <sup>24376 NC.ESL.MULTI</sup>  
 Light Duty Automotive Services Certificate of Completion <sup>24030 NC.AUME</sup>

## PROGRAM DESCRIPTION

Noncredit instruction provides students with access to a variety of courses at no cost to assist them in reaching their personal, academic and professional goals. MSJC offers noncredit programs of two or more courses to prepare students for employment or to be successful in college-level credit coursework. Career Development and College Preparation certificates are offered in several areas of study.

MSJC also offers a High School Diploma Program, which conveys the same status as completion of a K-12 diploma.

## NON-CREDIT CERTIFICATE OF COMPETENCY

### ESL - Advanced Certificate of Competency

The ESL Certificate of Completion-Advanced prepares advanced level ESL students with the English language and skills needed to function independently in English in a variety of life skills and academic situations. The program focuses on the acquisition of reading, writing and speaking skills needed to function independently at work, school and in the community. Foundation skills are emphasized through instructional methods, exercises and interactive activities that provide opportunities for students to develop a variety of competencies.

#### Required Courses

ESL-009X ESL Advanced 1  
 ESL-010X ESL Advanced 2

### Foundations of Math Certificate of Competency

The non-credit certificate of competency in Fundamentals of Math is designed to prepare students with the skills needed to successfully complete the lowest level credit math class. Students need a strong foundation in arithmetic to learn algebraic

concepts. The required course work for this program will cover topics in arithmetic using whole numbers, fractions and decimals. Students will simplify expressions using the order of operations and will translate English into math to solve application problems.

By passing the exit exam in each course of the Fundamentals of Math program, students will qualify to enroll in Math 055 or Math 060 at MSJC.

To earn the certificate of competency, the student must pass the exit exam for each of the four math courses. Once the certificate has been awarded, it is important to enroll in Math 055 or Math 060 in a timely fashion. With the passage of time, the math skills acquired, if not continuously put into practice, will begin to fade.

#### Required Courses

MATH-040AX	Operations with Whole Numbers
MATH-040BX	Addition and Subtraction of Fractions
MATH-040CX	Multiplication and Division of Fractions
MATH-040DX	Operations with Decimals

## NON-CREDIT CERTIFICATES OF COMPLETION

### ABE-GED Preparation Certificate of Completion

The ABE-GED Preparation Certificate of Completion consists of a two-course sequence designed to equip students with the reading, writing, computational and critical thinking skills needed to prepare for the GED exam. The program will prepare students to take the battery of five comprehensive examinations that when passed, offer a high school equivalency certificate. Students will be given a practice assessment to determine which areas they need to develop.

#### Required Courses

ABE-001X Adult Basic Education (ABE)  
 GED-001X General Education Development

### ESL – Multi-Level Certificate of Completion

The ESL-Multi-Level Certificate of Completion prepares beginning, intermediate and advanced level ESL students with the English language and skills needed to function independently in English in a variety of life skills and academic situations. The program focuses on the acquisition of reading, writing and speaking skills needed to function independently at work, school and in the community. Foundation skills are emphasized through instructional methods, exercises and

interactive activities that provide opportunities for students to develop a variety of competencies.

**Required Courses**

ESL-011X    ESL Multi-level 1

ESL-012X    ESL Multi-level 2

**Light Duty Automotive Services Certificate of Completion**

The Light Duty Automotive Services Certificate of Completion offers both theoretical and hands-on training options in the Automotive industry. Topics include: Lube & Oil, Brakes & Tires and Basic Tune-ups. This program prepares students to enter into the job market as technicians skilled in maintenance and light automotive repair. Participants will also learn to establish short and long term career goals, develop action plans, job search and career planning skills. In order to keep up with the technological advances and continued expansion of the automotive industry, students will learn basic computers skills. Program completers should be able to find employment as a well-trained entry level technicians in the automotive industry.

**Required Courses**

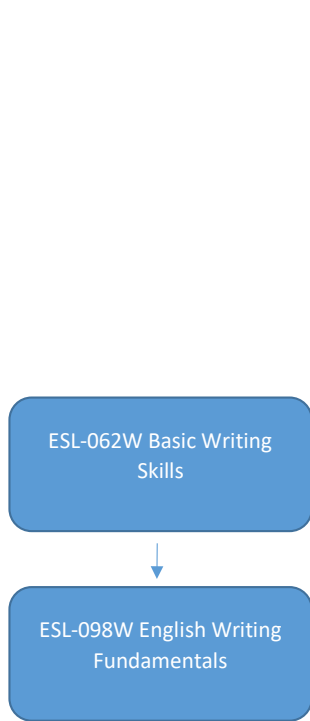
ABE-004X    Light Duty Service Technician

CEP-001X    Career Enhancement Skills

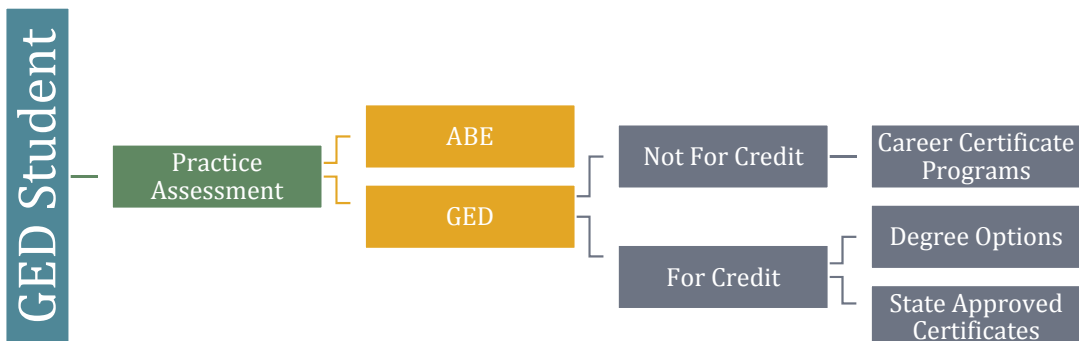
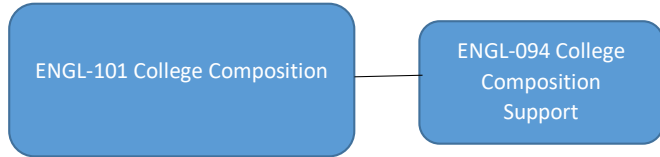
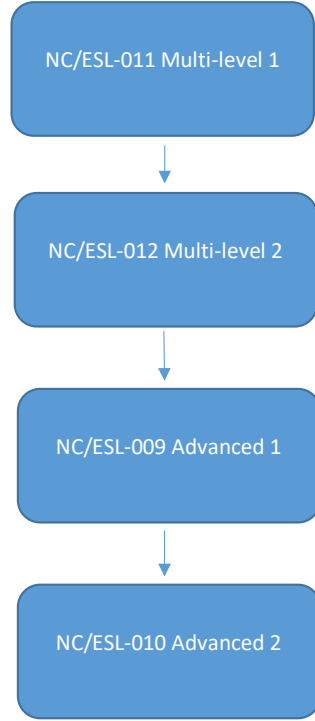
CEP-005X    Basic Computer Skills for Business

