

Academic Calendar 2002-2003

FALL SEMESTER

August 26, 2002 to December 19, 2002

August 26 Classes Begin
August 26-30 Late Registration and Program Changes
September 2 Labor Day Holiday
November 1 Graduation Application Deadline
November 11 Veterans Day Holiday
November 21 Last Day Student May Withdraw from Classes
November 28-29 Thanksgiving Recess
December 16-19 Final Examinations

EARLY SPRING SESSION

January 2, 2003 to January 28, 2003

January 2 Classes Begin
January 20 Martin Luther King, Jr. Holiday

SPRING SEMESTER

February 3, 2003 to June 5, 2003

February 3 Classes Begin
February 3-7 Late Registration and Program Changes
February 14 Lincoln's Day Holiday
February 17 Washington's Day Holiday
March 3 Graduation Application Deadline
April 14-18 Spring Recess
May 1 Last Day Student May Withdraw from Classes
May 26 Memorial Day Holiday
June 2-5 Final Examinations
June 7 Commencement

SUMMER SESSION

June 16 to July 25, 2003 (6-week session)

June 16 to August 8, 2003 (8-week session)

June 16 Classes Begin
June 16-18 Late Registration and Program Changes
July 1 Graduation Application Deadline
July 4 Independence Day Holiday
July 25 End of 6-Week Session
August 8 End of 8-Week Session

MONTEREY PENINSULA COLLEGE

2002-2003 Catalog

A public community college of the Monterey Peninsula Community College District
980 Fremont Street
Monterey, California 93940-4799
www.mpc.edu

Serving the population included within the Monterey Peninsula Unified School District,
Carmel Unified School District and Pacific Grove Unified School District

INFORMATION-(831)646-4000
ADMISSIONS-(831)646-4002
REGISTRATION-(831)646-4002
COUNSELING-(831)646-4020

ACCREDITED BY

The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Post-secondary Accreditation and the U.S. Department of Education

APPROVED BY

The California State Department of Education for the Enrollment of Veterans
The United States Department of Immigration and Naturalization

Appropriate courses, as identified, accepted by the University of California and the California State University

Monterey Peninsula College has accreditations and certifications from:

- Automotive Service Excellence
- California Board of Registered Nursing
- California State Board of Dental Examiners
- California State Fire Marshall
- Commission on Dental Assisting of the American Dental Association
- Commission on Police Officer Standards and Training (P.O.S.T.)
- National Automotive Technical Education Foundation
- The National League for Nursing Accrediting Commission

Monterey Peninsula Community College District

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Sam Karas
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and Economic Development
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Sharon Colton, Associate Dean of Instructional Technology and Development
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Susan Osorio Director, Supportive Services and Instruction
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Claudia Martin Director, Student Financial Services

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Creative Arts John Anderson
Humanities Allye Hobson-Robinson
Life Sciences Gary Fuller
Physical Education Lyndon Schutzler
Physical Sciences Homer Bosserman
Social Sciences Caroline Carney

Students are advised to refer to a current schedule of classes for the most recent information regarding regulations, services, fees, and course offerings.

Catalog price: \$3.00 (mailed U.S. \$4.00; outside U.S. \$5.00); tax included.

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This publication is intended to serve students as a guide to program planning, institutional services, and regulations for attendance at Monterey Peninsula College. The college reserves the right to change the regulations, fees and other information controlled in this catalog without prior notice.

General Information

HISTORY

Monterey Peninsula College commenced its operation in September of 1947 on the campus of Monterey High School, holding classes from 4 to 10 p.m. daily. During this first year 87 acres of land were purchased on Fremont Street. The following September, classes opened in converted barracks buildings with 280 students and 20 faculty members.

The campus was originally designed for approximately 1,000 students, but by 1957 the enrollment had approached this figure and it was evident that new buildings were necessary. The engineering building was constructed in 1958, the library in 1960, and the art and music center and swimming pool in 1962.

The junior college separated from the Monterey Union High School District in 1961 and became a separate junior college district. With this reorganization, the Carmel Unified School District became part of the Peninsula-wide junior college district.

The student population continued to grow as well as the need for additional classrooms. In 1965 the building program was renewed, and the "temporary" buildings of 1948 were replaced with new buildings for business, humanities, life science, physical education, physical science and social science. The lecture forum, the college theater, and the college center were part of this campus renewal. In 1973, the college began operating a satellite campus at Fort Ord in cooperation with the U.S. Army, primarily for the benefit of Armed Forces personnel and their family members.

In 1982-83, Monterey Peninsula College was selected as the site for the Maurine Church Coburn School of Nursing, established with a grant from the Maurine Church Coburn Charitable Trust under the leadership of Milton C. Coburn. The school is operated through proceeds from that grant administered by the Community Hospital Foundation, which owns and operates Community Hospital of the Monterey Peninsula and the Community Hospital Recovery Center. During August, 1988, the engineering building was remodeled with funds from the Community Hospital Foundation to house the School of Nursing.

Monterey Peninsula College is part of California's public community college system of 108 campuses in 72 districts across the state. It is a comprehensive community college that responds to the educational, cultural, and recreational needs of community members, insofar as its resources permit. The college serves the communities of Big Sur, Carmel, Carmel Valley, Del Rey Oaks, Marina, Monterey, Pacific Grove, Pebble Beach, Presidio of Monterey Annex, Sand City, and Seaside.

Monterey Peninsula College classes are held on the main campus during Fall and Spring semesters, Early Spring, and Summer sessions.

MISSION

Monterey Peninsula College provides a quality learning experience for students by offering a variety of programs and services which are dedicated to excellence and which meet community needs.

Monterey Peninsula College offers a stimulating, high-quality, low-cost environment for students desiring to transfer, prepare for emerging job opportunities, and improve their lives.

Monterey Peninsula College provides a positive atmosphere for learning and supports opportunities for growth for all members of the community, regardless of their circumstances.

Monterey Peninsula College is a community of learners, engaging minds in the active pursuit and sharing of knowledge by offering courses and programs:

- to encourage achievement of degrees and transfer
- to enable the acquisition of necessary basic skills
- to meet workplace needs
- to nourish the excitement of lifelong learning
- to share our resources, people and facilities with the community.

Monterey Peninsula College endeavors to assist all who participate in its varied objectives to realize their rights, freedoms, and responsibilities in the community and the larger society of which they are a part.

PHILOSOPHY

Monterey Peninsula College is committed to the ideal of academic freedom derived through careful and critical appraisal, and in turn, provides a place where students may freely formulate their ideas and values. All members of the college community support the ideals of excellence, human worth, and realization of human potential.

Monterey Peninsula College provides opportunities for development of skills and knowledge that will enable students of all ages and backgrounds to become, and remain, productive in their chosen vocations, both for the sake of the individual and society.

Through research, self-appraisal, and institutional planning, Monterey Peninsula College responds to unmet needs of the community and to changing expectations within the worlds of education and work. As the College looks outward to the community and finds meaning and opportunity in its diversity, so it extends its reach to the global community in which its members may discover a new sense of place.

Monterey Peninsula College opens its doors to all members of the community -- young and older adults, those who deal with challenges to the quality of their lives or work, the military and their dependents, the laborer, the merchant, and the artist, in order to engage them as willing partners in helping to meet their goal of self-fulfillment. At the same

time, the college participates in partnerships with private enterprise, public agencies, and educational institutions in order to further the academic and work-related aspirations of the community.

To carry out its Mission and support its Philosophy, Monterey Peninsula College will:

1. Provide excellence in education for students planning to transfer to a four-year college or university;
2. Provide a high standard of occupational training, enabling students to qualify for jobs in a variety of career fields, and enabling those already employed to develop their skills or train for another career;
3. Provide the highest quality of instruction to support students who need to improve learning skills;
4. Provide meaningful opportunities for adults to continue their education on a life-long basis;
5. Provide support for students through appropriate and necessary services that help them explore and achieve educational, vocational, and personal goals;
6. Provide the community with special interest, cultural, civic, and recreational programs designed to enhance the quality of life;
7. Provide a program of general education that allows students to explore potential interests and abilities and to develop knowledge and understanding of self, other human beings, and the environment;
8. Provide a curriculum and an atmosphere that values diversity, a global perspective, and the language and communication skills that make these possible.

INSTRUCTIONAL PROGRAMS

A primary objective of Monterey Peninsula College is to extend its services and resources to the community to help meet its educational, cultural and recreational interests. Instructional services include day, evening and weekend instructional programs offered on the main Monterey Peninsula College campus and at off-campus locations.

In meeting this primary objective, Monterey Peninsula College offers the following types of programs:

Occupational: The occupational education program offers the student basic technical and professional curricula to gain the skills and knowledge needed for employment, job advancement, certification, and/or the associate degree.

Transfer: The transfer program enables the student to complete the first two years in preparation for transfer to a baccalaureate-granting institution. MPC courses parallel those offered to freshman and sophomore students at the

University of California, California State University, and private colleges and universities.

Skills Development: A program of basic skills is offered to students needing to increase performance levels in English, reading, study skills, math, critical thinking and other fundamental skills required for successful completion of college level course work. An English as a Second Language program is available for students whose native language is one other than English. Support centers are available for language and mathematics skill development at a wide range of levels.

In order to increase access, Monterey Peninsula College offers many courses in the community as well as on the main campus. Numerous courses are offered through the Older Adult program at senior citizen centers and at other easily accessible sites. MPC also offers a variety of courses at the local high schools where the primary audiences are the high school students.

Further, Monterey Peninsula College provides distance education through its Living Room Series courses and through its growing number of Internet-delivered courses. Included in the Living Room Series are numerous courses using videotapes and other materials and on-campus orientation sessions. Some Internet-delivered courses also require on-campus orientations. Finally, with a number of partnerships established with others in the community, Monterey Peninsula College offers a wide range of courses through Contract Education, providing educational opportunity in partnership with numerous agencies and firms in the community.

DRUG FREE CAMPUS

It is the policy of the Monterey Peninsula College District to maintain a workplace free of the unlawful manufacture, distribution, dispensing, possession or use of controlled substances listed in Sections I through V of Section 202 of the Controlled Substances Act (21 United States Code Section 812), and revised schedules as published in the Code of Federal Regulations, Part 1308 of Title 21, Food and Drugs - alcoholic beverages, etc.

For additional information regarding this policy contact the Vice President for Student Services.

SEXUAL HARASSMENT POLICY

The Monterey Peninsula College District is committed to all provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and other human rights and equal opportunity laws. It is the policy of the Monterey Peninsula College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

If you believe that you are the victim of sexual harassment, promptly report the behavior to a supervisor, manager, administrator, or the Director of Human Resources/Affirmative Action (the "Responsible Officer" for sexual harassment complaints). If you make your report to anyone other than the Responsible Officer, that person will immediately notify the Responsible Officer of your complaint.

Copies of the District's Policy and Procedures for the Prevention of Sexual Harassment are available in the library, in Division Offices, and in other offices providing student and employee services. Brochures providing a brief description of the policy and procedures are widely available. For additional information regarding this policy, and the procedures for reporting incidents of sexual harassment, contact the Director of Human Resources/Affirmative Action.

SMOKING POLICY

MPC's main campus is a tobacco-free environment. The use of tobacco – to include smoking and/or chewing any form of tobacco – is not permitted anywhere on campus, except in designated areas. Smoking is not allowed in campus-owned vehicles.

Designated Areas

- Parking areas, except for the staff parking area at Life Science
- Patio and bench under the oak tree, south of the Social Sciences building
- Outside the College Center above the Amphitheater
- Area east of the International Center

The MPC community has taken a major step toward a healthier campus environment and encourages those who smoke to take educational classes to stop smoking. Those employees, students and visitors who do smoke are encouraged to use the ashtrays in the designated smoking areas. All employees, students and visitors are asked for their full cooperation, patience, courtesy and understanding. Cooperation with this policy is expected.

NOTICE OF NONDISCRIMINATION

Monterey Peninsula College shall not discriminate on the basis of ethnic group, identification, race, color, national origin, religion, sex (including sexual harassment), sexual orientation, handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 pertaining to race, color and national origin and Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, pertaining to disabilities; and the Age Discrimination Act of 1975, pertaining to age. Limited English language skills will not be a barrier to admission to and participation in vocational education programs.

Persons who seek information and/or resolution of alleged acts of discrimination are directed to contact the Vice

President for Student Services who serves as the Americans with Disabilities Act/504 Compliance Coordinator, at (831) 646-4190. This office is located in the College Center.

Persons who seek information and/or resolution of sexual harassment are directed to contact the Director of Human Resources/Affirmative Action who serves as the Sexual Harassment Officer, at (831) 646-4014. This office is located in the MPC Administration Building.

STUDENTS WITH DISABILITIES

The college will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses, programs, and activities, including extracurricular activities. Students with disabilities, who are requesting academic accommodations, auxiliary aides or services, should contact Supportive Services and Instruction at (831) 646-4070.

Participation by students with disabilities in Supportive Services and Instruction is voluntary. Any student choosing not to participate in the program may elect an alternative path for support services through the Office of the Vice President for Student Services.

NOTIFICACIÓN SOBRE NO-DISCRIMINACIÓN

Monterey Peninsula College no discriminará en base a raza, identificación, color, origen nacional y étnico, religión, sexo (incluyendo acoso sexual), orientación sexual, minusvalía (o discapacidad) o edad en ninguna de sus normas, procedimientos o prácticas, y en cumplimiento del Título VI del Decreto de Derechos Civiles del año 1966, relacionado con raza, color y origen nacional, y el Título IX de la Enmienda Educativa de 1972; sección 504 del Decreto de Rehabilitación de 1973 y el Decreto de Americanos con Discapacidades, relacionado con discapacidades y el Decreto de Discriminación debida a la Edad de 1975, relacionado con la edad. La habilidad limitada del uso del inglés no será impedimento para la admisión a y participación en los programas educativos vocacionales.

Aquellos que busquen información y/o resolución de supuestos actos de discriminación, deben recurrir a la oficina llamada *Office of the Vice President for Student Services*, que es quien coordina el Decreto/504 sobre los Americanos con Discapacidades, al teléfono (831) 646-4190. Esta oficina se encuentra en el *College Center*.

Aquellos que busquen información y/o resolución de acoso sexual deben recurrir al director o directora de Personal (*Human Resources/Affirmative Action*) que es la persona encargada de asuntos de acoso sexual; al teléfono (831) 646-4014. Esta oficina se encuentra en la administración.

Admissions

ADMISSION ELIGIBILITY

Anyone who is 18 years of age or older and is capable of profiting from instruction, or anyone who has a high school diploma or a Certificate of Proficiency is eligible to attend Monterey Peninsula College. Students who do not possess a high school diploma or a GED, or did not pass the High School Proficiency Exam, may be required to take an independently administered exam to demonstrate their ability to benefit from instruction at MPC.

SPECIAL ADMISSION OF K-12 STUDENTS

K-12 students may attend with written approval from their school principal and their parent(s) prior to registering. K-8 students need additional approval from the MPC Dean of Counseling, Admissions and Records. Required forms for approval are available at local schools, in the Schedule of Classes, and from the Admissions and Records Office. In addition to required forms, skills need to be assessed for courses other than performance or activity classes. Transcripts are required to verify course prerequisites.

ADMISSION PROCESS

All new, returning, and K-12 students must file the Application for Admission prior to registering. As part of the admissions process to assist the State of California in evaluating community college programs, social security numbers are requested, but not mandatory.

Applications for Admission are available in the Schedule of Classes, on our web page, and from the Admissions and Records Office.

All applicants should review the STEP PROGRAM requirements to determine the program eligibility for exemptions or waivers. Contact the counseling department for information.

STUDENT CLASSIFICATIONS

New Student: A student who has never enrolled at any college or only attended as a K-12 student.

New Transfer Student: A student who has attended a college other than Monterey Peninsula College.

Continuing Student: A student who was enrolled at Monterey Peninsula College the preceding semester (excluding summer session).

Returning Student: A student who has attended Monterey Peninsula College, but was not enrolled during the previous semester (excluding summer session).

Non-Resident Student: A student who has not met California educational resident requirements and must pay non-resident tuition.

International Student: A student from another country who has applied to Monterey Peninsula College and has been accepted on a F-1 (student) visa through the International Students Programs Office.

RESIDENCY

CALIFORNIA RESIDENTS:

This information applies to U.S. Citizens and students on Permanent Resident Visas. You may be asked to submit documentation to verify California Residency.

Resident student classification for education purposes will be given to students 19 years of age or over who have resided in California for at least one year and one day prior to the beginning of the semester or session, and have "manifested the intent" to make California their residence one year and one day prior to the beginning of the semester or session. "Manifested the intent" means having the supporting documentation indicating the intention to make California one's state of legal residence. This is normally done by filing state income tax forms as a resident, by voting as a resident, and not possessing documents contradicting California residence (e. g., out-of-state driver's license, voting absentee for another state, petitioning for a divorce in another state).

If a student is under 19 years of age and the student's parents or legal guardian meet the conditions listed above, the student may qualify as a California resident.

Nonresident status is not changed automatically. Students previously classified as nonresidents must complete a "Request to be Classified as a California Resident" form if now requesting California resident status. This form, with required documentation, must be submitted to the Admissions and Records Office before registering.

Dependents of active duty U.S. military personnel assigned to California may be exempt, upon completion of the appropriate forms, from nonresident tuition. Forms must be completed each semester/session until the dependent has declared California residence.

NONRESIDENTS:

Students not meeting the California residency requirement, including international students and students possessing visas which preclude them from establishing California residence, will be classified as "nonresidents" and are subject to non-resident tuition.

The law governing residence determination for tuition purposes may be found in the California Education Code and in Title 5 of the California Administrative Code. A copy of the statutes and regulations is available for inspection in the Office of the Dean of Counseling, Admissions and Records.