## ENGLISH AS A SECOND LANGUAGE COURSE SEQUENCES

### ESL Credit Pathway



### ESL Non-Credit Pathway



# BASIC SKILLS

## **ESL-004X Non-Credit ESL Beginning 1**

This course addresses illiteracy in English or native language. Emphasis is on developing the students' ability to recognize and form letters and to interpret and write words within the context of listening and comprehending messages in the new language. Language functions and structures are integrated in competency-based integrated-skills instruction.

## **ESL-005X Non-Credit ESL Beginning 2**

This course addresses issues for students who have minimum exposure to English. Emphasis is on developing the students' ability to listen to and understand messages. Language functions and structures are integrated in competency-based integrated-skills instruction.

## **ESL-006X Non-Credit ESL Beginning 3**

This course is taught with an emphasis 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.

## **ESL-007X Non-Credit ESL Intermediate 1**

This course addresses 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.

## **ESL-008X Non-Credit ESL Intermediate 2**

This course addresses limited English proficient students. Instruction leading to a mastery of capacities deemed necessary to function effectively in society. Emphasis is on developing oral and written fluency. Language functions and structures are integrated with vocational, academic, civic, and general interest topics.

## **ESL-009X Non-Credit ESL Advanced 1**

This course addresses issues with limited English proficiency. Instruction leads to an understanding of capacities necessary to function effectively in society and higher ESL courses. Course emphasis is on increased development of oral and written fluency in English. Language functions and structures are integrated with vocational, academic, civic, and general interest topics.

## **ESL-010X Non-Credit ESL Advanced 2**

This course addresses issues with limited English proficiency. Instruction leads to a mastery of advanced capacities necessary to function effectively in society. Course emphasis is on developing oral and written fluency in English. Language functions and structures are integrated with vocational, academic, civic, and general interest topics.

## **ESL-011X Non-Credit ESL Multi-level 1**

This course will prepare limited English proficient students to learn a variety of skills to improve their listening, speaking, reading and writing abilities.

## **ESL-012X Non-Credit ESL Multi-level 2**

This course will prepare limited English proficient students to learn a variety of skills to improve their listening, speaking, reading and writing abilities.

## **CTZN-001X Citizenship**

This course is designed to prepare the foreign born student for the United States citizenship test.

## **ABE-001X Adult Basic Education (ABE)**

This course is designed to prepare students to take the High School Equivalency class. Course emphasis is on developing arithmetic reasoning and written understanding of the English language. Language functions and structures are integrated within competency-based integrated-skills instruction.

## **GED-001X General Educational Development**

This course is designed to prepare students to take a high school equivalency exam, a battery of five comprehensive examinations that when passed, offer an HSE certificate. Instruction leading to a mastery of capacities necessary to effectively pass an HSE exam. Course emphasis is on developing algebraic reasoning and written fluency of the English language. Language functions and structures are integrated within academic topics ranging from vocational, civic, social and behavioral, and scientific areas.

## **MATH-040AX Non-Credit MATH Operations with Whole Numbers**

This course covers operations with whole numbers. This includes exponents, order of operations, and the translating English into math. Solving application problems are also included.

## **MATH 040BX Non-Credit MATH Multiplication and Division of Fractions**

This course covers the multiplication and division of fractions. Students will be required to simplify expressions using the Order of Operations and solve application problems involving these two operations.

## **MATH 040CX Non-Credit MATH Addition and Subtraction of Fractions**

This course covers the addition and subtraction of non-negative rational numbers. Both application problems and problems involving the order of operations will also be covered.

## **MATH 040DX Non-Credit MATH Operations with Decimals**

This course covers arithmetic with decimals. It also covers simplifying expressions using the order of operations and solving applications that involve computations with decimals.

## **ABE-004X Light Duty Automotive Service Technician**

This course provides theoretical knowledge of and hands-on experience in performing the tasks required to maintain and perform light duty repairs on a gasoline powered automobile. It is a one semester course designed to allow learners fast entry into the workforce as a light duty automotive maintenance and repair technician.

## **CEP-001X Career Enhancement Skills**

This course will provide the student with the skills and knowledge needed to clarify their employment needs, establish short and long term career goals. Job search techniques, resume development, and interview skills will be emphasized along with the skills and personal characteristics required to obtain and keep a job.



### **CEP-002X Principles of Early Care and Child Development**

This course will prepare students to pursue a career in the field of childcare for infants, toddlers, and young children. Students study child growth and development, safety and emergency procedures, nutrition, positive interaction, and curriculum activities. This course is also designed to assist students to acquire career awareness, work habits, attitudes, and skills relevant to the childcare field.

### **CEP-005X Basic Computer Skills for Business**

This course will provide students with an overview of the basic computer functions used in a business setting using state of the art software and web based programs. Students will learn to send and receive emails, input data, research information, and create and store documents.

### **SSS-010X Student Success Seminar**

This course is designed to develop thinking strategies that can be used for lifelong problem solving in academic, social, and personal life. It introduces critical thinking, information literacy, college resources, motivating factors, and study skills for student success.

# OLDER ADULT PROGRAMS

## **ART-001X Watercolor**

Intermediate and advanced. Course will include a review of painting and sketching techniques. In each class the students will learn new techniques of watercolor-step by step. The instructor will critique and help each student with his/her work individually.

## **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.

## **MUS-001X Community Concert Band**

A performing organization for advanced instrument students interested in playing big band jazz. Students are enrolled by audition, on a space available basis. Students will improve sight reading skills, increase knowledge of selected musical styles and improve concepts of phrasing. Concerts will be held with the following performance groups: Trombone Choir, Golden Eagles Jazz Ensemble and Valley Winds.