ADMISSION OF INTERNATIONAL STUDENTS

International students must follow a different process for admission. The following documentation is required by Federal law before a Form I-20 can be issued:

1. a written application (which may be downloaded from the MPC web site (<http://www.mpc.edu>);
2. official copies of all academic records showing subjects taken and grades/marks earned;
3. financial certification (also available at <http://www.mpc.edu>); and
4. evidence of English language proficiency.

The minimum TOEFL score is 460 paper-based, or 140 computer-based. Students who have not taken the TOEFL, or who scored below 460 paper-based or 140 computer-based, may be eligible for "conditional admission." This means that applicants meeting the academic and financial requirements for admission will be accepted conditionally to begin English language study at the Monterey Institute of International Studies (MIIS) ESL program. Upon completion of study at the MIIS ESL program, and a positive recommendation from the MIIS ESL program director, plus the appropriate TOEFL score mentioned above, applicants will be accepted for full-time study at Monterey Peninsula College.

Tuition and fees are \$3,400 per year; average room and board (\$7,500), books and supplies (approximately \$1,000), and health insurance (\$650) bring the average annual budget to \$12,550. No financial aid is available, and international students are required to purchase health insurance or to show evidence of paid-up and adequate health insurance coverage.

Serious applicants may contact the International Student Programs Office through the MPC web site (<http://www.mpc.edu>), or directly by e-mail (international_office@mpc.cc.ca.us), fax (831) 645-1390, or telephone (831) 645-1357.

MAJORS WITH SPECIAL ADMISSION REQUIREMENTS

Acceptance to Monterey Peninsula College does not guarantee acceptance into certain programs. The following programs have separate application and screening procedures which must be completed independently from regular admission.

Dental Assisting: (831) 646-4137
Nursing: (831) 646-4258
Police Academy: (831) 646-4099
College Readiness: (831) 646-4246

TRANSFER STUDENTS – TRANSCRIPTS

Students who have attended another college prior to Monterey Peninsula College and who plan to seek a degree or certificate or receive Veteran's educational benefits must have copies of official transcripts of previous college work mailed, by all colleges attended, directly to the Admissions and Records Office at Monterey Peninsula College. Transcripts from other colleges are kept on file for three years after the student's last enrollment at Monterey Peninsula College.

For purposes of satisfying graduation and certificate of achievement requirements, transcripts of prior college work must be on file by the second week of the semester/session in which such degree or certificate requirements will be satisfied. It is the student's responsibility to make a counseling appointment in order to evaluate courses that may be used toward MPC graduation, certificate, and/or General Education requirements. The course evaluation must be on file in the Admissions and Records Office by the graduation petition deadline.

Veterans: The school maintains a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the school for previous education and training, and the Department of Veterans Affairs will be notified.

Registration

OPEN ENROLLMENT POLICY

It is the policy of this District that, unless specifically exempt by statute, every course, course section, or class, of which the average daily attendance is to be reported for state aid, wherever offered and maintained by the District, is fully open to enrollment and participation by any person who has been admitted to the College, and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code. It is further the policy of the District in accordance with Title 5 that, where health, safety, legal requirements, or the facility is a limiting factor in the conduct of a course/program, fair and equitable admission requirements and procedures will be established to meet such limitation.

District policy prohibits the auditing of courses. Students must enroll in each course, and classes cannot overlap in time -- that is, students may enroll in only one course in a scheduled time period. A student may not register for more than one class having the same course number which meets at different times, places or days during a given semester or session.

SCHEDULE OF CLASSES

Each semester/session the College prepares a Schedule of Classes which is distributed in the local newspaper and is available at the Admissions and Records Office, the Information Center, and local libraries and bookstores. It provides exact registration dates, a description of registration procedures, course offerings and descriptions, fees, and other information. The student follows the specified procedures for completing all required forms, which are filed with the Admissions and Records Office.

ENROLLING IN COURSES

Students are responsible for ensuring that they are officially registered for the correct courses. A registration receipt is proof of enrollment.

REGISTRATION PROCEDURES

Monterey Peninsula College offers three methods of registering: Mail Registration, In-Person Registration and Telephone Registration. All students must pay all past due fees before registering. Mail Registration is not available for Summer session and Early Spring courses.

CHANGE OF PROGRAM

Add: Generally, a change which involves the addition of a course to a student's initial schedule of classes is considered an add. The exact dates during which a change of program can be made are published in the Schedule of Classes printed for each semester and session. Effective the fourth week of semester-length courses and the second week of summer session, for courses that have already begun, students must petition the Academic Council to register after the advertised deadlines.

Drop: It is the student's responsibility to officially withdraw from courses. Students may withdraw from semester-length courses through the last day of the 14th week of instruction or 60% of a class, whichever is less. To officially withdraw from a course within the specified deadline, an eligible student may drop by dialing ATR (Automated Telephone Registration) at 646-3070, mailing in an Add/Drop Form or letter indicating the courses that are to be dropped, or by submitting the Add/Drop Form, in person, to the Admissions and Records Office.

COURSE REPETITION

A student shall repeat a course only under the following conditions:

1. The student's prior evaluative grade in the course is a "D," "F," or "NC"; or the student withdrew from the course and received a "W"; or
2. the college catalog designates the course as a repeatable course and the number of times it may be repeated; or
3. the student receives prior written permission from the Academic Council when the student can demonstrate that the course must be repeated in order to make progress toward employment, graduation, certification, or transfer and a year has lapsed since the completion of the course. This written permission is to be filed with the Dean of Counseling, Admissions and Records.

STUDENT LOAD

A student must complete an average of 15 units each semester, or 30 units each year, including summer session, to meet the requirements for an associate degree in two years. All courses must be associate degree-applicable courses. A full-time student must carry a minimum of 12 units each semester. Students are not permitted to register for more than 18 units for a regular semester or for more than two courses, plus one Physical Education course, for the summer session. Students capable of carrying overloads

may be authorized by a counselor to add overload units. This overload must be processed through the Admissions and Records Office. Overloads cannot be processed by ATR.

For the purpose of qualifying for eligibility status, the following represent minimum load requirements for a full-length semester:

1. Athletic Eligibility - 12 units (consult Physical Education Department for subsequent semesters).
2. Veteran's Benefits - 12 units for full pay; 9 units for 3/4 pay; 6 units for 1/2 pay.
3. Financial Aid - at least 6 units (according to the specific loan, grant or scholarship).

In an eight-week session, 6 units may be considered full-time and 3 units may be considered half-time. In a six-week session, 4 units may be considered full-time and 2 units may be considered half-time. There are no minimum requirements for enrollment in the College. The above requirements exist only to qualify for benefits requiring minimum enrollment.

Matriculation

Matriculation is a process which results in an agreement between the college and the student for the purpose of defining and realizing the student's educational goal. This agreement includes responsibilities for both the college and the individual student, and results in the development of an Individual Education Plan (IEP).

College Responsibilities Include:

1. Providing an admissions and records process that will enable the college to collect state required information that will be used as a basis for providing services for students.
2. Providing an assessment process using multiple measures to determine academic readiness in English, reading, and math. These assessment results will be used by the college to assist students in the selection of academic courses. Additional assessments are available in areas of study/learning skills and vocational interests.
3. Providing an orientation process designed to acquaint students with college programs and services, facilities and grounds, academic expectations, and college policies and procedures.
4. Providing counseling services to assist students in course selection, development of an individual student education plan, and use of campus support services. Additional advisement and counseling assistance will be provided for students who have not declared education goals, are enrolled in basic skills courses, are on academic probation/dismissal, or have been identified as high-risk students.
5. Establishing a process to monitor a student's progress and provide necessary assistance toward meeting educational goals.

Student Responsibilities Include:

1. Submitting official transcripts from high schools and colleges attended.
2. Acquiring and reading the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures.
3. Indicating at least a broad educational goal upon admissions.
4. Declaring a specific educational goal after completing a minimum of 15 units.
5. Participating in assessment, orientation, counseling/advisement services and other follow-up support services deemed necessary by the college in order for students to complete their stated educational goal.

6. Attending all classes and completing all course assignments.
7. Completing courses and maintaining progress toward their stated educational goals.

There are four important steps (STEP PROGRAM) to take before beginning course work at Monterey Peninsula College:

- Admission
- Assessment
- Registration Planning Session (Orientation)
- Counseling/Advisement

The completion of these steps will expedite the enrollment process and greatly enhance chances for educational success. The college encourages all NEW students to participate in the STEP PROGRAM; however, some students may be exempt from various steps in the program.

MATRICULATION EXEMPTION POLICY

Students may be exempt from assessment, registration planning session/orientation, or counseling/advisement if they meet one of the exemption criteria listed below for each component. Students, however, may not be exempt from the admission or follow-up components. Students who do not meet approved matriculation exemption criteria, but choose to be exempt from all or part of the matriculation components, may do so by completing a waiver form available at the Counseling Office.

EXEMPTIONS

Assessment:

- a. Received English credit through completion of the CLEP (50 percentile) or Advanced Placement (score of 3) tests.
- b. Received math credit through completion of the CLEP (35 percentile) or Advanced Placement - AB or BC (score of 3) tests.
- c. Received a grade of "C" or better in a college prerequisite English course.
- d. Received a grade of "C" or better in a prerequisite math course.
- e. Earned a Bachelor's or higher degree from an accredited institution.
- f. Taking courses for personal interest which do not require an English or math course as a prerequisite.
- g. Taking courses for advancement in current job/career (update job skills) which do not require an English or

math course as a prerequisite.

- h. Taking courses to maintain certificate or license which do not require an English or math course as a prerequisite.

Registration Planning Session (Orientation):

- a. Earned an Associate or higher degree.
- b. Attended orientation at another college.
- c. Non-matriculating K-12 grade student.
- d. Concurrently enrolled in another college/university, and receives matriculating services at that college/university.
- e. Taking courses for personal interest.
- f. Taking courses for advancement in current job/career (update job skills).
- g. Taking courses to maintain certificate or license.

Counseling/Advisement:

- a. Earned an Associate or higher degree and does not intend to pursue another degree.
- b. Non-matriculating K-12 grade student.
- c. Concurrently enrolled in another college/university and receives matriculating services at that college/university.
- d. Taking courses for personal interest.
- e. Taking courses for advancement in current job/career (update job skills).
- f. Taking courses to maintain certificate or license.

STEP PROGRAM

STEP ONE: Submit the Application for Admission and have transcripts mailed to the Admissions and Records Office.

STEP TWO: Make an appointment to have English and math skills assessed. The assessment results indicate a student's skill level in English and math. Assessment sessions are offered many times throughout the year and take about three hours to complete. The dates and times of these sessions are published in the Schedule of Classes. If a student has been exempt from assessment testing because of test scores or completion of prerequisite courses, the student must provide the Testing Center with the score reports or transcripts. For more information, contact the Assessment Technician (646-4027).

Disabled students needing special accommodations for the

English or math assessment should contact Supportive Services to make arrangements. Telephone 646-4070. TDD users should telephone 646-4068.

The English Assessment Test was designed for native speakers of English. Students who speak English as a second language should take the ESL Assessment Test in order to be advised accurately. The ESL test is offered throughout the year and takes about three hours to complete. The dates and times of the tests are published in the Schedule of Classes.

STEP THREE: Attend one of the Registration Planning Sessions to receive information about educational programs, policies, and procedures of the College. In these sessions students begin working on an Individual Education Plan.

STEP FOUR: New students attend an Advisement Session to complete an Individual Education Plan, to complete the Registration Form, and to receive clearance for Telephone Registration (ATR). New students are seen in small groups. If additional assistance is needed, an appointment can be made for an individual counseling session. New transfer students make an appointment for an individual counseling session. All students receiving veteran's benefits or financial aid must meet with a counselor to complete an Individual Education Plan.

MATRICULATION COMPLAINTS

If it is thought that assessment, planning sessions, counseling, or any other matriculation procedure is being applied in a discriminatory manner, the student may file a written complaint. For additional information regarding the complaint procedures, contact the Dean of Counseling, Admissions and Records (645-1372).

Fees

Fees and tuition are due and payable at the time of registration. Cash, check, money order, VISA, or MasterCard may be used. All fees and tuition charges are subject to change.

EXPENSES

Community College Enrollment Fee: Students are required to pay an enrollment fee of \$11 per unit. Authorization for exemption is obtained from the Student Financial Services Office **prior to registering**. No enrollment and health fees are required of a student who is a recipient of benefits under the Temporary Assistance for Needy Families Program, the Supplementary Security Income/ State Supplementary Program, or the General Assistance Program. Eligibility is determined by Student Financial Services prior to registering.

Nonresident Tuition: Students classified as nonresidents must also pay nonresident tuition at the time of registration. Nonresident tuition for the 2002-2003 academic year is \$141 per unit.

College Center Use Fee: The College Center Use Fee of \$10 per regular semester, or \$5 for summer session, is required of all students taking at least one course (excluding Living Room Series, online, and weekend-only courses) on the main campus. This fee helps to repay a government loan which was obtained to build and maintain the College Center.

Health Fee: The health fee of \$12 per semester, or \$9 for Summer session is required of all students taking at least one course (excluding Living Room Series, online, and weekend-only courses) on the main campus. Exemptions to the fee may be made, before registering, for financial aid recipients and those who use prayer for healing (which must be verified in writing by the College Nurse).

Parking Fee: A parking permit is available for each vehicle at the rate of \$30 per semester (\$20 per semester for students who qualify for financial aid waivers). Permits are \$12 for summer (\$8 for students on financial aid waivers). Vehicles without parking permits must display a daily parking ticket which costs 75¢ per day.

Associated Student Body Card Fee: Students are encouraged to purchase a Student Body Card at the time of registration or in the Student Activities Office in the College Center. This \$5 picture ID supports Student Government and entitles the student to local merchants' discounts, ASMPC short-term emergency loans, free or reduced admission to all sporting events, dances, and certain other cultural, social or academic activities sponsored by Monterey Peninsula College.

Textbooks: Textbooks are essential and though prices vary,

textbooks for most classes are approximately \$55. Textbooks for Accounting, Calculus, Nursing and Drafting classes can be \$100 or more.

Transcript Fee: Upon the written request of the student, official transcripts are mailed by the Admissions and Records Office. The first two copies of a student's transcript requested in a lifetime, under normal mail procedures, are provided at no charge. Transcript processing time may take up to two weeks. After the first two copies, there is a \$4 charge for each transcript. There is a \$10 per copy charge for transcripts issued for same day service. Transcripts cannot be released if the student has any outstanding debts and/or obligations due the District. College policy does not permit the faxing or e-mailing of transcripts. Transcripts from high school and other colleges will not be forwarded by MPC.

Instructional Materials Charge: Monterey Peninsula College may require students enrolled in some courses to pay materials charges, if the materials required for the class/lab are used in the production of an end product and have continuing value to students outside the classroom/lab. Materials charges are refundable through the second week of instruction for semester-length courses and before the third class meeting for courses less than semester-length.

REFUNDS – FEES

NO FEES ARE AUTOMATICALLY REFUNDED.

Students requesting refunds of the building, health, and/or enrollment fees must drop courses before the end of the second week of instruction for semester-length courses, and by the third class meeting for courses that are more than one week in length but less than a semester. Refunds will not be authorized for courses not dropped by the appropriate deadline.

Nonresident tuition is refundable for classes officially dropped during the first three weeks of the semester for semester-length courses, and by the third class meeting for courses that are more than one week in length but less than a semester. Nonresident tuition will not be returned if courses are not dropped by the correct date.

A refund processing fee of \$10 per semester/session will be withheld from the refund of the Enrollment Fee for courses dropped that have not been canceled by the College.

Parking fees are non-refundable.

REFUND REQUEST PROCESS

FOR SEMESTER-LENGTH COURSES, NO FEES, EXCEPT NONRESIDENT TUITION, ARE REFUNDED AFTER THE FIRST TWO WEEKS OF INSTRUCTION.

It is the student's responsibility to drop courses by the correct deadline. **NO FEES ARE AUTOMATICALLY REFUNDED.** An Application for Refund form must be completed and submitted to the Admissions and Records Office before the end of the semester or session in which the refund is due, otherwise no refund will be made. Any fee/tuition collected for a class that is canceled by the College or collected in error is refundable upon application. Requests for refunds must be made **ONLY** through the Admissions and Records Office. Refund checks will be mailed by Fiscal Services 4 to 6 weeks after the end of the late registration period.

Canceled Classes

Any fee/tuition collected for a class that is canceled by the College or collected in error is refundable, upon request, at the Admissions and Records Office.

Exception to the Refund of Fees Policy

Any exception to the refund policy, because of extenuating circumstances, may be made to the Academic Council by student petition before the end of the semester/session in which the refund is due. Petitions are available at the Admissions and Records Office.

REFUNDS – TEXTBOOKS

Refunds are given on textbooks during the semester or cycle in which they are purchased. Refunds for short cycle classes are given five days after the start of classes. Refunds for fall and spring semesters are given five days after the classes start. If the class is dropped, a refund will be given with a receipt and a Drop slip for 30 days from the first day classes start. Books purchased after the five-day period of the semester must be returned within 48 hours of purchase. A cash register receipt is required for all refunds. Textbooks are refunded at full price, except those books that are written in or worn. These books will be refunded at current buyback price. General books may not be returned.

Financial Aid

WHAT IS FINANCIAL AID?

The primary purpose of financial aid is to remove cost barriers that may prevent students from pursuing their educational goals. Assistance is available from a variety of programs funded by federal, state, college, and private sources. Forms of assistance can include grants, scholarships, loans, and employment opportunities. Financial aid can help fill the gap between what the student and the student's family can pay and the cost of education.

Grants (based on financial need – no repayment)

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Extended Opportunity Programs and Services (EOPS)
- Cal Grants
- District Grant-In-Aid (DGIA)
- Board of Governors Grant
- ORR Grant

Loans (require repayment)

- Federal Stafford Student Loan - Subsidized: low interest rate.
- Federal Stafford Student Loan - Unsubsidized: low interest rate.
- Federal Parents Loans for Undergraduate Students (FPLUS): variable interest rate.
- Short-Term Emergency Loans: The College offers a short-term emergency loan program to students who have applied for financial aid, but who have not yet received awards.