## **MUS-002X Golden Eagle Orchestra**

This course is designed for individuals to receive sectional instruction and coaching, which includes rehearsals and performances of orchestral literature. The orchestra is composed of all performance levels. Students will improve sight reading skills, increase knowledge of selected musical styles and improve concepts of phrasing.

## **MUS-003X Hemet Harmonizers**

This course is designed for men and women who like to sing in harmony. Students will sing in four-part harmony with soprano, alto, tenor and bass voices. No previous choral or voice training is required, but it is helpful if students are able to read music and understand four-voice work. Basic voice instruction is given. The Hemet Harmonizers Barbershop Harmony is the Performance group.

*Noncredit Older Adult Music courses (MUS-001X, MUS-002X and MUS-003X) include opportunities to participate in performances each semester.*



# DISTRICT PERSONNEL

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San Jacinto Campus. . . . . Von Lawson

Dean of Instruction, Career Education Programs, . . . . .  
Menifee Valley Campus . . . . . Marilyn Harvey

Director of Career & Workforce Programs. . . . .  
..... Avante Simmons

Dean of Instruction, Technology (ITS) & Distance

Education . . . . . Micah Orloff

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Associate Dean of Instructional Services . . . . . Vacant

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..... Vacant

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Education Center . . . . . Kimberly Day

Director of Adult Education/

Non-Credit Program. . . . . Amy Campbell

Director of CalWORKs . . . . . Lisa Campbell

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Education . . . . . Anna Stirling

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Dean of Student Services . . . . . Susan Loomis

Dean of Student Services . . . . . Patrick Springer

Dean of Student Services . . . . . Dolores Smith

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Director of Campus Safety . . . . . David Paseman

Director of Disabled Students Programs & Services . . . . .  
..... Jason Constein

Director of Enrollment Services,

San Jacinto Campus . . . . . Cheri Naish

Director of Extended Opportunity Programs &

Services . . . . . Leslie Salas

Director of Student Judicial Affairs . . . . . Vacant

Director of Student Equity Achievement & Counseling. . . . .  
..... MaryLou Dillard

Associate Dean of Student Affairs and Equity. . . . .  
..... Maya Cardenas

Director of Academic Records & Enrollment Support. . . . .  
..... Jared Davis

Director of Talent Search Grant Programs . . . Kevin Baker

Director of Upward Bound Program . . . . . Marisa Jones

Director of Veteran Services . . . . . Vacant

**Superintendent/President Emeritus**

**Dr. Milo P. Johnson**

**Dr. Richard J. Giese**

As of 4/02/19





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D.P.T., Slippery Rock University

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M.S., UC Riverside, Mathematics

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A.A., Mt. San Jacinto Community College  
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M.A., University of Redlands

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D.M., University of Phoenix

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M.S., California State University, Fullerton

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M.S., San Diego State University

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M.A., University of California, Los Angeles

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M.A., New York University, Spain



## District Personnel

### **BOWMAN, RONALD S.**

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Professor, Mathematics/Engineering  
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.Eng., University of Detroit

### **VERDUZCO, SONIA**

Career Education Counselor  
B.A., University of California, Santa Cruz  
M.A., California Lutheran University

### **VOGEL-TRAUT, MICHELLE**

Assistant Professor, Psychology  
A.S., Palomar Community College  
B.A., California State University, San Marcos  
M.A., California State University, San Marcos

### **VRTIS, APRIL**

Associate Professor, Counselor  
A.A., Long Beach City Community College  
B.S., University of Houston, Clear Lake  
M.A., California State University, Dominguez Hills  
M.A., California State University, Dominguez Hills

### **WAKJIRA, SAMSON**

Assistant Professor, Economics  
B.A., Addis Ababa University  
M.S., Addis Ababa University

### **WALKER, ADRIENNE**

Associate Professor, Librarian  
B.S.L.S., University of Maine at Augusta  
M.S.L.I.S., San Jose State University



**WEBER, MICHELE**

Assistant Professor, Communication  
B.A., California State University, San Bernardino  
M.A., California State University, Fullerton

**WELDEN, MICHAEL**

Associate Professor, Mathematics  
B.S., University of Illinois at Urbana-Champaign  
M.S., University of Illinois at Urbana-Champaign

**WHALEN, JESS**

Assistant Professor, Anthropology  
B.A., California State University, Sacramento  
Ph.D., The University of Edinburgh

**WILLIAMS, SHANAE**

Director of Financial Aid/Veteran Services  
B.A., San Diego State University

**WINSLOW, SUSAN**

Associate Professor, English  
B.A., University of Southern California, Los Angeles  
M.A., California State University, Long Beach

**WRIGHT, BRENEE**

Associate Professor, English  
B.A., Oakwood College  
B.S., Oakwood College  
M.A., California State University, San Bernardino

**WRIGHT, PAMELA**

Director of Institutional Effectiveness  
B.A., University of California, San Diego  
M.A., University of California, Los Angeles  
Ph. D., University of San Diego

**YAMANAKA, CHRISTINA**

Associate Professor, History  
B.A., University of California, Los Angeles  
M.A., University of California, Los Angeles

**YATES, LISA**

Assistant Professor, Counselor  
B.A., California State University, San Bernardino  
M.A., California State University, San Bernardino

**YOUNG, CAMERON**

Assistant Professor, English  
B.A., California State University, Fullerton  
M.A., California State University, Fullerton

**ZOGRAFOS, PETER**

Director of the School of Nursing  
B.A., Concordia University  
Diploma, Vanier College, Canada  
M.S.N., University of Phoenix  
Ph.D., Capella University

As of 04/02/19



## **Classified Staff**

\*Indicates supervisory staff

### **Business Services**

Avila, Gloria  
 Bridge, Dawn  
 Bungler, Ashlye  
 Campbell, Alicia  
 Contreras, Veronica  
 Durgin, Venita  
 Haldeman, Kimberlee  
 Hall, Martha  
 Hernandez, Maria  
 Jensen, Ann  
 Kimbrough, Stacy  
 Kohls, Renee  
 Marrs, Jennifer  
 Medina, Brenda  
 \*McCallen, Elaine  
 Ochoa, Melissa  
 Owen, Tracie  
 Richter, Karen  
 Sarabia, Nicole  
 Schatz, David  
 Shoffner, Cecilia  
 Shurtz, Michelle  
 Solis, Kathryn  
 Stallworth, Ashlei  
 Stevens, Cheryl  
 Thornton, Selene  
 Ward, Carole  
 Wellington-Maxon, Kathie  
 \*Worthington, Elizabeth

### **Campus Safety**

Auten, Brandon  
 Bradsher, Christopher  
 Cuevas, Geovanni  
 Del Castillo, Steven  
 French, Kevin  
 Garcia, Karla  
 Groomer, Corey  
 Hebert-Scott, Tanya  
 Kovich, Shannon  
 Mashuqa, Ahmad  
 May, Lana  
 Meyer, Austin  
 \*Myers, Ryan  
 Saucedo, Edward  
 Stecher, Robert  
 Wyer, Michael

## **Continuing Education and Workplace Training**

Emmenegger, Terri  
 Fernandez, Elva  
 Jimenez, Lupe  
 Ledesma, Soraya

### **Facilities and Grounds**

Aguilar, Julio  
 Alvarado, Joseph  
 Andrade, Ricardo  
 Arenas, Jose  
 Bartel, Bobby  
 Bittle, Ricky  
 Briones, Fred  
 Brooks, Joan  
 Brown, Kelvin  
 Calhoun, Anthony  
 Campbell, Jeffrey  
 \*Cerdeña, Enrique  
 Coston Jr., Edward  
 Estrada, Jr., Danny  
 Flores, Armando  
 Franco, Ryan  
 Greene Jr. Craig  
 Heffley, Samuel  
 Howlett, William  
 Johnson, David  
 \*Kasper, Scott  
 Leyva, Alejandro  
 Leyva, Joshua  
 Luevano, Marian  
 Maldonado, Jairo  
 McDaniel, Stephen  
 Mendez Zarco, Jose  
 Mercer, Tyler  
 Palacio, John  
 Palmer III, Travis  
 Patino, Miguel  
 \*Pedersen, Scott  
 Ramirez, Anthony  
 \*Ramirez Jr., Juan  
 Shehee, Thomas  
 \*Shoemaker, Elden  
 Smith, Terry  
 Son, Kenneth  
 Thorn, Vinson  
 Torres, Chantel  
 Valdes-Hernandez, Alfonso  
 Vanbuskirk, Mark  
 \*Wilkes, Daryl

## **Human Resources**

Covington-James, Lanell  
 Hebert, April  
 Huerta, Marcy  
 Jones, Veronica  
 Kammer, Heather  
 Macias, Brittany  
 Perez-Flores, Debria  
 Pina, Nicole  
 Rogers, Cynthia  
 Scott, Mary

### **Information Technology/ATS**

Abbondanza III, Nicholas  
 \*Bennett, Justin  
 Castellanos, Marcus  
 Haddad, David  
 \*Madore, Frederick  
 Medure, John  
 Pacheco, Edwin  
 Platt, Christopher  
 Rollins, Dennis  
 Sanchez, Anthony  
 Smith, Cheryl  
 Smith, Lon

### **Institutional Effectiveness**

Anand, Devnol  
 Ferris, Staci  
 Gutierrez, Fernando  
 Holman, Robert  
 Lanphere, Jill  
 Lawler, Tabitha  
 Marin, Joseph  
 Muehlebach, Eric  
 Ramaker Patrick  
 Sandstrom, Stephen  
 \*Stafford, Aaron  
 \*Stratton, Katherine

### **Instruction**

Abriam, Christine  
 Aceves, Angela  
 Allison, James  
 Ahmadi, Mejgan  
 Alvarado, Nancy  
 Aquino, Maria  
 Baker, Julie  
 Ballou, Justin  
 Bautista, Jorge  
 Brandenburg, Janet  
 Brillinger, Laura  
 Burse Jr., Charles



Calain, Dennis  
Castorena, Kristin  
Chavez, Amanda  
Chea, Lota  
Compton, Judy  
Coromandel, Kendra  
Cuevas, Araceli  
Davis, Teresa  
Davis-Ward, Imagine  
DeMarco, Diana  
Del Rio, Naomi  
Diaz, Timothy  
Dornan, Nicole  
Drumm, Angela  
Dual, Toni  
Duarte, Dominique  
Edghill, Hallam  
Escalera, Rae  
Espinoza, Nelida  
Excell-Wertman, Shelley  
Fegel, Laura  
Fernandez, Elva  
Garcia, Noemi  
Garner, Mark  
Gasman, Janet  
George, Jeffrey  
Giacalone, Susan  
Goellnitz, Jennifer  
Gomez Uribe, Mayra  
Grace, Debbie  
\*Greathouse, Damien  
Gutierrez, Amber  
Heredia, Sylvia  
Hill, Constance  
Hiten, Vanesse  
Hodge, Cheri  
Howard, Regina  
Hughes, Jenny  
Ihrig, Betty  
Jack, Rachelle  
Jones, Renee  
Kiser, Christopher  
Knelange, Jennifer  
Kovalchuk, Vyacheslav  
Lampley, Timothy  
Lee, Randi  
Leovao, Zanya  
Love, Monica  
Lowery, Carol  
Marrs, Jamie  
Marquez, Karla  
Mata-Costilla, Muramay  
Mateo, Jeremy  
McCurdy, Janet

Melsheimer, Ronda  
Mendo Cabrejos, Juana  
Mills, Julieanne  
Morales, Adrianna  
Morales, Diane  
Morales, Jeanette  
Moran, Timothy  
Mungo, Sharon  
Munoz, Kathleen  
Ney, Laurie  
Nguyen, Michael  
Nijm, Dina  
Novak Pilch, Blaine  
Olson, Shelley  
Perez, Veronica  
Peterson, Jennifer  
Pickens, Jenner  
Powers, Christopher  
Putnam, Marta  
Pyle, Tara  
Razo, Steven  
\*Reyes, Milton  
Rios, Kathalena  
Rivera, Ann Marie  
Rozo, Cindy  
Russell, Astrid  
Russell, Rose  
Saucedo, Monica  
Sawyer, Sherri  
Seavey, Angela  
Sension, Kristin  
Serna, Remigio  
Shaw, Raymond  
Son, Lina  
Stenlake, Stephan  
Tate-Meyer, Carrie  
Taylor, Sandra  
Tirado, Velia  
Turner, Tessa  
Truong, Anthony  
Valcarcel, David  
Valdez, Vanessa  
Vallejo, Marlena  
Vandewater, Tina  
Vilums, Robert  
Vonner, Erica  
Weiss, Stephanie  
Welch, Melissa  
Witt, Dawn  
York, Linnea