Part-Time Employment

- Federal Work-Study (FWS)

Scholarships

- Various scholarships are available based on financial need and/or academic merit.

BASIC ELIGIBILITY

To receive and maintain eligibility for financial aid, a student must:

1. be a U.S. citizen or eligible non-citizen;
2. be registered with Selective Service (if required);
3. attend a participating college;
4. be working toward a degree or certificate;
5. be making satisfactory academic progress;
6. not owe a refund on a Federal grant or be in default on a Federal educational loan;
7. have financial need (except for Unsubsidized Stafford Loans); and
8. possess a high school diploma, or the equivalent, or take and pass an approved Ability to Benefit Test administered by the college.

HOW TO APPLY

To be considered for financial aid, students must mail their Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Programs or submit it over the Internet. Students will receive a Student Aid Report (SAR) from the Federal Student Aid Programs. Submit all copies of the SAR and a Student Information Form to the Student Financial Services Office. Student Financial Services will notify students of any additional documents required to complete the financial aid application. Additional documents that may be needed are listed in the Financial Aid Application Packet.

WHAT IS THE DEADLINE TO APPLY FOR FINANCIAL AID?

To receive maximum consideration for financial aid, the FAFSA must have been received by the Federal Student Aid Programs by March 2, 2002. All other applicable forms must have been returned to the Financial Aid Office by March 28, 2002, to be considered for maximum funding. Student Financial Services Office will continue to accept applications throughout the academic year, and the applications will be considered subject to the availability of funds. The Student Financial Services Office deadline to accept completed financial aid applications for the 2002-2003 academic year is June 30, 2003.

For additional information on financial aid and workshops, contact Student Financial Services at 646-4030.

SATISFACTORY ACADEMIC PROGRESS

In order to show financial aid satisfactory academic progress during a given semester, students must:

1. Complete the units for which financial aid funds were received;
2. Earn a semester cumulative grade point average (GPA) of at least 2.0 ("C" average) each semester student financial aid is received.

Students must complete the primary educational goal according to a maximum time frame. The maximum time frame may not exceed 150 percent of the published length of the program. A maximum time frame schedule establishes a time limit for students to maintain financial aid satisfactory academic progress in their chosen program of study.

If students complete more than 60 units, they will be required to complete and return an Excessive Units Form to the Student Financial Services Office. The student must maintain financial aid satisfactory academic progress each semester financial aid is received. All financial aid forms are available in the Student Financial Services Office.

Assistance with electronic FAFSA is by appointment or at a workshop scheduled every odd-numbered Friday afternoon.

Academic Policies

Students are expected to maintain a satisfactory standard of academic achievement. College work is measured by grade point average and unit value. All courses accepted in fulfillment of basic skills, the requirements for an associate or baccalaureate degree and/or a certificate, shall be graded and recorded on the student's permanent record.

At the beginning of each course, the instructor will explain the course objectives and the basis upon which grades are determined. Such explanation will be included in the written course information sheet issued to each student. The determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith or incompetency, will be final.

GRADE POINT AVERAGE

Grades will be averaged on the basis of their unit value to determine a grade point average. Grades of "F" are considered in determining the grade point average. Credit (CR) and No Credit (NC) grades are not included in calculating the grade point average.

The semester GPA (grade point average) is calculated by dividing the total number of grade points earned in that semester by the total number of units attempted in letter graded courses for that semester.

The cumulative GPA (grade point average) is calculated by dividing the total number of grade points earned by the total number of units attempted in letter-graded courses.

When grade changes are made, appropriate annotations shall be entered on the student's permanent record so that all work remains legible, insuring a true and complete academic history. In course repetition for substandard work, the grade earned in the last enrollment will be used exclusively in determining the units attempted and completed and grade points earned. Transcripts are not audited; therefore, students must inform the Admissions and Records Office of courses repeated for substandard grades. Grades awarded for courses repeated, under provisions of special circumstances other than for substandard work, will not be counted in calculating a student's grade point average.

GRADES

Only the following evaluative and non-evaluative symbols shall be used:

Evaluative Symbol	Definition	GradePoint (perunit)
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing, less than satisfactory	1.0
F	Failing	0.0
CR	Credit (at least satisfactory ["C" or better], units awarded, but not counted in units attempted and in GPA)	
NC	No Credit (less than satisfactory ["D" or	

"F"), units not awarded or counted in units attempted and in GPA)

Non-evaluative:

I	Incomplete
IP	In Progress
MW	Military Withdrawal
RD	Report Delayed
W	Withdrawal

Incomplete(I)

An Incomplete ("I") grade may be assigned by an instructor only when a student has failed to complete course work at the end of the semester or session for unforeseeable, emergency, and justifiable reasons. The condition for removal of the "I" will be stated on a written form by the instructor. The grade to be assigned, if the conditions are not met, also must be indicated and will be changed on the student's record if the work is not completed within one year. A copy of the form must be given to the student by the instructor with the original on file at the Admissions and Records Office. A final grade will be assigned by the instructor when the work stipulated has been completed, evaluated, and filed on a Change of Grade Form submitted by the instructor to the Admissions and Records Office. Students must complete the coursework within one year and may not register for the course in order to make up the incomplete work. The "I" grade is not used in calculating a grade point average, but is used as a factor in determining progress, probation and dismissal.

InProgress(IP)

An In Progress ("IP") grade denotes that the class extends beyond the normal end of the academic semester/session and that the assignment of a grade must await completion of the course. The "IP" will remain on the student's record in order to satisfy enrollment documentation. The appropriate grade and units will be assigned when the course has ended. The "IP" grade is not used in calculating grade point average.

ReportDelayed(RD)

The Report Delayed ("RD") denotes a delay in reporting the grade of a student due to circumstances beyond the control of the student. "RD" is a temporary notation and will be replaced by a permanent symbol as soon as possible. "RD" is not used in calculating grade point average.

MilitaryWithdrawal(W)

The "MW" will be assigned, upon verification of such orders, only to students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses after the official deadline. The "MW" will not be counted in progress probation and

dismissal calculations.

Withdrawal(W)

Withdrawal from a class or classes is authorized through the last day of the 14th week of instruction or 60% of a class, whichever is less. No notation ("W" or other) will be made on the academic record of the student who withdraws during the first four weeks (or 25% of a class, whichever is less). Withdrawal after this period and up to the 14th week of instruction (or 60% of a class, whichever is less) will be recorded as a "W" on the student's record. A student who remains in a class beyond this period must receive an evaluative grade, unless an exception is made by the instructor and the Academic Council when a student petition demonstrates that the withdrawal is beyond the student's control, such as illness or job transfer.

Prior to the 15th week or 60% of a class, whichever is less, a student may initiate a withdrawal for any reason. An instructor may initiate a withdrawal when the student is failing to meet course attendance requirements or academic assignments.

The "W" will not be used in calculating grade point averages, but excessive "Ws" are used as factors in progress probation and dismissal.

CREDIT/NO CREDIT OPTION

Monterey Peninsula College offers:

- Some courses solely on the CR/NC (Credit/No Credit) grade basis.
- Some courses solely on the standard letter grade (A-F) basis.
- Some courses in which the student may choose to complete the course on either a credit/no credit or letter grade basis.

In accordance with the California Education Code and the Administrative Code Title 5, Monterey Peninsula College has established a grading policy which adds the "CR" (credit) and "NC" (no credit) grades to the standard letter grades (A, B, C, D, F) used by colleges and universities. A course in which a "CR" grade is earned indicates completion of work with a "C" or better grade and does not affect the student's grade point average. However, units attempted for which "NC" is recorded shall be considered in probation and dismissal procedures. A maximum of 20 units of "CR" may be applied towards the Associate degree. However, departments may require majors to obtain letter grades in all courses specifically required for that major, provided the letter grade option exists. Courses in which an "NC" grade is earned will not apply towards graduation and will not affect the student's grade point average.

Offering courses for credit/no credit grades provides students with the opportunity to explore areas outside their

current interests without undue concern for their grade point averages. This policy also recognizes that a standard letter grade may not always measure the value of a course to an individual student. Credit/no credit grading enables students to enroll in courses on a credit/no credit basis to improve basic skills; to provide educational opportunities to pursue studies not in the major field; and to explore general education. Each department determines the courses it will designate for credit/no credit grading.

If CR/NC is an option for a course and the student wishes to take the course for CR/NC, the student must complete and submit to the Admissions and Records Office the "Credit/No Credit Authorization Form." This form must be submitted within 25% of the course or by the end of the fourth week for semester length courses, whichever is earlier.

OTHER CREDIT

Challenge of Selected Monterey Peninsula College Courses

A student who has acquired knowledge and/or skills may be able to receive college credit for these achievements through an appropriate examination and may be awarded credit. A maximum of 30 units may be earned through credit by examination. Credit granted by examination does not apply toward the 12-unit residency requirement.

A registered student who has completed at least six units at Monterey Peninsula College may petition to receive college credit by comprehensive examination for a course on the approved challenge list available at the Admissions and Records Office. The student must be in good standing, enrolled in and complete at least one other course during the semester/session the challenge is administered, and pay appropriate fees for the challenge. The challenged course is not part of the current unit load. The units and grade earned will be recorded on the student's permanent record. Contact the Admissions and Records Office for the procedure and current list of courses.

CLEP

An enrolled student may receive credit by presenting transcripts or other evidence of satisfactory performance (completion at 50% or more) on the College Level Examination Program of the College Entrance Examination Board. Contact the Counseling Office for course equivalency information.

Advanced Placement

Students who present College Entrance Examination Board Advanced Placement test scores of 5, 4, or 3, depending on the examination taken, may be granted credit. Contact the

Counseling Office for course equivalency information.

TRANSFER CREDIT

Students who attended another college prior to Monterey Peninsula College and plan to seek a degree or certificate must have official copies of previous college work mailed directly to the Admissions and Records Office at Monterey Peninsula College. A student will receive credit towards the Associate degree from Monterey Peninsula College if the courses were lower division and the institution was regionally accredited at the time of attendance. Accreditation must be listed in the *Accredited Institutions of Post Secondary Education*.

Credit may also be allowed for college-level USAFI courses and for formal courses taken at military services schools, if such credit is recommended in the *American Council on Education Guide*.

Academic Standards

ATTENDANCE

Regular attendance and consistent study are student responsibilities. A college student is expected to attend all class meetings. Failure to attend class may result in a lower grade or being dropped from class. Each instructor establishes the standards in the course information sheet. It is the student's responsibility to know the attendance requirements in each class and to be aware of his/her current

attendance status. When the student has been absent or expects to be absent from a class, he/she should notify the instructor of the reason for the absence.

Veterans-AttendanceandProgress

Veterans and their dependents must initiate their claim for educational benefits through the Veteran's Office on campus. After classes begin, students are required to notify the Veteran's Office promptly of any change in their classes or address.

FINAL EXAMINATIONS

A schedule of final examinations for on-campus day classes is printed in each semester's Schedule of Classes. Students are expected to take examinations when scheduled. Final examinations for other classes are announced in the class.

SCHOLASTIC HONORS

Scholastic honors are published in local newspapers at the end of each semester for the achievement in that semester for students completing 12 or more units of letter graded courses.

Highest honors are awarded to the student whose grade point average is 4.00; High Honors to the student whose grade point average is 3.50-3.99; and Honors to the student whose grade point average is 3.00-3.49.

Monterey Peninsula College sponsors Chi Chapter of Alpha Gamma Sigma, the California Community College Honor Scholarship Society. Eligibility for initial, temporary, continuing, and permanent memberships depends on scholastic performance, cumulatively and by semesters.

PROBATION, DISMISSAL, AND RE-ADMISSION

Students are not evaluated for probation until they have enrolled in 12.0 units at Monterey Peninsula College.

Academic Probation

A student who has attempted at least 12 units at Monterey Peninsula College will be placed on academic probation if he/she has earned a grade point average below 2.00 in all accumulated units with evaluative grades or was readmitted after academic dismissal.

RemovalfromAcademicProbation

A student shall be removed from academic probation whenever he/she has achieved a cumulative grade point

average of 2.00 or higher in all accumulated units with evaluative grades, or when he/she petitions, through the Academic Council, for removal of the probation status because of extenuating circumstances.

AcademicDismissal

A student on academic probation shall be dismissed after the student's cumulative grade point average is below 2.00 for two consecutive semesters.

AcademicReadmission

Upon petition to the Academic Council, a student who has been dismissed for academic reasons may be readmitted after one semester. Earlier readmission may be allowed if the student sees an MPC counselor and completes and submits, to the Academic Council, the "Petition for Readmission" form. Upon readmission the student is placed on academic probation and must earn at least a 2.00 ("C") cumulative average during the semester returned in order to continue.

ProgressProbation

A student who has enrolled in at least 12 units at Monterey Peninsula College will be placed on progress probation when the cumulative percentage of "W," "I," and "NC" units at Monterey Peninsula College reaches or exceeds 50 percent of all units attempted at the College.

RemovalfromProgressProbation

A student will be removed from progress probation whenever a student completes more than 50 percent of all units attempted at the College.

ProgressDismissal

A student who has been on progress probation for two consecutive semesters will be dismissed when, for the third consecutive semester, the student has "W," "I," and/or "NC" grades in 50 percent or more of all units attempted.

ProgressReadmission

Upon petition to the Academic Council, a student who has been dismissed for progress reasons may be readmitted after one semester. Earlier readmission may be allowed if the student sees an MPC counselor and completes and submits, to the Academic Council, the "Petition for Readmission" form.

AcademicRenewal

There are instances when a student's past academic record is not reflective of the student's current, demonstrated level of academic performance. The intent of the academic renewal policy is to prevent such a past record from deterring a student's progress toward employment, graduation, certification, or transfer. A student may request that

his/her record be reviewed for academic renewal action by petitioning the Academic Council. The student must explain on the petition how the past record is deterring progress toward employment, graduation, certification, or transfer. If the Academic Council determines that such progress is being deterred, academic renewal will be granted under the following conditions:

1. The student has achieved a grade point average of 2.00 or higher in the last 15 units of letter grades at Monterey Peninsula College.
2. There has been at least a two-calendar-year lapse of time between the time of the most recent units earned at Monterey Peninsula College and the time of the units to be alleviated.
3. If all the above conditions are met, then academic renewal action will be taken, which consists of:
 - a) Eliminating from consideration in the cumulative Monterey Peninsula College grade point average up to 30 semester units of academic work. All units earned or attempted during the time period of the alleviated units shall be so excluded from the grade point average.
 - b) Making a notation on the student's permanent transcript indicating the semesters/sessions that have been alleviated.
4. Academic renewal action taken by Monterey Peninsula College does not guarantee that other colleges or universities will accept such action. This determination will be made by the respective institutions.

TRANSCRIPTS

Only course work taken at MPC will appear on the transcript. See page 13 for transcript fee information.

IMPOUNDMENT OF STUDENT RECORDS

Students who fail to comply with College rules or regulations, return property owned by the College, pay debts owed to the College, or pay for damaged College property may not be allowed to register, receive certificates or degrees, have transcripts forwarded, and/or receive other services related to student records. When the student has cleared the obligation with the College, the impoundment of records will be removed.

PLAGIARISM AND CHEATING

Academic honesty is a cornerstone of the educational community; therefore, students are expected to understand the standards of academic honesty as they pertain to

students' behavior in the classroom.

Plagiarism

It is important for students to acknowledge sources that are used for completing classroom assignments. Plagiarism is a form of academic dishonesty.

Plagiarism may be any one of the following:

1. Verbatim copying without proper documentation of the source(s).
2. Paraphrasing without proper documentation of the source(s).
3. Unacknowledged appropriation of information or ideas from someone else.

If students have any questions about these forms of plagiarism or about an assignment they are preparing, they should ask their instructor for clarification rather than risk unintentional plagiarism.

Cheating

It is important for students to act in an honest and trustworthy manner. Work performed on examinations or other forms of evaluation must represent an individual's own work, knowledge and experience of the subject matter. Students are expected to follow the classroom rules established by the instructor.

Cheating may be any one of the following:

1. Unauthorized looking at or procuring information from any unauthorized sources or from another student's work during an examination or from any work that will be graded or given points.
2. Unauthorized acquiring, reading or learning of test questions prior to the testing date and time.
3. Changing any portion of a returned graded test or report and resubmitting it as an original work to be regraded.
4. Presenting the work of another as one's own for a grade or points.
5. Knowingly assisting another student in cheating.

This list is not all-inclusive and the list itself is not meant to limit the definition of cheating to just those items mentioned.

Consequences

The disciplinary action for cheating or plagiarism is up to the discretion of the instructor. The instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue an "NC" or a failing grade ("F") or "0" for the assignment in question.
3. Drop the student from the class and assign a withdrawal ("W") for the class up to the last day to withdraw from semester length courses. Students dropped after the stated withdrawal date will be assigned a failing ("F") grade for the class, pursuant to the uniform grading policy.
4. Refer the student to the Vice President for Student Services for disciplinary action.

EXCEPTIONS TO REGULATIONS AND REQUIREMENTS

Requests for exceptions to the admissions, academic, and curricular regulations may be made by petition to the Academic Council. Exceptions are made only for unusual circumstances. Petition forms are available from the Admissions and Records Office and the Counseling Office.

Scholarships

Scholarships are awarded annually to entering students from local high schools, continuing students and graduating Monterey Peninsula College students. Scholarship booklets and applications are available from the Student Financial Services Office during the spring semester of each year. Scholarships are awarded on criteria which vary a to scholarship, such as scholastic achievement, student leadership, community involvement, academic progress, and financial need. The MPC Scholarship Committee selects most recipients during April of each year. For additional information contact the Student Financial Services Office.