## Library

Harvey, Theresa  
Maggard, Jeanne  
Parson, Karen  
Pipes, Robert  
Pitt, Tracy  
Spires, Andrew  
Suitt, Jan

## Public Information/ Marketing

Armas, Rony  
Bruce, Bing  
Cason, Stephanie  
Magaña, Stephanie  
Velasquez, Gladys  
Walker, Eric

## Student Services

Angeles, Eva  
Aguilar, Shehnaz  
Aljumaily, Zahra  
Alvarado, Jacqueline  
Amador, Meghan  
Ames, Becky  
Arevalo, Briana  
Ashorn, Alicia  
Bell, Taylor  
Bowles, Lizabeth  
Bravo, Aimee  
Bravo, Esmeralda  
Brunken, David  
Calderon, Aileen  
Chacon Perez, Diana  
Ching Lee, Cynthia  
Colcol, Bernardo  
Contreras, Leslie  
DeCarmo, Briana  
Dixon-Sudduth, Windee  
Escobar, Jonnika  
\*Frontino, Fred  
Furr, Bernadette  
Garcia, Alicia  
Garcia, Ermelinda  
Giddings, David  
Goebel, Meredith  
Griffiths, Whitney  
Guijosa, Jannett  
Hallett, Emma  
Higuera, Araceli  
Hoover, Todd  
Huggins, Brenda  
Jackson, Carla  
Jimenez, Rosa  
Johnson, Randi  
Lample, Joseph  
Lewis, Dena



## District Personnel

Magana, Lydia  
 Mapes, Mary  
 Marruffo, Corina  
 Martin, Erika  
 Marquez, Giovanna  
 Mascaro, Elizabeth  
 Mason, Grace  
 Mata Leon, Juan  
 McDougle, Dillon  
 Moncada, Martina  
 Montano, Mary  
 Monroy, Sergio  
 Moua, Paula  
 Mozga, Christopher  
 Munoz, Rosa  
 Orchard, Margaret  
 Ortega, Suzanne  
 Paez-Mendez, Selena  
 Parker, Robert  
 Pieper, Edolina  
 Ponio, Kathy  
 Prentice, Cynthia  
 Pruitt, Deja  
 Ragsdale, Jennie  
 Rangel Monroy, Sergio  
 Rashad, Silvia  
 Rhea-Bobo, Tiffany

Rice, Maria  
 Rivas, Benny  
 Rivera-Hernandez, Jose  
 Rodriguez, Jessica  
 Rogers, Amber  
 Schmidt, Austin  
 Sibole, Joshua  
 Solis, Estefany  
 Uhrig, Sandra  
 Warbington, Tina  
 \*Williams, Shanae  
 Yansane, Sekou

Ledesma, Aristeo  
 Marquez, Claudia  
 Naish, Justin  
 Nordquist, Garrett  
 Runner, Steve  
 Tercero, Christian  
 Ward, Morgan  
 Walker-Leach, Patrice  
 Wellington, Jordan

As of 04/02/19

### **Superintendent/ President's Office**

Morrison, Jacqua  
 \*Orlauski, Rebecca

### **Support Services**

Ambriz, Gilbert  
 Anderson, Myron  
 Cerda, Carlos  
 Davis, Cindy  
 Dupre Jr., Kenneth  
 Flores, Beatriz  
 \*Guglielmana, Ron  
 Herrera, Jacqueline  
 Hornback, Ella  
 Hornback, Mandie



# DEFINITIONS FOR MSJC STUDENTS

**AB540:** An Assembly Bill that exempts students (including undocumented students) from paying out-of-state tuition. Qualifying students must:

1. Have attended a California high school for three years or more.
2. Graduated from a California high school or received the equivalent, such as GED.
3. Submitted an affidavit (a written promise) to the selected college, along with an official transcript.

Students who hold nonimmigrant visas (Tourist B-1 and B-2), foreign students (F-1), NAFTA (TN and TD), and exchange students (J), etc., are not eligible under AB540.

**Abbreviated Educational Plan (AEP):** A document college counselors generate in collaboration with the student to outline courses for one or two semesters. The AEP is based on student's placement scores and major/interest and serves as a guide to help students select courses during registration. <http://www.msjc.edu/StudentServices/Counseling/Pages/CounselingDepartment.aspx>

**Appeal/Petition:** A process to challenge a policy in which a student gives a detailed explanation with documentation to support their request. The following are the different types of petition forms:

## 1. Student Petition Form

To appeal for: Academic renewal, Non-traditional Credit, Advanced Placement, Waive course requirement, unit-overload or late graduation petition.

## 2. Petition to Repeat Form

When a student has enrolled in a course three times with earned grades of F, D, NC and/or W. If a student had extenuating circumstances for receiving such grades, the student can petition for a "final fourth" attempt.

## 3. Petition to Enter Class Late Form

A student who has the professor's permission to enter class after the Friday of the second week of each term, or after Tuesday of the first week for summer, or after the second day of a late-start class must complete this form.

## 4. Loss of Priority Registration/Promise Grant Appeal

**Note:** It is recommended, and in some cases required, that you meet with a counselor before you submit these forms for assistance and guidance. Obtain petition forms from the Enrollment Services Office, or on the Admissions website.

**Application for Admissions:** An online form with questions a potential student submits in order to become a student at MSJC. Applications are available for each term, approximately three (3) months prior to start date. To apply, go to [msjc.edu](http://msjc.edu), and click on the red "Apply Now" button:



**Note:** The application can take up to 24 hours to process.

Look for a thank you email with instructions from Mt. San Jacinto College.

**Articulation Agreement:** A formal agreement between colleges and universities. An Articulation Agreement provides a community college student a set of courses and number of units to complete as a transfer student. Articulation agreements for transfer are in place between Mt. San Jacinto College to California State Universities; Universities of California; private and out of state colleges. Go to the Career/Transfer Center website for additional information for transfer and 4-year college representatives. <http://www.msjc.edu/TransferCenter/Pages/default.aspx>

**Placement:** Placement (a component of the matriculation process) assists students with making sound decisions about their courses in writing and mathematics. Placement (in conjunction with orientation) is REQUIRED for all new students unless they qualify for an exemption. Once you have completed the placement process and orientation, you may go to [ea.msjc.edu](http://ea.msjc.edu) for your registration appointment. It is highly recommended that all new students meet with a counselor.

**Associate Degree:** An undergraduate academic degree awarded by community colleges. Students can complete four different types of associate degrees in a variety of subjects at Mt. San Jacinto College.

1. Associate in Arts
2. Associate in Science
3. Associate in Arts-Transfer/ADT
4. Associate in Science-Transfer/ADT

For more details, see the Academic Programs page at [msjc.edu](http://msjc.edu).

**Attendance:** A classroom policy professors use to keep records of students who are present or absent in class. Professors may drop students from class after a specific number of absences. Students should review their syllabus for class guidelines.

**Audit:** A specific enrollment status allowing a student to attend a class for reviewing of course material and content. A student does not receive credit or grade when auditing a course. The fee is \$15.00 per unit; however, if a student is enrolled in 10 units and has a BOG Waiver, there are no additional fees. See Enrollment Services for the Audit Enrollment Form.

**Bachelor's Degree:** A degree a student can earn upon completion of a four-year College or University. Mt. San Jacinto College students can transfer to the University of California system, California State University system, any private university, or out of state. The Bachelor's degree is also known as an undergraduate degree. For more information on undergraduate degrees see the university links below:

- [www.ucop.edu/pathways](http://www.ucop.edu/pathways)
- [www.csumentor.edu](http://www.csumentor.edu)
- [www.aiccu.edu](http://www.aiccu.edu)
- [www.wiche.edu/ca](http://www.wiche.edu/ca)

**Bluebook:** A book with blank pages a student may be required to bring to class on exam day. Bluebooks are often used in



## Definitions

subjects such as English, History, and Sociology. A student can purchase a blue books at:

MSJC's Bookstores

Vending machines located in the cafeteria

San Gorgonio Pass Campus' vending machine in the Student Services Building

**Campus:** A term used to describe the physical location of a college where classes are offered.

Below are the names of Mt. San Jacinto College Campus Locations:

Menifee Valley Campus (MVC)

San Jacinto Campus (SJC)

San Gorgonio Pass Campus (SGP)

Temecula Higher Education Center (THE Center)

Some courses are also offered at other off-site locations. <http://www.msjc.edu/CampusSafety/Pages/Campuses-and-Contacts.aspx>

**Canvas:** The online platform MSJC uses for a student to access class information online. Whether a student takes online or face-to-face classes, most instructors use Canvas to place assignments, activities, quizzes, and/or discussions for students to access the course information online.

<http://www.msjc.edu/Pages/default.aspx>

**CELSA:** This acronym stands for Combined English Language Skills Assessment. CELSA is a tool used to determine the appropriate English level for non-native English speakers. See Assessment Placement for details to take the CELSA Assessment. <http://www.msjc.edu/StudentServices/AssessmentandPlacement/Pages/default.aspx>

**Certificates:** Short-term training programs students can pursue at a Mt. San Jacinto College. The number of units required for each certificate depends on the field of interest. Learn more by viewing the Academic Programs via [msjc.edu](http://msjc.edu).

**Classroom etiquette:** A certain behavior and expectation a student needs to maintain during class time (see syllabus for details). Some of the expectations may include to be on time for class, prepared to participate, and have all assignments completed. See "Standards of Conduct" portion of catalog.

**Comprehensive Educational Plan:** A document college counselors generate in collaboration with the student to outline courses based on student's placement, pre-requisites, major, articulation agreement requirements, and electives to successfully guide and keep students on track to achieve their academic goals. Students need to schedule a one-hour appointment with a counselor. <http://www.msjc.edu/StudentServices/Counseling/Pages/CounselingDepartment.aspx>

**Concurrent Enrollment:** A term used to identify high school students who also take classes at MSJC and meet the following criteria: submit official high school transcripts and the Concurrent Enrollment Application with student, parent and principal's signatures. (A letter of recommendation is required for 9th and 10th grade only). <http://www.msjc.edu/StudentServices/Outreach/Pages/Concurrent-High-School-Enrollment.aspx>

**Counselors:** Faculty members and trained professionals, who provide students with personal, vocational, and academic counseling services. College counselors serve as guides, coaches, advocates, and as a resource for students. Their primary job is to assist students identify interests and guide them to achieve their goals. Students are encouraged to meet with a counselor as often as needed. <http://www.msjc.edu/StudentServices/Counseling/Pages/CounselingDepartment.aspx>

**Crashing Classes:** A practice college students use as their last resort to add a class during the first week of the semester. A student may show up to class on the first day to get a Late Add Code from the professor of instruction, if there's space still available.

**Note:** Professors have the right to dismiss students who are not formally enrolled in class or waitlist.

**Dean:** The title of a person in an administrator's position, usually an authority figure of a department such as Instruction or Student Services.

**Department Chair:** A faculty member or professor of a given discipline, who serves on a leadership role. In this role Department Chairs might make decisions for: class equivalency; hire part-time faculty; and/or make decisions on course offering, among other related duties.

**Dual Enrollment:** A program which high school students are allowed to earn high school credits and college credits. Students take college courses at their high schools with an approved MSJC faculty. To participate students need to submit the Dual Enrollment Program School/Parent Agreement to the Instructional Liaison. <http://www.msjc.edu/DualEnrollment/Pages/default.aspx>

**Eagle Access Center:** A computer center equipped with resourceful college mentors and staff to assist students with login difficulties, activation of student emails, completion of college/financial aid application and adding or dropping classes. Eagle Access is a place where students can get assistance to navigate the college website; access Canvas; Eagle Advisor and/or student email account. <http://www.msjc.edu/StudentServices/Outreach/Pages/Eagle-Access-Centers.aspx>

### San Jacinto Campus (SJC)

Bldg. 1100, Room 1120

San Jacinto, CA 92583

951.487.3311

### Menifee Valley Campus (MVC)

Bldg. 1018, Room 1018A

Menifee, CA 92584

951.639.5311



**San Geronio Pass Campus**

3144 W Westward Ave  
Banning, CA 92220  
951.922.1327

**Eagle Advisor:** An online platform to provide students access to their academic records and other important information. Students can access: User Account information, Financial Aid, Communication, Academic Profile, Pre-registration, Registration for College Credit Courses, Payment and Purchases, and Admission Information. <https://ea.msjc.edu/Main/Main?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=6446406866>

**Educational Goal:** The students' purpose for attending college. At Mt. San Jacinto College, a student has the option to complete a certificate, associate's degree, transfer without an associate's degree, and/or transfer with an associate's degree, amongst others.