The following is a list of scholarships which have been offered in the past:

Ag Day
Alpha Kappa Alpha Sorority
American Association of University Women,
Monterey Peninsula Branch
American Legion Auxiliary, Unit #41
Associate Degree Nursing Pilot
A.T. & T. National Pro-Am Youth Fund - Dan Searle
Auxiliary of Community Hospital of the Monterey Peninsula
Gloria R. Bagtas Memorial
Eric Barker Memorial Creative Writing
Joseph B. Blacow
Leticia Boundey
Genevieve A. Bradley Memorial
California Association of Nurserymen Endowment Research
CANFIT: Nutrition and Physical Education
Central Coast Art Association
Charles M. Childers Memorial, Seaside Rotary
Church of the Wayfarer
Student Financial Services
First National Bank of Central California
Jason Fulton Memorial
Gentrain Society
Charles M. Gothe Memorial
Millard Hawkins Music
Lewis Jackson Memorial Music
Deputy Jerralee Jane Jacobus Memorial Scholarship,
Monterey County Sheriff's Deputies
Benefit Association
Reuben E. Johnson Memorial
Ellice T. Johnston
Junior League of Monterey County
KNTV/NEWSCHANNEL
Peter Karas
Bessie Knight - Ecology/Biological Science
Bessie Knight - Horticulture
Benjamin Kuperman
Jonnah LaRoche Memorial/Academic Senate
Jack Leach Social Science
Bob Lemmon
Bill Mathewson Memorial
McCormick-Schilling
Miracal Sports Scholarship
Monterey County Medical Society Alliance
Monterey County Retired Teachers Association
Monterey Peninsula Board of Realtors
Monterey Peninsula Country Club
MPC Dance Department
MPC California School Employees Association
#245
MPC Honor Society, Alpha Gamma Sigma, Chi Chapter
Monterey Rotary
Department of the Navy
National Restaurant Association Undergraduate
National Society of Public Accountants

(continued on next page)

Nellie Irons Orr Estate
Danny Nugent Memorial Photography Scholarship, MPC
Pacific Gas & Electric Company, Community Scholarship Program
Sylvia Panetta
Chris Pappas - ATHLETICS
Rosa Parks
Luke Phillips - ATHLETICS
Proctor & Gamble and Hispanic Dental Association
John Rasmussen Memorial
Registered Nurse Education
Floyd S. Richards
The Cedric Rowntree Memorial
Salinas Valley Memorial Hospital Service League Non-Nursing Health
William Shanner Memorial
Soroptimist International of the Monterey Peninsula
Tor Spindler Memorial Award for Athletics
Tor Spindler Memorial Award in Police Training
Carl Swanson Memorial
Dr. Winona Trason Memorial Health Science
Jean Trendt Memorial Swim
Tri-Unit Nurses
Vietnam Veterans of Monterey County (In Honor of Alfredo Saldivar)
Suzanna Wang Memorial
Mary Lou Welch Drama
World Affairs Council
Nick Zanides Memorial

Student Services

ADMISSIONS AND RECORDS OFFICE

Student academic records are kept in the Admissions and Records Office, located in the Student Services Building. Registration for classes, adding or dropping of classes, forwarding of transcripts, refund requests, graduation petitions, applications for certificates of achievement, Academic Council petitions, transcript evaluation, military evaluations, and corrections to permanent records are handled through this office. Telephone (831) 646-4002 for information.

CALWORKS

Monterey Peninsula College CalWORKs Program assists eligible students with their CalWORKs requirements while they reach their educational and vocational goals. MPC CalWORKs assists students with enrollment and orientation to college and helps students meet their work requirements through work study awards and classroom hours. Students also receive advisement, counseling and referrals to other campus services as well as other community-based services and programs. Eligible students participating in the MPC CalWORKs Program receive support and assistance with childcare, book vouchers, work study, advocacy and educational workshops. For information about CalWORKs services, please call (831) 646-4247.

CARE

CARE (Cooperative Agencies Resources for Education), a collaboration between Monterey Peninsula College Extended Opportunity Programs and Services (EOPS) and the Monterey County Department of Social Services (MCDSS), is a program designed to assist single parent students who are receiving TANF benefits to succeed in college. Participants must have at least one child under the age of 14. To be eligible for CARE, students must first be eligible for EOPS and then meet further criteria. In addition to benefits and services provided to EOPS students, eligible CARE participants receive assistance with child care, take part in the CARE Meal Plan, network with other single parents, and participate in CARE workshops, social events, and other activities. For information, call EOPS or the CARE Coordinator at (831) 646-4247 or visit the EOPS/CARE office in HU-209.

CAREER SERVICES

Monterey Peninsula College offers a wide range of services to address students' career needs. Whether students are considering a career change or exploring the world of work for the first time, MPC guides them through the process of career/life planning.

Career Counseling

Individualized career counseling is available to all students as a free service. Students who are either undecided or who wish to validate a choice of major meet with a career counselor to discuss specific needs and to outline a strategy to assist them in meeting their career development goals. Targeted modules in this process may include career assessments, career exploration, decision making/goal setting, and/or job search strategies. Please call the Counseling Department at (831) 646-4020 to schedule an appointment.

Community members are also invited to take advantage of this program. For a nominal fee, any interested adult will receive the same career services as a matriculated student. Please submit an Application for Admission, register for PERS 431 (Career Exploration), and schedule an appointment with a career counselor by calling (831) 646-4020.

Career Resource Center

The Career Resource Center is housed in a trailer adjacent to the MPC Bookstore. Trained personnel in this Center assist students with computerized assessments and guide them to appropriate online, video, and shelf resources. Counselors and Center staff work together to ensure that students have a worthwhile and satisfying career exploration experience.

Career Development Classes

A variety of courses have been developed to meet students' career needs. Ranging from zero to three units, these classes address all stages of the career development process and are delivered in both the traditional classroom environment as well as via the Internet.

For further information, please call the Counseling Center at (831) 646-4020 or the Career Center at (831) 645-1336.

CHILDREN'S CENTER

The MPC Children's Center, which operates under Student Services, is licensed for 78 children by the Department of Social Services. The Center has a dual purpose for the campus community: high quality child care for students' children and an outstanding training experience for Child Development majors. Staff members of the Children's Center are credentialed professionals with many years of experience in the education of young children. The staff is augmented by Child Development students, parent volunteers and student assistants.

Children between the ages of two and six years are eligible. Children must be in good health with all immunizations up to date. At least one parent must be enrolled at MPC, taking a minimum of 6 units of day classes leading directly to a vocation or profession. The Children's Center does not discriminate on the basis of race, color, religion, gender, limited English proficiency, national origin or handicap.

The Center is open from 7:45 a.m. to 5:15 p.m., Monday through Thursday, and from 8 a.m. to 3 p.m. on Fridays. Children must be enrolled a minimum of two days per week, three hours per day from 9 a.m. to noon. Telephone (831) 646-4066 for more information.

COLLEGE BOOKSTORE

The College Bookstore is located in the College Center. College textbooks, general books, school supplies, gifts, and notions are available. Bookstore hours are 8 a.m. to 7 p.m., Monday through Thursday, and 8 a.m. to 3 p.m., Fridays, during the fall and spring semesters. The Bookstore telephone number is (831) 657-4680 and the Website address is efollett.com

Check Cashing Policy

Checks require an imprinted name and address, student picture ID and/or a California driver's license. Checks will be accepted for the amount of purchase only. Only first party checks will be accepted.

Book Refund Policy

Refunds are given on textbooks during the semester or cycle in which they are purchased. Refunds for short cycle classes are given five days after the start of classes. Refunds for fall and spring semesters are given five days after the classes start. If the class is dropped, a refund will be given with a receipt and a Drop slip for 30 days from the first day classes start. Books purchased after the first seven-day period of the semester must be returned within 48 hours of purchase. A cash register receipt is required for all refunds. Textbooks are refunded at full price, except those books that are written in or worn. These books will be refunded at current buyback price. General books may not be returned.

Book Buy-Back

The Bookstore buys back assigned textbooks from students for up to 50 percent of the retail price during final exam periods for Fall and Spring semesters.

Merchandise Refund Policy

Merchandise may be returned, with cash register receipt, for exchange or refund within thirty business days from date of purchase. All original packaging must be included. Software, video, and compact disks will be accepted for exchange only if defective and only for the exact same item.

COLLEGE READINESS (TRIO)

College Readiness is an academic support program that helps low income and first generation college students improve their basic academic skills, college study skills, and transfer opportunities, so they can succeed in their college studies. Students receive individualized instruction that enables them to develop competency in writing, math,

science and study skills. Academic support classes are offered on and off campus to assist students in their degree study programs. Counselors help students select an educational objective, plan a career, and prepare for transfer to a four-year college or university. Non-degree college credit is given for completed College Readiness courses. Students may qualify for financial assistance. Students wishing to know if they meet the eligibility requirements may telephone (831) 646-4246.

COUNSELING

The college counseling staff is available to assist students plan an academic program that meets the requirements for certificates, graduation, transfer to a four-year institution, or personal interest. The rapid change of requirements and prerequisites for institutions and occupations makes continuing guidance a necessary part of a student's academic life. All students are encouraged to define their educational objectives and design a plan to reach them.

Counselors are available to assist both day and evening students before and during each semester on an appointment or drop-in basis.

Career counseling and testing are provided to students and adults in transition. Re-entry students can obtain information and support for educational and career planning. These services and career materials are located in the Counseling Office in the Student Services Building. Counselors also provide students with assistance in adjusting to college, advice on improving study skills, and assistance with personal matters. Telephone (831) 646-4020 for information.

SUPPORTIVE SERVICES AND INSTRUCTION

Monterey Peninsula College provides equal opportunities and access to students with physical, communication, psychological, or learning disabilities, acquired brain injuries, and developmentally delayed learners, who intend to pursue coursework at the college.

To meet the special educational needs of students, the faculty and staff offer a variety of supportive services and instruction classes on a daily basis. Services include specialized counseling and orientation to college, adapted equipment access, on-campus transportation, priority registration, special parking, instructional aids and assistive devices (TDD, Assistive Listening Systems tape recorders, etc.), tutoring, alternative media (Braille, large print, e-text, etc.), notetakers, readers, and interpreters.

Faculty in Supportive Services and Instruction have expertise in their respective fields and include a Rehabilitation Counselor, Learning Specialist, Adaptive Physical Education Instructor, Speech and Language Pathologist, Acquired Brain Injury Specialist, and others who teach, counsel, and provide special support and a diverse curriculum that allows students with disabilities the opportunity to mainstream fully into the regular college program.

Several special classes are offered each semester. The purpose of these classes is to enhance the education of persons with special needs and afford students with disabilities the opportunity to participate fully in all aspects of the college through appropriate and reasonable accommodations. For more information on these classes, please see course descriptions.

There are no additional costs to students who receive supportive services. The program is supported by a combination of Federal, State, and local funds. In addition, several community organizations regularly provide monetary donations to acquire specialized equipment or scholarships.

In order to participate in this program, students with disabilities who attend Monterey Peninsula College must complete an Application for Supportive Services and Instruction, submit a professional verification of their disabling condition or arrange for testing through the Supportive Services and Instruction Office, complete a Student's Educational Contract, make measurable progress toward their educational goals and show the following levels of independence:

1. The ability to negotiate the campus facilities independently or with the help of an attendant;
2. The ability to take care of personal needs unassisted or to provide an attendant; and
3. The possession of a stable level of health in order to benefit from a full semester's work.

Supportive Services and Instruction does not provide personal attendant care. Those requiring full-time attendant care must secure their own attendants.

For more information and campus assistance, contact Supportive Services and Instruction at (831) 646-4070 (voice or TDD). The Supportive Services and Instruction Office is open from 8 a.m. to 5 p.m. Monday through Friday.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

The Extended Opportunity Programs and Services (EOPS) is

a state funded community college program designed to assist low income and educationally under-represented students enroll and succeed in college. EOPS provides a variety of support services and benefits to meet the needs of these students, including academic advisement, instruction in basic skills and study skills, book vouchers, CSU and UC Transfer Application fee waivers, and referrals for other services and benefits on and off campus.

Eligible EOPS students are primarily identified by economic need. However, participants also are defined as students with educational, language, and/or social disadvantages who may need comprehensive support services to succeed in higher education.

At Monterey Peninsula College, prospective EOPS students generally are referred by the Student Financial Services, based on information given by students when applying for financial aid. However, interested students also may obtain information about EOPS eligibility, services, and requirements by telephoning (831) 646-4247 or by visiting the EOPS Office in the Humanities Building, Room 209.

FOOD SERVICES

Made-to-order sandwiches, a full grill, and a salad bar are features of the cafeteria, where breakfast and lunch are served. The cafeteria is located in the College Center and is open from 7:30 a.m. to 1:30 p.m., Monday through Friday. Also located in the College Center is the "Coffee Depot." It is open from 8:00 a.m. to 8:30 p.m., Monday through Thursday and from 8:00 a.m. to 1:30 p.m. on Friday.

HEALTH SERVICES

Health Services at Monterey Peninsula College, supported by the health fee charged students on the main campus, assists students in case of injury or illness. A registered Public Health Nurse and a Health Services Specialist are in charge of the Health Services Office. Office hours are Monday and Tuesday, 8 a.m. to 7 p.m.; Wednesday, Thursday, and Friday, 8 a.m. to 5 p.m.

Monterey Peninsula College Health Services is free of charge to all students. It is especially important, however, for students to contact Health Services if the following apply:

1. the student is injured on campus. First aid, injury/illness assessment, medical referrals, incident reporting and insurance claims are handled by Health Services.
2. the student will be absent due to illness or injury. Health Services (646-4017) will inform the student's instructors and assist in any way possible.

3. the student has a limiting condition or health problem. Health Services wants to know the students on campus who have special health needs in order to provide better service, if needed.

Services include: first aid; assessment for illness and injury; confidential consultation and counseling regarding health or personal concerns; referral to local agencies or physicians; and screening tests for vision, hearing, tuberculosis, and high blood pressure. Health Services also provides information on student accident, medical and dental insurance; reference files on health topics for information or research, and pamphlets on a range of health-related topics. The nurse gives class presentations on a wide variety of topics.

Psychological services offer personal counseling for emotional and relationship problems. Weekly appointments with licensed interns provide one-to-one assistance that helps students experience greater success.

HOUSING REFERRAL SERVICE

There is no on-campus housing. The Student Activities Office maintains a comprehensive list of available off-campus student housing. Apartments and houses for rent, house and apartment sharing, rooms for rent, and rooms in exchange for work are posted on a bulletin board outside the Student Activities Office in the College Center.

Students who need a place to rent are urged to contact the Student Activities Office. Telephone (831) 646-4191 for information or visit the office in the College Center.

INFORMATION CENTER

The Information Center, located in the College Center, is open from 7:30 a.m. to 8:00 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m. on Fridays. Parking permits may be purchased at the Information Center. Student paychecks (District and Work Study) are available with proper student identification. Information about classes, registration, and college activities is available, telephone (831) 646-4000. Notary services are available by appointment.

LOST AND FOUND

All lost and found articles should be turned in or claimed at the Information Center.

INTERNATIONAL STUDENT PROGRAMS

The International Student Programs office is located in the International Center. This office is responsible for admitting qualified international applicants to the college and for providing support services for international students upon enrollment. Services include airport pick-up, housing assistance and liaison with the Monterey Peninsula community, orientation, academic advising, evaluation of foreign credentials for possible transfer credit, immigration advising, liaison with academic departments, and support for the international newsletter and International Student Club.

The International Office, also responsible for study abroad and exchange programs, conducts international seminars.

The application process is different for international students (please see previous section, "Admission of International Students"). Interested applicants may download the MPC International Application Form from web site <http://www.mpc.edu>. Inquiries may be addressed directly to international_office@mpc.cc.ca.us, fax (831) 645-1390, or students may telephone (831) 645-1357.

LEARNING ASSISTANCE CENTERS

Academic Support Center/Tutoring

The Academic Support Center, located in Room BH-106, offers course content tutorial support to any student in general education courses at all levels and in some vocational and technical courses. Tutoring is intended for students having difficulty with the subject matter in their classes. Tutorial sessions are scheduled on a regular basis and conducted individually or in small study groups. For students needing occasional help in math, appointments may be scheduled as needed. The English and Study Skills Center provides tutoring for reading and writing skills. Tutoring services at Monterey Peninsula College are available at no charge. Tutoring may be limited due to the availability of tutors.

The Academic Support Center Office is open between 8 a.m. and 3 p.m., Monday through Friday. Students wishing to apply for tutoring or who have questions about the program should visit the Academic Support Center or telephone (831) 646-4176.

Computer Centers

The College provides extensive instructional computing support for students and faculty. Computer labs are available through several areas including Art, Business, Computer Science, Humanities, Library, Life Science, Physical Science, Nursing, Social Science, and Supportive Services and Instruction. Students should contact individual departments for additional information.

English and Study Skills Center

The English and Study Skills Center provides students with a wide range of programs in reading, writing, spelling and related areas. Credit is available for courses completed.

Some of the services provided include assistance with writing and rewriting papers, handouts with grammar and punctuation rules, reference books, computerized instruction, and independent studies for grammar, vocabulary and reading. Students in some English classes are assigned to the English and Study Skills Center for their course labs.

Computers are available for student use. Students may take English 50, Writing with the Computer, in the English and Study Skills Center to learn the basics of Microsoft Word for Windows.

The English and Study Skills Center is open between 8 a.m. and 9:45 p.m., Monday through Thursday, and 8 a.m. to 2 p.m. on Friday, and from 1 p.m. to 5 p.m. on Saturday and Sunday.

English as a Second Language Center

In the ESL Center (HU 108), students design and follow a course of individualized and/or group study in English that includes conversation, grammar, listening, pronunciation, reading, spelling, typing, writing, vocabulary, and/or Internet activities. In addition, ESL students needing English language assistance are welcome to use the Center whenever it is open.

High Tech Center for the Disabled

The High Tech Center for the Disabled, established in 1983, provides students with disabilities access to computers, computer training and computer assisted instruction through state-of-the-art adapted computer technology. The Supportive Services and Instruction Program operates two computer labs, which together form the High Tech Center—the Adapted Computer Technology (ACT) Lab and the Computer Assisted Instruction (CAI) Lab.

The major function of the ACT Lab is to evaluate the range and degree of a student's disability, implement the appropriate adaptation to eliminate or reduce the disability's effect on computer access and then train the student to use the adaptation within the context of keyboarding, word processing, the Internet and other applications such as database or spreadsheet software. The Center offers enhanced text software and print imaging for students with visual impairments, modified keyboard systems to accommodate students with severe orthopedic limitations, screenreading software for students with learning disabilities and students who are blind, and voice recognition systems for students with physical limitations.

The CAI Lab provides individualized instruction for students in the areas of cognitive rehabilitation and basic skills training in math, reading, writing, study skills,

memory, and thinking and reasoning skills. A wide variety of software is available to students and this center provides specialized labs focusing on specific content areas that supplement many lecture courses offered in the Learning Skills Program.

The High Tech Center at Monterey Peninsula College is a model for the California Community College system as well as state and private four-year colleges wishing to provide enhanced computer access for students with disabilities.

Mathematics Study Center

A Mathematics Study Center has been established for all students who desire to improve their performance in mathematics classes in which they are concurrently enrolled by working with an instructor and tutors on an individualized basis. The Center is located in the Physical Science Building (PS-205). Check the Schedule of Classes for hours of operation.

LIBRARY

The Library at MPC is located in the center of the campus near the Administration and Student Services buildings. Library materials include over 55,000 books and pamphlets, more than 100,000 microforms, 265 periodical subscriptions and access to thousands of electronic periodical subscriptions. Special collections of audio and video cassettes, CDs and DVDs are also included in the library's collection. All equipment necessary to use these resources is provided.

Reference assistance is available most hours the Library is open. Orientations and research assistance are available for individual users upon request. General- and subject- specific instruction is available for all classes when requested by the instructor. Additionally, various credit courses are offered throughout the year including introductory research methods, family history studies and Internet searching.

The Circulation-Reserve Desk is the location of instructor-placed reserve material which may include textbooks, class readings, exams, audio/visual and other supplementary items. In addition, the Library provides numerous computer stations with access to Microsoft Office products, multiple databases, and the Internet. Typewriters, copy machines, and drafting tables are available. A wheelchair-accessible computer workstation and numerous assistive devices for the visually limited are always available when requested.

Students borrow materials by obtaining a Library card with current student identification. Peninsula residents may also use the Library by registering at the Circulation Desk with

valid identification. The Library is open weekdays, weekday evenings, and Saturday and Sunday afternoons during the regular semesters. For Summer and Early Spring operating hours, please telephone the Library at (831) 646-4095; Reference Desk (831) 646-4262; TDD (831) 646-4098.

RE-ENTRY & MULTICULTURAL RESOURCE CENTER

The Re-entry & Multicultural Resource Center, located in the Social Science Building (SS-204), serves students through the Re-entry Program, the Women's Studies Department, the Single Parent/Displaced Homemaker and Gender Equity Programs for vocational students, and the Women's Intercultural Alliance student club. The Center offers information, orientation, counseling, networking, and other support services and activities for female and male students. Students may also participate in a re-entry club. The Center hosts, through Women's Studies, Monterey Peninsula College's annual Monterey County Women's Multicultural Conference. Multicultural information resources include activities of the Women's Intercultural Alliance, workshops, a clipping collection, books, videos, community resource information, and the Women's Studies classes. See also Women's Programs. Telephone (831) 646-4276 for information.

SCHEDULE OF CLASSES

The Schedule of Classes, containing specific course offerings and general registration information, is published prior to each semester and summer session.

TRANSFER CENTER

The Transfer Center, located in the Student Services Building, provides students the opportunity to receive information about transfer to four-year colleges and universities. College catalogs, transfer requirement handouts and resource information are readily available for the student's use. Guaranteed Transfer Admission Applications are available in the Center. Special workshops are scheduled throughout the year to assist the student with transfer plans. For Transfer Center information, telephone (831) 645-1303 or (831) 646-4020.

VETERAN'S ASSISTANCE

A Veteran's Office, located in the Student Services Building, helps students obtain information for the collection of veteran's educational benefits, and provides information on educational and counseling services. A person who is

eligible for veteran's benefits and who wishes to use them at MPC should make an appointment to see the Veteran's Representative. Before MPC will certify enrollment to the VA, it is essential for students to make appointments with an MPC counselor to have an Individual Education Plan completed. Only courses listed on the Plan will be certified for VA payment. An initial claim may take three months processing time before the student receives his/her first veteran's check.

Veterans requesting certification for the second semester at MPC must have all transcripts from other colleges and military experience (from the discharge document) evaluated and on file at MPC. Students must then have a counselor complete a VA Education Plan documenting units completed and courses needed to complete the educational goal. Students will not be certified a second time without this plan. Please note that because of the need for accuracy, counselors will only complete VA Education Plans during their scheduled half-hour appointments. VA Education Plans will not be completed during counselor drop-in hours nor during In-Person Registration Counseling hours. Telephone (831) 646-4020 for a counselor's appointment and to schedule an appointment with the VA Representative.

WOMEN'S PROGRAMS

Women's Programs, located in the Social Science Building (SS-204), serves women and men through the Re-entry & Multicultural Resource Center, the Re-entry Program, the Women's Studies Department, the Single Parent/Displaced Homemaker and Gender Equity programs for vocational students, and the Women's Intercultural Alliance student club. Students may also join a re-entry club. Re-entry students may obtain information, orientation, networking opportunities, retention services, counseling and advisement, and participate in a Women Mentoring Women Program. The Multicultural Resource Center and Women's Studies classes provide information and courses related to women which are inclusive of issues of race, ethnicity, and class, as well as gender. Women's Studies classes fulfill general education requirements and transfer to the university systems. Women's Studies provides a variety of student activities throughout each semester and sponsors Monterey Peninsula College's annual Monterey County Women's Multicultural Conference the first Saturday in March to celebrate Women's History Month. Telephone (831) 646-4276 for information.

Student Activities

ASSOCIATED STUDENT GOVERNMENT

The Associated Students of Monterey Peninsula College (ASMPC) is the officially recognized student government association of the college. Through ASMPC, students may become actively involved in the formulation and application of MPC policy affecting academic and student affairs as they help plan and coordinate activities for the student body.

The purpose of ASMPC is "to promote student activities; increase cooperation between students, faculty, the administration and the community; lead in the management of student affairs at Monterey Peninsula College; provide a forum for the expression of student opinion; develop student initiative and responsibility; and ensure equal rights for all students of Monterey Peninsula College." ASMPC activities bring life to the MPC campus and need the students' creative input, energy and participation.

The ASMPC Council is the elected student government at MPC. It is composed of thirteen students elected by the student body every spring. It consists of seven Senators, President, Vice President, Chief Justice, two Associate Justices and the Student Trustee. There are also many non-elected positions in the ASMPC Cabinet. Students should contact the ASMPC office in the College Center for information about how to get involved.

INTERCOLLEGIATE ATHLETICS

Monterey Peninsula College offers intercollegiate athletic teams for men and women in twelve sports. The six men's sports are football, basketball, baseball, golf, track and field, and cross country. The six women's sports are basketball, volleyball, softball, tennis, track and field, and cross country. Monterey Peninsula College is a member of the Coast Conference, which also includes Cabrillo, Gavilan, Hartnell, Ohlone, DeAnza, Foothill, Skyline, City College of San Francisco, Chabot, College of San Mateo, Cañada, Las Positas, Mission, San Jose City, and West Valley.

The California Community College Commissioner on Athletics (COA) allows member colleges to recruit those high school athletes that reside within their district and the districts contiguous to their colleges. Monterey Peninsula College has been granted a waiver to expand its recruiting area because of its geographic location next to the Pacific Ocean which limits the number of districts the college borders. COA rules forbid any efforts by the staff or agents of the member colleges to make first contact with athletes who reside outside of their respective recruiting areas. Out-of-state and out-of-area athletes who are interested in attending Monterey Peninsula College are required to

initiate first contact with the college.

Monterey Peninsula College abides by the provisions of the COA Athletic Code as well as the specifications imposed by the Coast Conference. The nature of these requirements is very exacting. Athletes are advised to become thoroughly familiar with the requirements to avoid loss of eligibility. A copy of the State Athletic Code is on file in the office of the Director of Athletics.

In order to be eligible for intercollegiate competition, a student must be enrolled in, and passing, 12 units and have a cumulative grade point average of 2.0. If the student has competed in the college sport, the student must pass a total of 24 units prior to the next season with a cumulative grade point average of 2.0.

STUDENT BODY CARDS

Purchasers of Student Body Cards automatically become members of ASMPC (Associated Students of Monterey Peninsula College). The card costs \$5 per semester. Among the benefits to cardholders are:

- Free admission to athletic events
- Eligibility for ASMPC emergency loans
- Local merchants' discounts
- Discounted admission to all ASMPC-sponsored events

More information on how to obtain a Student Body Card is available at the ASMPC Office.

STUDENT ORGANIZATIONS AND CLUBS

MPC student organizations and clubs give students the ability to provide each other with diverse new experiences beyond the classroom. They provide MPC students with an opportunity to organize, meet and work together as a group. A common interest is what brings students together to form a student organization.

Student organizations can be social, creative, recreational, educational, cultural, religious or political in nature. Students may participate in club activities to expand an existing interest, to experiment with a new interest or to enhance a classroom experience. Student organizations also provide an avenue to meet new people, develop friendships and have fun.

Students should contact the Student Activities Coordinator in the Student Activities Office (646-4190) for information.

STUDENT TRUSTEE

The Student Trustee serves in a very influential position on

campus. Serving for one full year beginning on July 1 as a member of the Monterey Peninsula College Governing Board, the Student Trustee may cast an advisory vote. The Governing Board is responsible for the "development, management, control and operation of all properties, programs, policies and procedures of the District and College." The Student Trustee is also a non-voting member of ASMPC (Associated Students of Monterey Peninsula College). In order to effectively represent student interests and maximize the impact of this position, the Student Trustee works closely with ASMPC, reporting on issues before the Governing Board that affect MPC

students.

Students who are interested in learning more about this position should contact the Student Activities Office or the Superintendent/President of the college.

College Safety and You

This statement is published in accordance with the 1998 Campus Security Act Title II of Public Law 101-542, Section 20 U.S.C. 1092 and The Higher Education Act, the "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act."

Crime Reporting Procedures - 20 U.S.C. 1092A

Working together, safety and security within the properties of the District is everybody's business. No community, of course, can be totally risk-free in today's society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive for learning.

The District maintains a Security Department with personnel available 15 hours each school day. A person may report any criminal action, or any other emergency at any time - day or night - by calling 911. Routine inquiries should be addressed to the Security Office (646-4099) located in the College Center.

Access to Campus Facilities - 20 U.S.C. 102B

Buildings

Campus buildings are generally open from 7 a.m. to 10 p.m.

Individuals needing to be in campus buildings or college areas other than during regularly scheduled work hours should contact Security (646-4099) to make special arrangements.

Campus buildings are normally locked from 5 p.m. Friday to 7 a.m. Monday. College personnel unlock doors for scheduled weekend classes and special events.

It is the responsibility of all MPC personnel who use rooms, offices, and areas to lock access doors, turn off lights, and close windows. College staff routinely check the campus during off-hours. Primary responsibility for security, however, lies with the individual last in the facility.

Keys

Keys are provided to staff members on a need-to-enter basis as determined by the appropriate administrator. Lost keys must be reported immediately to one's supervisor and to Campus Security (646-4099) and Plant Services (646-4049).

District policy forbids keys to be loaned to other staff members or students. Campus Security will confiscate keys which have not been specifically issued to a particular individual. Duplication of campus keys is a misdemeanor.

College Property

Do not remove District property from the campus without written permission from a Vice-President or Dean. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

District Security Department - 20 U.S.C. 1092C

It is the policy of the Monterey Peninsula Community College District Board of Trustees to protect the members of the total college community and to protect the property of the District. The College Security Department shall insure that reasonable protection is provided by using methods that fit within, and contribute to, the educational philosophy and procedures of the institution.

The District works cooperatively with the Monterey Police Department in providing assistance for incidents that require resources not available to the College. College Security services summon the assistance of other agencies to provide assistance for incidents that require special resources.

Crime Prevention - 20 U.S.C. 1092D/E

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the Monterey Peninsula Community College District to inform students and staff, in a timely manner, of any criminal activity or security problem which may pose a reasonable threat to their physical safety. Such information will normally be distributed to students through this document and through student publications. Staff are informed through in-house memos, bulletins and newsletters.

Another critical element of a campus safety program is training. Security, Health Services, Community Education, and Associated Students sponsor programs on various topics ranging from sexual assault awareness to substance abuse prevention.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be ALERT, SECURITY-CONSCIOUS, and INVOLVED. Call Security (ext. 4099) or 911, identify that you are on the Campus and wish to report suspicious behavior, or any crime that is occurring.

Off Campus Crime - 20 U.S.C. 1092G

Local police departments provide the District with crime data for the areas surrounding the facilities operated by the District. The District will notify persons using these facilities when a security problem arises.

Substance Abuse - 20 U.S.C. 1092L

In accordance with Public Law 101-226 Drug Free Schools and Communities Act Amendment of 1989, the Board of

Trustees of the District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on M.P.C.C. District property and as part of any District sponsored or sanctioned activity.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from the College or termination from employment for violations of the appropriate standards of conduct.

The possession, use, or sale of alcoholic beverages by anyone on district controlled property is a misdemeanor as per California Business Code 25608, and a violation of the District Standards of Student Conduct. The use, sale or possession of any illegal drug is a violation of State law, and any person found in violation may be subject to arrest by federal, state, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

CAMPUS CRIME STATISTICS

This report meets all reporting requirements as set forth in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Monterey Peninsula College also reports this information at the Office of Postsecondary Education Campus Security Statistics Website in cooperation with the U.S. Department of Education. This can be accessed through the Internet at <http://www.ope.ed.gov/security>.

CRIMINAL OFFENSES	1999 Totals	2000 Totals	2001 Totals
Murder/Non-Negligent Manslaughter	0	0	0
Forcible sex	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	2	1	0
Aggravated Assault	3	2	1
Burglary	5	10	6
Arson	0	0	0
Larceny-Theft	35	21	21
Motor Vehicle Theft	0	1	0
Negligent Manslaughter	0	0	0
Hate Crimes	0	3	4

CAMPUS ARRESTS

Liquor Law Violations	0	0	2
Drug Law Violations	0	0	0
Weapons Violations	0	0	0
TOTAL CAMPUS ARRESTS	0	0	2

Safety and Campus Regulations

ANIMALS ON CAMPUS

No animals are allowed to be brought on campus or kept in vehicles on campus except seeing-eye dogs, companion dogs, or animals being used as part of a scheduled class.

BICYCLES, SKATEBOARDS AND ROLLERBLADES

The riding of skates or rollerblades, skateboards, and bicycles on sidewalks, walkways and bridges is expressly prohibited. Bicyclists, following the rules of the road, are permitted on Costanoan Drive, Via Lavandera and Fishnet Road, but must walk bicycles on sidewalks, walkways and bridges. Skate, rollerblade and skateboard riding is prohibited on all campus roadways.

CAMPUS SECURITY SERVICE

Escort Service

This service is provided by Campus Security for anyone wishing to be escorted to his/her car any time at night during the semester or session. Call Security (646-4099).

COLLECTION AND RAISING OF FUNDS

Students or faculty members may not be solicited to contribute funds to any organization which is not directly under the jurisdiction of Monterey Peninsula College without the express permission of the college administration. Likewise, no non-student group or individual may collect funds on campus or have campus groups collect for them without prior approval of the college administration.

CONTACTING STUDENTS

Emergency only

In cases of extreme emergency, such as sudden illness or accident, students may be contacted on campus by calling the Information Office at 646-4010. Non-emergency messages are not delivered to students.

COPYRIGHT RESPONSIBILITY

Any request for duplication of copyrighted materials used in the college's instructional programs must be accompanied by written permission of the copyright owner. Any duplication of copyrighted materials by student, staff, or faculty is to be for the sole purpose of private scholarly study.

PARKING AND TRAFFIC

All vehicles parked on campus must display a valid parking decal or temporary dashboard parking permit. The decal will be legally honored only if it is readable, placed in the proper position, and displayed in accordance with parking regulations. Student decals may be purchased at the Information Center located in the College Center. One-day permits may be purchased from dispensing machines in each general parking lot.

Parking is limited to designated areas and in marked stalls. Parking without a valid permit will result in the issuance of a citation. Parking in unauthorized areas can result in the towing of the vehicle at the owner's expense. The registered owner of the vehicle is responsible for all parking citations given to a particular vehicle regardless of who is driving or who has parked the vehicle.

Bicycles and Motor Driven Bikes

These vehicles must be parked in areas so marked. They may not be ridden on inner campus pathways and must be walked when moving through the campus interior.

Parking and Traffic Regulations

Violation of these regulations will be subject to citations issued by the College Security Department or the Monterey Police Department. A Request for an Administrative Review may be made by calling the Office of Parking Review (1-800-281-PARK). Moving citations will be filed with the Monterey County Municipal Court. All citations must be cleared within 21 days. No citation will be voided on campus.

1. PAID PARKING

All vehicles must properly display a current semester, annual, or daily permit. Vehicles that do not properly display a current permit will be subject to citation. Enforced 7 a.m. to 9 p.m., Monday through Thursday, and 7 a.m. to 5 p.m., Friday.