**English as Second Language (ESL):** Classes offered to non-native English speakers to learn to read, speak and write in English. ESL students must take the CELSA test during the Assessment process to place into ESL classes. <http://www.msjc.edu/ESL/Pages/default.aspx>

**Extracurricular Activities:** Activities not directly related to students' academic goal or courses. These activities are held on or off campus and may be related to Student Government Association, student clubs on campus, athletics, or publications. <http://www.msjc.edu/StudentServices/StudentGovernmentAssociation/Pages/default.aspx>

**Face-to-Face Class:** A class that is primarily taught on campus.

**Faculty:** Another term used to address instructors, professors, and counselors.

**Fees:** Students are responsible for paying fees for various services and programs.

Parking Permit: fall and spring is \$34.00 and summer \$15.00 for non Financial Aid students.

RTA GOPASS: This is a mandatory fee for Students. This fee allows students to ride RTA public transportation anytime during the semester. The fee is on a semester basis when students enroll in classes, the nominal fee is \$6.00

Student Activity and SGA: fall and spring \$7.00 each and Summer \$3.00

In State Tuition: \$46.00 dollars per unit (note: this is the fee BOG Waiver covers). Out of State Tuition: \$298 per unit. Non-resident Tuition: \$234 per unit.

**Final Exam:** A test given at the end of the semester to evaluate the students' level of comprehension on content learned in class. A final exam may be in a number of formats: Essays, multiple choice, match-type, open-ended questions, group assignment, speech, or a project.

**Financial Aid:** Funds and resources by the federal government, state and local organizations to provide financial assistance to students: Promise Grant (formerly Board of Governor's Fee Waiver); Grants and Scholarships. Note: Mt. San Jacinto does not offer student loans but

encourages students to submit the FAFSA ([Fafsa.gov](http://Fafsa.gov)) or DREAM Act ([dream.csac.ca.gov](http://dream.csac.ca.gov)) and apply for scholarships. <http://www.msjc.edu/StudentServices/Scholarships/Pages/default.aspx>

**Full-Term Semester:** The period a class will be in session, which begins during the first week of the semester and continues full-term to finals week to complete the total of 18 weeks, which includes finals week.

**Full-Time Student:** A student who enrolls in 12 units or more per semester (for fall or spring).

**General Education:** Introductory courses students need to complete to meet a degree requirement.

**Grade Point Average (GPA):** A grade point system to indicate a students' academic performance. There are many benefits for a high GPA, for example, certain universities use GPA to determine acceptance, award scholarships, and grant academic/athletic participation.

A low GPA can impact Academic Standing.

Mt. San Jacinto College letter grades have the following values:

A=4; B=3; C=2; D=1; F=0.

To calculate your GPA multiply the letter grade by the number of the class unit value to get grade points. Next, divide the total grade points by the total number of units.

Class Title	Final Letter Grade	Class Unit Value	Grade Points	
ENGL 101	A = 4	4	=	16
MATH 105	C = 2	4	=	8
SOCI 101	B = 3	3	=	9
BIOL 117	C = 2	3	=	6
	Total Units:	14	Grade Point Total:	39

Next divide the (*Grade Point Total*) 39 by the (*Total Units*) 14 = GPA  $39 \div 14 = 2.78$  GPA

**Help Desk:** A service to help students navigate and solve any technical difficulties related to Blackboard, Canvas, email, or Eagle Advisor.

For live phone support call 951-487-3411

M-Th 7:30 A.M. to 5:00 P.M

Friday 7:30 A.M to 12:00 P.M

**Hybrid Classes:** Classes that require both face-to-face attendance and online participation. The specific time and dates to attend class face-to-face is outlined in the schedule. Some classes may require students to check in a week before class begins.

**Important Dates:** Significant dates students must be aware of during the semester, which includes last day to add or drop from a class, application for graduation deadline. Important dates are published in the class schedule.

**Late Add Code:** A 5 digit code with an expiration date, provided by a professor and typically distributed during the



## Definitions

first few days of instruction. The professor makes the decision if they can add additional students (see crashing classes). <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/New-or-Late-Add-Procedures.aspx>

**Lectures:** Educational presentations or discussions given by professors or experts in a field.

**Major:** An area of study consisting of a set of classes that lead to a college certificate or degree. Available majors at Mt. San Jacinto College for 2017-2018 are as follows:

- 29 State Approved Certificates
- 31 AA / AS non-transfer degrees – General Education Option A
- 7 AA/AS Degree Transfer Emphasis General Education - Option B/C
- 20 AA-T/AS-Transfer for Transfer Degree (ADT) – Option B/C

**Mid-Term Exam:** A test students take halfway in the term to demonstrate knowledge on the subject and/or application of the content learned in class. In general, mid-term exams can be a combination of a written essay, multiple-choice questions.

**Mt. San Jacinto College:** also abbreviated as MSJC, is the official name for the college.

**Office Hours:** The time professors designate to be available outside of class to meet with students to discuss any course related concerns, review test results, grades, request letters of recommendation, or to ask questions related to lectures or assignments. See class syllabus for details.

**Official Transcripts:** A chronological report generated by colleges to detail student's academic history: final grades, grade point average (GPA), non-degree, and degree transfer units along with degrees or certificates achieved. Official transcripts are printed on a special paper and stamped with the college's official seal.

**Note:** The Transcript must be in a sealed envelope and stamped with the institution seal to be considered official. Official transcripts may be required for university admission process, transfer credits between higher institutions, or scholarship consideration. <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/How-do-I-request-Transcripts.aspx>

**One Stop Eagle Shop:** The bookstore for Mt. San Jacinto College students, where students can purchase, rent, sell, and swap books face-to-face or online. Other items students can purchase include: MSJC clothing, and school supplies. [http://eagleshop.msjc.edu/msjcme/swap\\_main.asp?](http://eagleshop.msjc.edu/msjcme/swap_main.asp?)