2. PARKING

No person shall park or leave standing any vehicle except on a designated parking lot. When painted lines designate parking spaces, no parking will be allowed in that lot except between those lines. Where no lines are painted within a parking lot, no vehicle shall be parked in such a manner as to prevent the entrance, exit, or free movement of any other vehicle. Enforced 7 a.m. to 9 p.m., Monday

through Thursday, and 7 a.m. to 5 p.m., Friday.

3. STAFF PARKING

No person whose vehicle does not properly display a current "Staff" or "Press" sticker shall park in lots designated and marked staff parking and parking spaces marked in yellow. Enforced 7 a.m. to 7 p.m., Monday through Thursday, and 7 a.m. to 5 p.m., Friday.

4. HANDICAPPED PARKING

No person whose vehicle does not display either the distinguishing license plate or placard issued by the Department of Motor Vehicles shall park in any space designated for use by handicapped persons. These spaces are designated by a blue wheelchair on white background in the center of the space. Enforced 24 hours per day, 7 days per week.

5. VISITOR PARKING

Visitors may park free of charge for 30 minutes in those spaces designated by green curbs in front of the Student Services Building and the row of spaces across the street from the Student Services Building. Enforced 7 a.m. to 9 p.m., Monday through Thursday, and 7 a.m. to 5 p.m., Friday.

6. OVERNIGHT PARKING

No overnight parking is permitted except for field trips or with written permission. Vehicles with staff permits are exempted.

7. SPEED

The campus speed limit is 15 miles per hour.

USE OF CAMPUS FACILITIES

The use of District facilities may not interfere in any manner with the normal educational activities of the college nor ~~may the use of District facilities be inconsistent with the~~ purposes of the college program. Procedures and fees for the use of District facilities may be obtained in the Facilities Office, 646-4057.

Student Rights and Responsibilities

The purpose of this statement is to inform students of their rights and responsibilities at Monterey Peninsula College. The policies and procedures as set forth in this statement are for institutional and student use, but cannot be separated from public laws and regulations; therefore, everything stated herein must be considered within the limits of the law.

I. IN THE CLASSROOM

A. Protection of Freedom of Expression

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

B. Protection Against Improper Academic Evaluation

Students shall not be evaluated in a prejudiced or capricious manner. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Standards relating to matters of class attendance, punctuality, dress (e.g., safety goggles and uniforms), and other similar classroom requirements, where essential in evaluation, should be clearly communicated by the instructors to the students enrolled in the courses where they apply.

C. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which employees acquire in the course of their work is considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character for such matters as letters of recommendation and security checks may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

II. STUDENT RECORDS

A. Definition of Records

The following files, records, and documents are maintained by the College as "Education Records": admissions and registration forms, academic tran-

scripts and grade reports, transcripts sent by other institutions, general education certification, graduation petitions, high school advanced placement forms, instructor class roster, placement test scores, counseling records, financial aid applications, campus employment information, veterans folder relating to educational certification and benefits, discipline records, and athletic eligibility forms.

B. Right to Access

Any currently enrolled or former students shall have the right to access their own "Education Records" as defined above or those that meet the definition of a "student record" in Title 5 regulations of the California Administrative Code, if debts are cleared. Such access shall be provided during regular office hours, and the appropriate College official will require identification and a written request from the student, provided that access is granted where authorized by law no later than five working days following the date of the request.

C. Location of Records

Most of the above records are housed in the Student Services Building on campus. The Vice President of Student Services has overall responsibility for such records. The Vice President's designee shall provide specific directions to students, upon request, concerning which college officials to contact to make a request for access to any records.

D. Directory Information

The College may release directory information when, in the opinion of the Dean of Counseling, Admissions and Records, the release of such information is in the best interest of the students.

Directory information for students includes the following: name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and certificates received, and the most recent previous public or private school attended.

E. Confidentiality of Records

Information from Education Records will be available only to legally authorized persons. The express consent of the student is required for access by any other persons. No records will be kept which reflect the political and religious activities or beliefs of students. All college employees are to respect confidential information about students which they acquire in the course of their work.

Access to student records may be permitted to the following:

1. Officials and employees of Monterey Peninsula College, provided that any such person has a legitimate educational reason for inspecting a record.
2. Federal and state officials so authorized access by Title 5.
3. Upon written permission from the student, officials of other public or private schools where the student seeks or intends to enroll.
4. Agencies or organizations in connection with a student's application for or receipt of financial aid, provided that information permitting the personal identification of students may be disclosed only as necessary for purposes relating directly to that aid.
5. Accrediting organizations in order to carry out their accrediting functions.
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for purposes allowed in Title 5 and so long as that information that allows personal identification of a student is kept confidential and destroyed when no longer needed.
7. Appropriate persons in connection with an emergency if the information is necessary to protect the health or safety of the student or other persons.

F Impoundment of Records

Whenever a student is delinquent through failure to comply with College rules or regulations, to pay College debts, or to return property owned by the College, the student's records may be impounded. A student whose record is impounded shall not be allowed to register for subsequent instruction, request transcripts of work completed, and/or receive other services at the College which relate to his/her records.

III. STUDENT AFFAIRS

A. Freedom of Association

Students are free to organize and join associations to promote their common interests.

1. The policies and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in the organization and are enrolled at Monterey Peninsula College.
2. Affiliation with an extramural organization shall

not of itself disqualify a student organization from institutional recognition.

3. Campus advisers are required; each organization is free to choose its own adviser. Institutional recognition will not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they will not have the authority to control the internal policies of such organizations.
4. Student organizations are required to submit to ASMPC a statement of purpose, criteria for membership, rules of procedures, and a current list of officers as a condition of institutional recognition. They will not be required to submit a membership list as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, shall be open to all Monterey Peninsula College students without respect to race, creed, or national origin.

B Freedom of Inquiry and Expression

1. Students and student organizations are free to examine and to discuss all questions of interest to them, to express opinions publicly and privately, and to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, students shall make it clear to the academic and the larger community that, in their public expressions or demonstrations, students or student organizations speak only for themselves.
2. Students are allowed to invite and to hear any person of their own choosing. Routine procedures are required by the College before a guest speaker is invited to appear on campus to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities is not used as a device of censorship. Those in charge of a program shall make it clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Governance

As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student

body may participate in the formulation and applications of institutional policy affecting academic and student affairs through student government. The Associated Students of Monterey Peninsula College (ASMPC) is the institutionally recognized system of student government which has express responsibility for a student activities program designed to benefit the College and contribute to the welfare of the students. The Student Council of ASMPC formulates and executes student government policies; administers a budget; plans and conducts social, club, recreational, and leisure-time programs in accordance with the ASMPC constitution and other laws and regulations; serves in a liaison capacity between the students and the administration on matters concerning the cafeteria and college center; makes student appointments to campus committees; assists in the coordination of club activities; and promotes opportunities in volunteer work.

Any matter of student governance that conflicts with College policy shall be resolved by the Administration after opportunities have been given to the Student Council to either correct the matter or to discuss the matter completely with the Administration.

D. Student Publications

Whenever possible, the student newspaper should be an independent corporation financially and legally separate from District sponsorship. Where financial and legal autonomy are not possible, Monterey Peninsula College, as the publisher of student publications, may bear legal responsibility for the contents of the publications under particular circumstances. In the delegation of editorial responsibility to students, Monterey Peninsula College provides sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

1. The student press is free of censorship and

advance approval of copy, and its editors and managers are free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications are protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal. In the absence of an appointment agency, the regular hearing procedures of this statement should be utilized in the removal of an editor or manager. If such an agency does exist, the orderly and prescribed procedures for removal must be stated in writing and submitted to the Disciplinary Hearing Committee (as outlined in V, Item E) for approval.
3. All Monterey Peninsula College published, financed, or recognized student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or the student body.

IV. OFF CAMPUS

A. Exercise of Rights of Citizenship

Students enjoy the same freedom of speech, peaceful assembly, and right of petition as do other citizens. As members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit intellectual and personal development of students.

B. Institutional Authority and Civil Penalties

Activities of students may, upon occasion, result in violation of law. In such cases, Monterey Peninsula College officials may apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities. Only where the institution's interests as an academic community are clearly involved will the special authority of Monterey Peninsula College be asserted. The student who incidentally violates institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, is subject to no greater penalty than would normally be imposed. Institutional action is independent of community pressure.

V. DISCIPLINE

In developing responsible student conduct, disciplinary

proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities.

The following standards and procedures are intended to promote responsible student conduct and fair play:

A. Standards of Conduct

Monterey Peninsula College considers the following principles essential to its educational mission and its community life:

1. Mutual respect between students and faculty.
2. Pursuit of studies with honesty and integrity.
3. Respect for rights of others.
4. Courteous treatment of everyone.
5. Respect for college and personal property.
6. Compliance with all rules and regulations.

Students shall be subject to college discipline for any of the following kinds of misconduct which occurs at any time on campus or at any off-campus facility or college approved or sponsored function:

1. Dishonesty, such as plagiarism, or knowingly furnishing false information to the college;
2. Violation of examination rules, such as communicating or transferring information to another student, using any materials such as books, notes, etc. other than those expressly allowed for the exam, looking at another student's exam, etc.;
3. Forgery, alteration, or misuse of college documents, records, or identification;
4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including its public service functions, or of other authorized activities;
5. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any such person;
6. Theft of, or damage to, property of the College or of a member of the College community or campus visitor;

7. Unauthorized entry to or use of College facilities;
8. Violation of College policies or of campus regulations including those of student organizations, use of College facilities, or the time, place, and manner of public expression;
9. Use, possession, or distribution of legally controlled drugs such as alcohol, narcotics, marijuana or cocaine, except as expressly permitted by law;
10. Use, possession, or sale of any firearm, knife, explosive, or other object that could be classified as a weapon (unless the student has specific authorization from a college official);
11. Failure to comply with directions of College officials acting in the performance of their duties;
12. Gambling on College property;
13. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any fellow student or person;
14. Disorderly conduct or lewd, indecent, or obscene behavior;
15. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

B. Investigation of Student Conduct

1. Except under extreme circumstances, such as bomb threats or medical emergencies, the personal possessions of students will not be searched. The student will be present, if possible, during the search.
2. No form of harassment will be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

C. Applicable Penalties

In all situations a student shall be informed of the nature of the charges against him or her and be given a fair opportunity to refute them. Arbitrary actions shall not be taken by the College and a decision may be appealed. Disciplinary action that may be taken because of student misconduct includes a variety of sanctions.

Such sanctions are listed below in degree of severity, and may be applied according to the severity of the offense:

1. **Admonition:** An oral statement to the student offender that the student has violated college rules.
2. **Warning:** Notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
3. **Censure:** Written reprimand for violation of a specified regulation including the possibility of more severe disciplinary action in the event of conviction for the violation of any college regulation within a period of time stated in the letter of reprimand.
4. **Disciplinary Probation:** Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time.
5. **Restitution:** Financial liability for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.
6. **Summary Suspension:** Emergency exclusion from campus and/or classes for a period not to exceed 10 days. The Superintendent/President or designee may immediately suspend a student when the Superintendent/President or designee determines that such action is required in order to protect lives or property or to ensure the maintenance of order. The time of the suspension shall be limited to that period necessary for the purposes of the suspension and in any case, no more than ten days. The student may be summarily suspended without a conference or hearing, but oral or written notice to the student of the suspension and the reasons for the suspension must be provided to the student or the student's address as soon as possible. A conference shall be scheduled as soon as possible, but not later than 72 hours from the time of the suspension, to review the action with the student and to determine whether further sanctions are to be applied.
7. **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
8. **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

D. Administration of Discipline

Procedural fairness shall be the basis for all disciplinary actions. Practices in disciplinary cases will vary in formality with the gravity of the offense and the sanctions which may be applied. There shall be no obligation for the College to replicate a formal court system, nor is there a need to provide for "adversary" proceedings. However, fairness requires that the student be informed of the nature of the charges against the student, that the student be given a fair opportunity to refute the charges, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. With fairness as a basis for action, the responsibility for such action is the responsibility of the following individuals or groups:

1. The classroom instructor

- a. May act when minor infractions disturb normal classroom procedure.
- b. May suspend, for good cause (See V. A., Standards of Conduct.), any student from the instructor's class for the day of the suspension and the day following. The Vice President for Student Services shall be notified of such suspension, and the student shall be directed to report to the Vice President. The parents of a minor student shall also be notified of the suspension.
- c. May drop students from class for failing to meet academic and attendance requirements.

2. The Campus Security Officer

- a. Shall act directly on parking and traffic violations.
- b. Shall act directly in matters of emergency and in harmony with local and state laws, but shall immediately notify the Vice President of Student Services of such action.
- c. Shall refer matters of student misconduct to the Vice President of Student Services.

3. The Vice President for Student Services

- a. Shall act directly in situations where a student has violated the local, state, or federal laws while on the College campus and shall consult with civil authorities where appropriate.
- b. Shall review each case of misconduct with involved student and determine appropriate remedies and/or sanctions.
- c. Shall carry out the recommendations of the Superintendent/President and Disciplinary Hearing Committee.
- d. Shall inform students of institutional action and

appropriate avenues of appeal.

4 The Superintendent/President

- a. Shall review and take action on all recommendations of the Disciplinary Hearing Committee.
- b. Shall recommend Governing Board action in cases of suspension and expulsion and shall make arrangements for a student appeal of such decisions.
- c. Shall act to summarily suspend any student in order to protect lives or property or to insure maintenance of order.

5 The Governing Board

- a. Shall take action on cases of suspension and expulsion and shall allow for an appeal of the decision.
- b. Shall approve all rules and regulations where infractions of such could lead to suspension or expulsion.
- c. While final action is pending a disciplinary hearing, a student shall have the right to be present on campus and attend classes.

E Disciplinary Hearing Committee

A student shall be granted, upon request, a hearing before a regularly constituted committee when the recommended sanction is suspension or expulsion. Prior to the request for a hearing, the student must meet with the Vice President of Student Services to discuss the case on an informal basis. For further information regarding the disciplinary hearing process, contact the office of the Vice President of Student Services.

VI. STUDENT COMPLAINT AND GRIEVANCE PROCEDURES

The student is encouraged to pursue academic studies and other college sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community. Procedures for grievances and complaints are described below and provide a means for resolving any alleged unfair or improper action.

A. Complaints

Students with the specific kinds of complaints listed below shall direct these complaints to the appropriate College official:

1. Residence Determination

Contact Manager of Admissions and Records;

final appeal may be made to the Dean of Counseling, Admissions and Records.

2. Dismissal from College for Academic Reasons

- a. Consult a counselor.
- b. If there are extenuating circumstances, the student may appeal the dismissal to the Academic Council after consulting a counselor.

3. Affirmative Action Complaints

- a. Students and staff at Monterey Peninsula College shall report any alleged act of discrimination within ten working days to the Supervisor or Administrator in charge of the area where it occurred. For further information, contact the College Human Resources Office (646-4014).
- b. Students wishing to file complaints based upon discrimination on the basis of sex, ethnic group, age, or marital status should contact the Vice President for Administrative Services at (831) 646-4040. Student who wish to file a grievance under Section 504 of the 1973 Rehabilitation Act should contact the Director of Supportive Services and Instruction at (831) 646-4070. Students who wish to file a grievance based upon discrimination related to HIV Positive status/AIDS should contact College Health Services, (831) 646-4017.

B. Grievance

1. Reasons for Grievance

- a. A grade, when the student contends that the determination of the grade involved a mistake, fraud, bad faith, or incompetency. (According to the Education Code, an instructor's grade is final in the absence of mistake, fraud, bad faith, or incompetency.);
- b. Act or threat of intimidation or harassment;
- c. Act or threat of physical aggression;
- d. Arbitrary action or imposition of sanctions without proper regard to academic due process specified in college procedures;
- e. Violation of student rights which are described in college rules and regulations.

2. Initiating a Grievance

A student shall initiate a grievance as follows:

- a. Shall confer with the faculty member, adminis-

trator or classified person directly involved in the grievance;

- b. Shall confer with the supervisor of that person if not satisfied at the first step.

3 Appeal to Committee

If the student believes still that the issue has not been resolved satisfactorily at these levels, the student shall submit a written statement specifying the time(s), place(s), and nature of the grievance to the Chairperson of the Grievance Committee, who shall arrange for a meeting of the Grievance Committee to consider the grievance. (Consult the Vice President of Student Services for the name of the Chair.)

The Chairperson shall refer all written grievances to the Grievance Committee which shall conduct a formal hearing within a reasonable period of time on the charge(s), in no case later than 30 days. For further information regarding the grievance procedure, contact the office of the Vice President of Student Services.

COMPLETION AND TRANSFER RATES

In compliance with Student Right-to-Know, Monterey Peninsula College makes the following information available regarding the completion and transfer rates of certificate or degree-seeking, first-time, full-time students entering the college, beginning Fall 1995 to Spring 1998 and annually thereafter.

- Based on the cohort of first-time, full-time freshmen with a declared program of study, 38.7% attained a certificate or degree or became "transfer prepared" during a three-year period, from Fall 1996 to Spring 1999. Students who are transfer prepared have completed 56 transferable units with a GPA of 2.0 or better.
- Based on the cohort of first-time, full-time freshmen with a declared program of study, 25.6% transferred to another public institution in California (UC, CSU, or other California Community College) prior to attaining a degree or certificate during a five semester period from Spring 1997 to Spring 1999.

Instructional Programs

ASSOCIATE DEGREE

The California State Board of Education has authorized the Monterey Peninsula College Board of Trustees to confer the Associate in Arts and Associate in Science degrees. The Associate in Arts degree is awarded in the liberal arts area; the Associate in Science degree is awarded in the science, technical, and vocational fields.

CERTIFICATE OF ACHIEVEMENT

The college is authorized to offer the Certificate of Achievement. A Certificate of Achievement recognizes a student's satisfactory completion of an organized program of study. Certificate programs differ from degree programs in that students are not required to complete the general education requirements.

GRADUATION EVALUATION

Students who expect to graduate from the college must file a petition for graduation with the Admissions and Records Office. The Petition for an Associate Degree form and transcripts from other colleges must be received by the following deadlines to be eligible to graduate:

Graduation Month	Deadline to Receive Materials
DECEMBER	NOVEMBER 1

JUNE
AUGUST

MARCH 1
JULY 1

Students are advised to make an appointment with a counselor to evaluate eligibility for the Associate Degree.

CATALOG RIGHTS

- Graduation requirements are subject to change.
- Graduation requirements are determined according to the catalog in effect at the time of first enrollment. If enrollment is in any credit course and is continuous (at least one course is taken each academic year), then graduation requirements are taken from the catalog in effect at the time of first enrollment or in effect at the time of the petition to graduate.
- When a break in enrollment occurs, graduation requirements are determined according to the catalog in effect at the time of re-entry into continuous enrollment or in effect at the time of the petition to graduate.
- Each new catalog year begins with the Fall semester.
- Students may not complete general education requirements under one catalog and major requirements under another catalog.
- Requests for exception to this policy may be addressed to the Academic Council by a student petition accompanied by a counselor's recommendation.

SECOND ASSOCIATE DEGREE

The general education and major requirements for the second degree are those listed in the College Catalog for the academic year in which student begins work on the second degree. The student must complete all the units required for the second degree. All general education courses required for the specific degree must be completed.

DEGREE OR CERTIFICATE PETITION

Students wishing to graduate at the conclusion of the fall semester must submit the Associate Degree Petition by November 1. Students wishing to graduate at the conclusion of the spring semester must submit the Associate Degree Petition by March 1. Students wishing to graduate at the conclusion of the summer session must submit the Associate Degree Petition by July 1. Forms are available in the Admissions and Records Office. All transcripts, military records, advanced placement scores, CLEP scores, and counselor course evaluation must be on file in the Admissions and Records Office by the petition deadline.

COMMENCEMENT

Commencement is held once a year, in June, for students who have completed the requirements for their degree any semester during the year, including the previous summer session.

GENERAL EDUCATION

Those students who complete a program in General Education possess, in common, certain principles, concepts, and methods of inquiry either unique to or shared by the sciences, the humanities, and the social sciences. The purpose of General Education is to enable students to achieve an understanding of the methods by which knowledge is acquired, to comprehend the nature and function of human communication, to gain an understanding of human beings and their environment, and to acquire a broad knowledge of the development of major civilizations and cultures. General Education courses are designed to enable students to develop and employ their abilities of critical thinking, aesthetic perception, and ethical judgment by focusing on the abiding questions, the persistent problems, the enduring achievements, and the conspicuous failures of major civilizations.

Through General Education, students are led to gain an appreciation of the arts and humanities and to examine the interrelationships among social, political, cultural, and economic institutions that both link and separate global societies. Further, students are led to develop habits of critical and quantitative analysis and synthesis, to apply the scientific method of inquiry when gaining an understanding of the physical and biological sciences, and to express judgment through oral and written communication.

CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

The Certificate of Achievement is awarded upon satisfaction of the following requirements:

1. Completion with at least a grade of "C" or better in each course of one of the Occupational majors listed on page 41 of this catalog. Some programs may require higher performance levels.
2. Twelve (12) units applied toward the certificate program must be completed at Monterey Peninsula College.

Upon completion (or in anticipation of completion) of these requirements, students wishing to receive a Certificate of Achievement must file a petition form. Forms are available

in the Admissions and Records Office. The deadlines that are applicable to the Associate degree are also in effect for the Certificate of Achievement.

GRADUATION REQUIREMENTS: ASSOCIATE DEGREE

The Associate degree is awarded upon satisfaction of the following:

1. Competency Requirements

a. Reading

Completion with a grade of "C" or better of English 112 or ENSL 55 or by of a verified equivalent course successfully completed at another college, or by test scores deemed appropriate by MPC assessment personnel.

b. Writing

Completion with a grade of "C" or better of English 111 or ENSL 10 or by of a verified equivalent course successfully completed at another college, or by test scores deemed appropriate by MPC assessment personnel.

The writing competency may be met also by achievement of any of the following minimum test scores:

<u>Examination</u>	<u>Score</u>
Advanced Placement	3, 4, or 5
CLEP General Examination in English	50 percentile
CLEP College Composition (Subject Exam)	50 percentile

NOTE: A college course or Advanced Placement or CLEP scores satisfying this requirement can also be applied to the English Composition Requirement of the General Education Requirement.

c. Mathematics

This requirement can be satisfied in any of the following ways:

- (1) Completion with a grade of "C" or better of Math 261 (Beginning Algebra) or higher math course, or equivalent beginning algebra or higher course from another university or college.
- (2) Credit by examination will be accepted for Math 261.
- (3) Achievement of any of the following minimum scores:

<u>Examination</u>	<u>Score</u>
SAT - Mathematics	490*
ACT - Mathematics	17
Advanced Placement Math (AB or BC)	3
CLEP - Mathematics	35 percentile

*460 if taken before April, 1995

2. Major

Choose one of the following:

- a. Completion, with at least a "C" average, of all courses in one of the Occupational majors listed on page 41 of this catalog.
- b. Completion of the General Studies major which fulfills both the major and the General Education requirements (see page 59).
- c. Completion of a University Studies major (page 71).
- d. Completion of the University Studies with Emphasis major (beginning on page 71).

The University Studies major is based on the completion of either the IGETC or the CSU General Education requirements. The IGETC or the CSU General Education pattern satisfies both major and General Education requirements for graduation. Students choosing the University Studies with Emphasis major must also complete a minimum of 18 units in an Area of Emphasis specified on pages 72 to 76.

Only one Associate degree can be earned for either General Studies, University Studies, or University Studies with Emphasis. Duplicate degrees will not be awarded.

3. General Education

- a. For Occupational majors, completion of the 21-unit MPC General Education pattern on page 77.
- b. For General Studies and University Studies majors, see b, c, and d above.

4. Units/Grade Point Average

Completion of a minimum of sixty (60) degree-applicable units with a 2.00 ("C") grade point average. Only courses numbered 1-299 may apply toward the Associate Degree beginning Fall 1995. When a student has completed more than the required sixty units, those sixty units of courses in which the student has earned the highest grades will be taken into account in computing

his/her graduation grade point average.

5. Residence Requirement

Completion of twelve (12) units, with at least six in the major area, at Monterey Peninsula College.

Upon completion (or in anticipation of completion) of these requirements, students wishing to receive an Associate Degree must complete and file a petition form. Forms are available in the Admissions and Records Office.

GRADUATION PLAN AGREEMENT PROGRAM

A student who is planning to leave before completing graduation requirements can request that Monterey Peninsula College be his/her school of record (school from which he/she wishes to graduate) by completing at least 12 units in residency with the college and by completing the Graduation Plan Agreement with a counselor. Once the student has completed all requirements of the agreement, he/she must file a petition for graduation with the Admissions and Records Office by the appropriate deadline.

CERTIFICATE OF ACHIEVEMENT AND ASSOCIATE DEGREE PROGRAMS

OCCUPATIONAL

<u>MAJOR</u>	<u>CERTIFICATE</u>	<u>AA/AS</u>
Admin. of Justice: Law Enforcement		
General	X	X
Basic Academy	X	X
Automotive Technology	X	X
Business		
Accounting	X	X
Entrepreneurship	X	X
General Business	X	X
International Business	X	X
Office Technology	X	X
Retail Management	X	-
Secretarial	X	X
Child Development	X	X
Computer Science & Information Systems		
Computer Info. Sys. Design	X	X
Software Applications	X	X
Computer Technology	X	X
Dental Assisting	X	X
Fashion		
Costuming (Fashion/Drama/Art)	X	X
Fashion Design	X	X
Fashion Merchandising	X	X
Fashion Production	X	X
Fire Protection Technology	X	X
Fitness Instructor Training	X	X
Golf Management	X	X

Graphic Arts*	X	X
Hospitality Operations	X	X
Human Services	X	X
Interior Design		
Basic	X	X
Advanced	X	—
Massage Therapy	X	X
Clinical Emphasis	X	X
Sports Emphasis	X	X
Marine Science and Technology	X	X
Medical Assisting		
Medical Assisting	X	X
Medical Office Administration	X	X
Medical Office Reception	X	X
Nursing	—	X
Ornamental Horticulture	X	X
Parks and Recreation	X	X
Photography*	X	X
Physical Education Aide	—	X
Real Estate	X	X
Restaurant Management	—	X

For Fast Track programs in some of these occupational areas, please see pages 42-70.

**May be considered both an occupational and an academic/non-occupational program.*

ACADEMIC AREAS/NON-OCCUPATIONAL

<u>MAJOR</u>	<u>CERTIFICATE</u>	<u>AA/AS</u>
Art History	X	X
Art - Studio		
General	X	X
Ceramics	X	X
Cinema/Video	X	X
Drawing	X	X
Jewelry	X	X
Painting	X	X
Printmaking	X	X
Sculpture	X	X
Weaving	X	X
Cultural History of Monterey County	X	X
Dance	—	X
Drama	X	X
Family & Consumer Science	—	X
Family Research Studies	X	X
General Studies	—	X
Graphic Arts*	X	X
Music	X	X
Photography*	X	X
University Studies		

CSU	—	X
IGETC	—	X
Special Emphasis	—	X
Women's Studies	—	X

*May be considered both an occupational and an academic/non-occupational program.

CERTIFICATE AND DEGREE PROGRAMS

Programs of study leading to a Certificate of Achievement or to the Associate in Arts or Associate in Science degree follow in alphabetical order. Courses with an asterisk (*) may be used to satisfy a general education requirement.

Some departments provide a Certificate of Completion to students who successfully complete a Fast Track program, a short term, intensive course sequence designed to prepare students for entry-level employment opportunity. Completion of Fast Track programs partially fulfills requirements of related Certificates of Achievement and the Associate Degree offered by the College. Students who complete a Fast Track program are encouraged to return to Monterey Peninsula College to complete the Certificate of Achievement and Associate Degree.

ADMINISTRATION OF JUSTICE

CORRECTIONS

(Certificate of Completion offered by the Administration of Justice department)

<u>Required Courses</u>	<u>UNITS</u>
ADMJ 57 Introduction to Corrections	3
ADMJ 55 Writing for Criminal Justice	3
<i>Select one of the following:</i>	8.5
ADMJ 270 Juv. Corr. Counselor Core Trng.(8.5)	
ADMJ 275 Correctional Ofcr. Core Trng. (8.5)	
<i>Select one of the following:</i>	3
ADMJ 6 Introduction to Evidence (3)	
ADMJ 51 Criminal Procedures (3)	
ADMJ 70 Juvenile Law and Procedure (3)	
TOTAL UNITS	17.5

LAW ENFORCEMENT

(Certificate of Achievement and Associate in Science degree)

Learning Outcomes: Upon successful completion of the Law Enforcement Option 1 General Program, students will be able to:

- Demonstrate required broad knowledge and skills, including critical thinking and problem solving skills, applicable to the field.
- Articulate the system's objectives, the crime problem, and role expectations of criminal justice personnel, and describe the various agencies and each subsystem within the system.
- Describe the system's responsibilities to the community, factors in crime causation, the social implications of crime and communication barriers between the system and the community.
- Apply definitions and concepts to the relevant legal codes; identify related statutes and cases; analyze specific legal problems.
- Analyze legal concepts and make rational decisions about case processing. Demonstrate knowledge of the rules of evidence, legal definitions and concepts of evidentiary law. Apply basic investigative proficiencies.
- Produce field notes, write accurate reports, compile and analyze data and prepare formal reports suitable for prosecutions and court presentations.

Certificate Requirements

UNITS

Two Options:

Option 1 – General

ADMJ 2	Intro. to Administration of Justice	3
ADMJ 3	Community and Human Relations	3
ADMJ 4	Criminal Law	3
ADMJ 6	Introduction to Evidence	3
ADMJ 51	Criminal Procedures	3

ADMJ 55	Writing for Criminal Justice	3
ADMJ 66	Introduction to Investigation	3
<i>Select one course from the following:</i>		3-8.5
ADMJ 57	Introduction to Corrections (3)	
ADMJ 70	Juvenile Law and Procedure (3)	
ADMJ 270	Juv. Corr. Counselor Core Trng.(8.5)	
ADMJ 275	Correctional Ofcr. Core Trng. (8.5)	

TOTAL CERTIFICATE UNITS **24-29.5**

Option 2-Basic Academy

ADMJ 140A	P.O.S.T. Basic Academy I	1
ADMJ 140B	P.O.S.T. Basic Academy II	1
ADMJ 141	P.O.S.T. Basic Academy III	2.5
ADMJ 142A	P.O.S.T. Basic Academy IV	2
ADMJ 142B	P.O.S.T. Basic Academy V	3
ADMJ 143A	P.O.S.T. Basic Academy VI	5.5
ADMJ 143B	P.O.S.T. Basic Academy VII	3
ADMJ 151	Basic Academy Internship	5

TOTAL CERTIFICATE UNITS **23**

Associate Degree Requirements

Certificate (determined by option)	23-29.5
General Education Requirements	21
Electives	9.5-16

TOTAL DEGREE UNITS **60**

ART

ART HISTORY

(Certificate of Achievement and Associate in Arts degree)

Certificate Requirements **UNITS**

ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
<i>Select nine units from the following:</i>		9
ART 6	Survey of American Art (3)	
ART 7	Art of Primitive Peoples (3)	
ART 8	Survey of Asian Art (3)	
ART 9	History of Architecture (3)	
<i>Select six units from the following:</i>		6
Any Studio Art courses		

TOTAL CERTIFICATE UNITS **23**

Associate Degree Requirements

Certificate Requirements	23
General Education Requirements	21
Electives	16

TOTAL DEGREE UNITS **60**

ART-GRAPHICARTS

(Certificate of Achievement and Associate in Arts degree)
The Graphic Arts Program provides students a collection of courses that build technical skills and perceptual abilities needed to gain employment in the field of graphic arts, or to continue education in graphic arts disciplines. The program also offers technical training for graphic arts professionals who seek specific skills related to graphic design and production.

Learning Outcomes: Upon successful completion of the Graphic Arts program, students will be able to:

- Create and produce single and multi-page document files with page layout software.
- Create and manipulate bitmap artwork files with digital imaging software.
- Create graphics, artwork and other vector objects with illustration software.
- Successfully combine electronic artwork into cohesive and efficient files for print and electronic publishing.
- Design effective visual materials for specific uses.
- Translate traditional media into digital form.
- Communicate effectively with service bureau, commercial printing and publishing professionals.

Certificate Requirements
UNITS

*ART 22	Design I: Two Dimensional	3
*ART 24	Color Fundamentals	3
ART 28A	Drawing and Composition I	3
ART 41	Graphic Design: Images and Type	4
ART 43	Page Layout with QuarkXpress	4
ART 45	Intro. to Computers for Graphic Arts	4
ART 46	Introduction to Photoshop	4
ART 47	Intermediate Photoshop	4
ART 48	Graphic Arts Prod. & Pre-Press	4
ART 50	Graphic Arts Portfolio	1
PHOT 1A	Photography I	3

TOTAL CERTIFICATE UNITS **37**

Associate Degree Requirements

Certificate Requirements	37	
<i>Select eight units from the following:</i>		8
ART 29A	Sketch (1.5)	
ART 40	Graphic Design for Web (4)	
ART 42	Illustration (3)	
ART 44	Intro. to Web Animation (4)	
ART 49	Graphic Arts Projects (1)	
ART 141	Mac Basics (1)	
*General Education Requirements	15	

ART–STUDIO

(Certificate of Achievement and Associate in Arts degree)

Certificate Requirements**UNITS****Core Requirements:**

ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
ART 22	Design I: Two Dimensional	3
ART 23	Design II: Three Dimensional	3
ART 28A	Drawing & Composition I	3
<i>Select nine units from sections I, II, III, IV, V, VI, VII, VIII or IX</i>		9
<i>and select three units from any Art area except Practicum and Work Experience.</i>		3

I. General Studio

ART 21	Methods of Art Presentation (3)
ART 24	Color Fundamentals (3)
ART 29A	Sketch I (1.5)
ART 30A	Figure Drawing I (3)
ART 33A-E	Special Drawing Techniques I (.5)
ART 34A-C	Special Drawing Techniques II (.5)
ART 35A-E	Special Printmaking Techniques I (.5)
ART 36A	Printmaking I (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 38A-C	Special Printmaking Techniques II (.5)
ART 55A-E	Special Painting Techniques I (.5)
ART 56A-E	Special Painting Techniques II (.5)
ART 58A	Painting I (3)
ART 63A	Sculpture I (3)
ART 70A	Ceramic Handbuilding I (3)
ART 82A-E	Small Scale Metals Techniques I (.5-2)
ART 83A-D	Special Jewelry Techniques I (.5-1.5)
ART 84A	Jewelry & Metal Arts I (3)
ART 88A	Weaving I (3)
ART 89A-C	Small Scale Metals Techniques II (1-2)

II. Drawing

ART 21	Methods of Art Presentation (3)
ART 24	Color Fundamentals (3)
ART 28B	Drawing & Composition II (3)
ART 29A	Sketch I (1.5)
ART 29B	Sketch II (1.5)
ART 30A	Figure Drawing I (3)
ART 30B	Figure Drawing II (3)
ART 31	Expressive Drawing (1.5-3)
ART 32	Landscape Drawing & Painting (1.5)
ART 33A-E	Special Drawing Techniques I (.5)
ART 34A-C	Special Drawing Techniques II (.5)
ART 36A	Printmaking I (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 42	Illustration (3)