**Online Classes:** Classes offered via Internet only; students need to be familiar with how to access and navigate through Canvas. Students must know their username and password to access class information. All colleges have technical support to assist students with online technical problems. For Technical Support go to: [support.msjc.edu](http://support.msjc.edu).

**Open Admission:** Mt. San Jacinto College is an open admission college, meaning anyone meeting the following criteria may attend:

18 years of age or older

**Or**

Have a high school diploma or GED

**Or**

Meet Enrollment Guidelines for high school students see Concurrent Enrollment and Dual Enrollment

**Or**

meet Enrollment Guidelines for International Student. <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/International-Students.aspx>

**Orientation:** A process to inform students about academic programs, services, resources, students' rights and responsibilities.

See Eagle Advisor –Pre-registration -- Welcome to the online orientation. [ea.msjc.edu](http://ea.msjc.edu)

**Out of State Tuition:** The fee rate for students who have not established California residency. Out of State Tuition is \$258.00 per unit vs. In State Tuition of \$46.00 per unit. Check with Enrollment Services for guidelines and forms required to establish residency.

**Plagiarism:** An academic offense, which can result in disciplinary action. Plagiarism is considered when a student:

- a. Cheats or copies from another test.
- b. Fabricates, falsifies, or alters information.
- c. Facilitates academic dishonesty to help a classmate to commit academic dishonesty
- d. Submits a paper used in a previous class

Avoid Plagiarism:

<http://www.plagiarism.org/plagiarism-101/overview/>

**Or**

<http://www.msjc.edu/StudentServices/StudentConduct/Pages/Web-Resources.aspx>

**Quadratic Paper/Graphing Paper:** Specialized paper students use to draw algebraic equations.

**Quarter Term:** A ten-week period in which students attend classes (i.e., fall, winter, spring and summer). **Note:** No quarter terms at Mt. San Jacinto College.

**Registration:** The process of signing up for classes, typically done via Eagle Access Center. Students are assigned a registration date, once students complete all the admission requirements (application, placement, orientation and counseling). Students can find their registration date under: [msjc.edu](http://msjc.edu).

Eagle Advisor –

When is my registration date?

**RTA Go Pass:** A transportation program established for MSJC students to get unlimited rides with Riverside Transit Agency (RTA) and the San Geronio Pass Transit buses, while officially enrolled at Mt. San Jacinto College. All students are charged a \$6.00 fee per semester to support the program.

For route information please call (951) 565-5002 or go to:





[www.RiversideTransit.com](http://www.RiversideTransit.com).

**Scantron:** A sheet used during quizzes and/or tests time. Purchase scantrons at:

MSJC's Bookstores

Vending machines located in the cafeteria

San Gorgonio Pass look for vending machine in the Student Services Building

**Semester:** The term used to identify certain periods during the academic year when classes are in session. Mt. San Jacinto College holds classes during the following semesters:

**Fall semester (August - December):** The first semester in the academic year. Includes 16-18 week class sessions, online, face-to-face, hybrid, short-term, day, evening, and weekend classes.

**Spring semester (January - May):** The second semester of the academic year. Includes 16-18 week class sessions, online, face-to-face, hybrid, short-term, day, evening, and weekend classes.

**Summer semester (June - July):** This is a fast-track session 6-8 weeks and an optional semester for students to enroll in classes. Students can enroll in face-to-face, online and hybrid classes. Class schedule is reduced.

**Short-term/Fast-track:** Accelerated classes that last 6 to 10 weeks.

**Student Identification Number:** (also known as Student ID) Each student is assigned a unique seven-digit number. Students will need this ID number to conduct official college business such as: to schedule counseling appointments, check financial aid status, get tutoring, assessment, or request a copy of their official transcripts. The ID number is printed on the Student Photo identification (ID) card.

**Student ID card:** Official student identification card with photo, name, and student ID number. Students who have registered in at least one course and have paid all fees can obtain their student ID at Enrollment Services. The Student ID Card is also known as Eagle Card which serves as an RTA "GO PASS". The Eagle card is required for official college transactions, (e.g. discounts, financial aid, ride RTA/Banning Pass Transit buses and to conduct any other official school business). See link below: <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/RTA-Go-Pass-Program.aspx>

**Study Time Formula (STF):** An academic formula to help students plan their study time depending on the number of units enrolled.

$$\text{Study Time Formula (STF)} = \text{Units enrolled (UE)} \times 2 = x \text{ (number of hours needed for study time)}$$

Example for a student enrolled in 12 units

$$\text{Study Time Formula} = 12 \text{ units enrolled} \times 2 = 24 \text{ hours needed for study time}$$

**Syllabus/Syllabi:** A contract between the professor and students. The professor distributes to students on the first day of class and reviews the content. The syllabus includes class title, course description, Student Learning Outcomes, expectations, deadlines, assignments, classroom etiquette, instructor's office hours and contact information.

**Textbook:** A book assigned to students in classes and might be considered as the main source for learning; the book's content is reinforced and further explained with the professor's lectures, assignments, and in class discussions. Therefore, a textbook is a very important tool to purchase for classes. See link below: <http://www.msjc.edu/Bookstore/Pages/default.aspx>

**Transfer:** The process of continuing from a community college to a four-year college or university to pursue a higher degree (bachelor's, master's, doctoral degree, or professional degree) beyond a certificate or the associate's degree. See more: <http://www.msjc.edu/TransferCenter/Pages/default.aspx>

**Undecided:** A term designated for students who have not identified a major or a career goal. Students can visit the Career and Transfer Center to learn more about their skills, abilities, interests, options, limitations and personality style. Also consider taking the Guidance 116 Integrated Career/Life Planning class.

<http://www.msjc.edu/StudentServices/Counseling/Pages/College-Success-Courses.aspx>

**USB Drive or Flash Drive:** A device used to store students' academic work (i.e. essays, term papers, PowerPoints). USB drives are sold at:

One Stop Eagle Shop Bookstores

Vending machines located in the cafeteria on the San Jacinto Campus

San Gorgonio Pass Campus' vending machine in the Student Services Building

<http://eagleshop.msjc.edu/msjcme/default.asp?>

**Waitlist:** When a class is full, students have the option to place themselves on the waitlist. In the event a seat becomes open in the class, the student with the highest waitlist rank gets automatically registered. Waitlisted students have priority to be added in class over students who are crashing a class. <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/How-do-Waitlists-work.aspx>





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