III. Painting

ART 21	Methods of Art Presentation (3)
ART 24	Color Fundamentals (3)
ART 32	Landscape Drawing & Painting (1.5)
ART 36A	Printmaking I (3)
ART 42	Illustration (3)
ART 55A-E	Special Painting Techniques I (.5)

ART 56A-E	Special Painting Techniques II (.5)
ART 57A	Watercolor I (3)
ART 57B	Watercolor II (3)
ART 58A	Painting I (3)
ART 58B	Painting II (3)
ART 59	Painting: Mixed Media (1.5-3)

IV. Ceramics

ART 21	Methods of Art Presentation (3)
ART 24	Color Fundamentals (3)
ART 70A	Ceramic Handbuilding I (3)
ART 70B	Ceramic Handbuilding II (3)
ART 71A	Ceramic Wheel Throwing I (3)
ART 71B	Ceramic Wheel Throwing II (3)
ART 74A	Ceramic Sculpture I (3)
ART 74B	Ceramic Sculpture II (3)
ART 75	Glaze Experimentation (1.5)
ART 76	Glaze Calculations (3)
ART 77	Ceramic Surface Design & Techniques (1.5)
ART 78	Alternative Throwing Techniques (1.5)
ART 79	Alternative Firing Techniques (1.5)
ART 80	Kiln Building (1.5-3)
ART 81	Kiln-Formed Glass (3)

V. Jewelry and Metal Arts

ART 21	Methods of Art Presentation (3)
ART 24	Color Fundamentals (3)
ART 82A-E	Small Scale Metals Techniques I (.5-2)
ART 83A-D	Special Jewelry Techniques I (.5-1.5)
ART 84A	Jewelry & Metal Arts I (3)
ART 84B	Jewelry & Metal Arts II (1.5-3)
ART 85	Introduction to Enameling (1.5)
ART 86	Introduction to Lapidary (1.5)
ART 87	Basic Stonesetting (1.5)
ART 89A-C	Small Scale Metals Techniques II (1-2)

VI. Sculpture

ART 21	Methods of Art Presentation (3)
ART 24	Color Fundamentals (3)
ART 63A	Sculpture I (3)
ART 63B	Sculpture II (3)
ART 64	Figure Sculpture (3)
ART 65	Mold Making for Sculpture (1.5-3)
ART 66	Metal Sculpture (1.5-3)
ART 68	Wood Sculpture (1.5-3)
ART 74A	Ceramic Sculpture I (3)
ART 74B	Ceramic Sculpture II (3)

VII. Weaving

ART 21	Methods of Art Presentation (3)
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ART 24	Color Fundamentals (3)
ART 88A	Weaving I (3)
ART 88B	Weaving II (3)

VIII. Cinema/Video

ART 21	Methods of Art Presentation (3)
ART 45	Introduction to Computers for Graphic Arts (3)
ART 46	Digital Imaging for Artists (3)
ART 51	Introduction to Film/Video (3)
ART 52A	Film/Video Production I (3)
ART 52B	Film/Video Production II (3)
ART 53	Advanced Film/Video Workshop (3)
DRAM 5	Film Appreciation (3)
PHOT 1A	Photography I (3)

IX. Printmaking

ART 21	Methods of Art Presentation (3)
ART 28B	Drawing and Composition II (3)
ART 35A-E	Special Printmaking Techniques I (.5)
ART 36A	Printmaking I (3)
ART 36B	Printmaking II (3)
ART 37	Introduction to Monotypes (1.5-3)
ART 38A-C	Special Printmaking Techniques II (.5)

TOTAL CERTIFICATE UNITS **29**

Associate Degree Requirements

Certificate Requirements	29
General Education Requirements	21
Electives	10

TOTAL DEGREE UNITS **60**

AUTOMOTIVE TECHNOLOGY

(Certificate of Achievement and Associate in Science degree)

<u>Certificate Requirements</u>	<u>UNITS</u>
AUTO 100 Intro. to Auto Technology	4
AUTO 101 Engine Repair	4
AUTO 102 Basic Auto Electricity & Electronics	4
AUTO 103 Engine Performance	6
AUTO 104 Automotive Electrics	4
AUTO 106 Auto Brake Systems & Safety Inspection	4
AUTO 110 Auto Computer Controls & Fuel Injection	4
<i>Select eight units from the following:</i>	8
AUTO 107 Automatic Trans. & Transaxle (4)	
AUTO 108 Standard Transmissions (4)	
AUTO 109 Automotive Heating & Air Cond. (2-4)	
AUTO 111 Automotive Steering & Suspension (4)	

TOTAL CERTIFICATE UNITS **38**

Associate Degree Requirements

Certificate Requirements	38
General Education Requirements	21
Electives	1

TOTAL DEGREE UNITS **60**

FAST TRACK: AUTOMOTIVE BRAKE SYSTEMS

(Certificate of Completion offered by the Automotive Technology Department)

This is an intensive one-semester program designed to prepare workers for entry-level positions in the automotive industry specializing in brake repair. Completion of these courses partially fulfills the requirements of the Automotive Technology Certificate of Achievement and Associate Degree.

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Repair wheel cylinders and master cylinders.
- Conduct brake safety inspections.
- Turn brake drums.
- Resurface disc rotors.
- Use repair manuals and parts catalogs.

<u>Required courses:</u>	<u>UNITS</u>	<u>HOURS</u>
AUTO 100 Intro. to Auto Technology	4	96
AUTO 106 Auto Brake Systems & Safety Inspection	4	96
AUTO 160 Supervised Auto Trade Experience (1)	1	48
COOP 91 Auto Technology Work Experience (1)		75
<i>Select one unit (16 hours) from course offerings under</i>		
PERS 230 Career Development	1	16

TOTAL UNITS **10**
TOTAL HOURS **256-283**

(Approx. 16-18 hours/week for 16 weeks)

FAST TRACK: AUTOMATIC TRANSMISSIONS

(Certificate of Completion offered by the Automotive Technology Department)

This is an intensive one-semester program designed to prepare workers for entry-level positions in the automotive industry specializing in automatic transmissions. Completion of this certificate partially fulfills the requirements of the Automotive Technology Certificate of Achievement and Associate Degree.

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Diagnose problems with automatic transmissions.
- Repair automatic transmissions.
- Service front wheel drives and transaxles.
- Use repair manuals and parts catalogs.

Required courses:		UNITS
HOURS		
AUTO 100	Intro. to Auto Technology	4
96		
AUTO 107	Automatic Transmissions & Transaxles	4
96		
AUTO 160	Supervised Auto Trade Experience (1)	1
48		
	-or-	
COOP 91	Auto Technology Work Experience (1)	75
<i>Select one unit (16 hours) from the course offerings under</i>		
PERS 230	Career Development	1
16		

TOTAL UNITS **10**
TOTAL HOURS **256-283**

(Approx. 16-18 hours/week for 16 weeks)

FAST TRACK: STANDARD TRANSMISSIONS

(Certificate of Completion offered by the Automotive Technology Department)

This is an intensive one-semester program designed to prepare workers for entry-level positions in the automotive industry specializing in standard transmissions. Completion of this certificate partially fulfills the requirements of the Automotive Technology Certificate of Achievement and Associate Degree.

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Repair three, four, and five speed transmissions.
- Adjust and repair rear axles.
- Service four wheel drives.
- Use repair manuals and parts catalogs.

Required courses:		UNITS
HOURS		
AUTO 100	Intro. to Auto Technology	4
96		
AUTO 108	Standard Transmissions	4
96		
AUTO 160	Supervised Auto Trade Experience (1)	1
48		
	-or-	
COOP 91	Auto Technology Work Experience (1)	75
<i>Select one unit (16 hours) from course offerings under</i>		
PERS 230	Career Development	1
16		

TOTAL UNITS **10**
TOTAL HOURS **256-283**

(Approx. 16-18 hours/week for 16 weeks)

FAST TRACK: AUTOMOTIVE STEERING AND SUSPENSION

(Certificate of Completion offered by the Automotive

Technology Department)

This is an intensive one-semester program designed to prepare workers for entry-level positions in the automotive industry specializing in wheel alignment and balance. Completion of this certificate partially fulfills the requirements of the Automotive Technology Certificate of Achievement and Associate Degree.

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Align and balance wheels on vehicles.
- Evaluate types of steering construction.
- Adjust steering components.
- Repair worn steering components.
- Use repair manuals and parts catalogs.

Required courses:		UNITS	HOURS
AUTO 100	Intro. to Auto Technology	4	96
AUTO 111	Auto Steering and Suspension	4	96
AUTO 160	Supervised Auto Trade Experience (1)	1	48
	-or-		
COOP 91	Auto Technology Work Experience (1)		75
<i>Select one unit (16 hours) from course offerings under</i>			
PERS 230	Career Development	1	16

TOTAL UNITS **10**
TOTAL HOURS **256-283**

(Approx. 16-18 hours/week for 16 weeks)

BUILDING INSPECTION

The Building Inspection program is no longer available as a certificate and/or degree program for students entering the college as of June 1997.

BUSINESS

ACCOUNTING

(Certificate of Achievement and Associate in Science degree)

Certificate Requirements		UNITS
BUSC 121	Accessing Bus. Info. Via the World Wide Web	1
BUSI 24	Business Issues & Ethics	3
BUSI 110	Business Mathematics	3
BUSC 117	Business Mach. Calc. I or II	.5

BUSI 200	Intro. to Quickbooks Accounting Software	.5
CSIS 50	Software Applications	2
CSIS 50L	Software Applications Lab	1
CSIS 71	Operating a PC System	.5
<i>Select one of the following sequences:</i>		6
BUSI 120A	Basic Accounting (3)	
& BUSI 120B	Computerized Accounting (3)	
-or-		
BUSI 1A	Financial Acctng (3) (required for AS)	
& BUSI 1B	Managerial Acctng (3) (required for AS)	
<i>Select one course from the following:</i>		3
BUSI 70	Business Communications (3)	
BUSI 80	Intro. to Admin. Mgmt. (3)	
<i>Select one course from the following:</i>		0-1
BUSC 109	Keyboarding for Computers (1)	
BUSC 110.1	Introductory Typing I (1)	
or typing proficiency test with a typing speed of 21 WPM with 5 or fewer errors in 5 minutes (0)		

TOTAL CERTIFICATE UNITS **20.5-21.5**

Associate Degree Requirements

Certificate Requirements		20.5-21.5
BUSI 1A and 1B sequence (6 units must be included in certificate)		
BUSI 18	Business Law	3
BUSI 44	Intro. to Bus. Ownership/Mgmt.	3
<i>Select one course from the following:</i>		3
BUSI 20	Introduction to Business (3)	
BUSI 30	Global Management (3)	
<i>Select one course from the following:</i>		3
*ECON 2	Principles of Econ.: Macro (3)	
*ECON 4	Principles of Econ.: Micro (3)	
*General Education Requirements		18
Electives		8.5-9.5

TOTAL DEGREE UNITS **60**

ENTREPRENEURSHIP

(Certificate of Achievement and Associate in Science degree)

<u>Certificate Requirements</u>	<u>UNITS</u>	
BUSI 1A	Financial Accounting (3)	3
-or-		
BUSI 120A	Basic Accounting (3)	
BUSI 18	Business Law	3
BUSI 32	Intro. to Importing/Exporting	3
BUSI 44	Intro. to Bus. Ownership/Mgmt.	3
BUSI 60	Money Management and Investing	3
BUSI 110	Business Mathematics	3
BUSI 150	Introduction to Marketing	3
CSIS 50	Software Applications	2
CSIS 50L	Software Applications Lab	1
BUSI 24	Business Issues and Ethics	3
BUSI 54	Intro. to E-Commerce	3

TOTAL CERTIFICATE UNITS **30**

Associate Degree Requirements

Certificate Requirements		30
<i>Plus select three courses from the following:</i>		
BUSI 20	Introduction to Business (3)	
BUSI 30	Global Management (3)	
BUSI 36	Intro. to Int'l Marketing (3)	
BUSI 42	Human Resources Mgmt. (3)	
BUSI 70	Business Communications (3)	
BUSI 80	Intro. to Admin. Mgmt. (3)	
CSIS 1	Intro. to Computer Sci. & Info. Syst. (3)	
General Education Requirements		21

TOTAL DEGREE UNITS **60**

GENERAL BUSINESS

(Certificate of Achievement and Associate in Science degree)

<u>Certificate Requirements</u>	<u>UNITS</u>	
BUSI 20	Introduction to Business	3
BUSI 110	Business Mathematics	3
BUSI 18	Business Law	3
BUSI 24	Business Issues & Ethics	3
BUSI 30	Global Management	3
BUSI 150	Introduction to Marketing	3
CSIS 50	Software Applications	2
CSIS 50L	Software Applications Lab	1
<i>Select one course from the following:</i>		3
BUSI 1A	Financial Accounting (3)	
BUSI 120A	Basic Accounting (3)	
<i>Select one course from the following:</i>		3
BUSI 22	Human Behavior/Leadership (3)	
BUSI 42	Human Resources Mgmt. (3)	
<i>Select one course from the following:</i>		3
*ECON 1	The American Economic System (3)	
*ECON 2	Principles of Econ.: Macro (3)	

TOTAL CERTIFICATE UNITS **30**

Associate Degree Requirements

Certificate Requirements		30
<i>Plus select three courses from the following:</i>		
BUSI 1B	Managerial Accounting (3)	
BUSI 36	Intro. to Int'l Marketing (3)	
BUSI 44	Intro. to Bus. Ownership/Mgmt. (3)	
BUSI 54	Intro. to E-Commerce (3)	
BUSI 60	Money Mgmt. & Investing (3)	
BUSI 70	Business Communications (3)	
BUSI 80	Intro. to Admin. Mgmt. (3)	
COOP 91	Business Work Experience (3)	
*General Education Requirements		18
Electives		3

TOTAL DEGREE UNITS **60**

INTERNATIONAL BUSINESS

(Certificate of Achievement and Associate in Science degree)

<u>Certificate Requirements</u>	<u>UNITS</u>	
BUSI 1A	Financial Accounting	3

BUSI 18	Business Law	3
*BUSI 20	Introduction to Business	3
BUSI 24	Business Issues & Ethics	3
BUSI 30	Global Management	3
BUSI 32	Intro. to Importing/Exporting	3
BUSI 36	Intro. to Int'l Marketing	3
CSIS 50	Software Applications	2
CSIS 50L	Software Applications Lab	1
*ECON 4	Principles of Econ.: Micro	3

TOTAL CERTIFICATE UNITS **27**

Associate Degree Requirements

Certificate Requirements 27

Occupational Focus

Select one track from the following: 6

Accounting:

- BUSI 1B Managerial Accounting (3)
- BUSI 120B Computerized Accounting (3)

Word Processing:

- BUSI 70 Business Communication (3)
- BUSI 100 Business English (3)

Entrepreneurship:

- BUSI 44 Intro. to Bus. Ownership/Mgmt. (3)
- BUSI 54 Introduction to E-Commerce (3)

Language and Culture Focus

Select two courses from the following: 6-10

- ANTH 4 Intro. to Cultural Anthropology (3)
- FLAN 1A-2B Any Foreign Language (5-10)
- GEOG 4 Intro. to Cultural Geography (3)
- HIST 2 Great Civilizations of Asia (3)
- POLS 2 Comparative Government (3)
- POLS 6 Asian Powers: China & Japan (3)
- SPCH 4 Intercultural Communication (3)
- WOMN 30 Women in Cross Cult. Perspective (3)

*General Education Requirements 15

Electives 2-6

TOTAL DEGREE UNITS **60**

OFFICE TECHNOLOGY

(Certificate of Achievement and Associate in Science degree)

The Office Technology program prepares individuals with the software/hardware, administrative, and interpersonal skills needed to perform the duties of administrative support personnel. The program stresses a strong proficiency in keyboarding skills. Students have the flexibility of increasing skills in an area or areas of concentration in software applications. With additional education and/or work experience, there is opportunity for advancement into supervisory or managerial positions. Positions available to students completing the program include administrative assistant, executive assistant, office manager, information processor, executive secretary, records manager, and office support specialist.

Learning Outcomes: Upon successful completion of the

Office Technology program, students will be able to:

- Demonstrate speed and accuracy in keyboarding skills.
- Apply the following software skills: Word processing AND/OR electronic spreadsheet AND/OR database management AND/OR presentation software.
- Apply proofreading techniques to identify and correct errors.
- Use a current operating system for file management.
- Recognize and use appropriate business terminology.
- Apply basic accounting principles.
- Demonstrate knowledge and appropriate application of computer technology.

Certificate Requirements

UNITS

BUSI 100	Business English	3
BUSI 120A	Basic Accounting	3
* BUSC 110.1	Introductory Typing I (1)	0-3
* BUSC 110.2	Introductory Typing II (1)	
* BUSC 110.3	Introductory Typing III (1)	
or typing proficiency test with a typing speed of 40 wpm with 5 or fewer errors in 5 minutes (0)		
Select four units from the following:		4
BUSC 122	Microsoft Windows (.5)	
BUSC 119.1	Introduction to Spreadsheets I (1)	
BUSC 120	Presentation Mgmt. w/PowerPoint (1)	
CSIS 50	Software Applications (2)	
-and-		
CSIS 50L	Software Applications Lab (1)	
CSIS 71	Operating a PC Syst. (.5)	
BUSC 117.1	Business Machine Calculation I (.5)	
BUSC 117.2	Business Machine Calculation II (.5)	
BUSC 121	Accessing Bus. Info. Via the World Wide Web (1)	

<i>Select seven units from the following:</i>		7
BUSC 100.3	Word Proc.: Word/Win. III (1)	
BUSC 101.1	Adv. Word Proc: Word/Win. I (1)	
BUSC 101.2	Adv. Word Proc: Word/Win. II (1)	
BUSC 101.3	Adv. Word Proc: Word/Win. III (1)	
BUSC 119.2	Intro. to Spreadsheets II (1)	
BUSC 119.3	Intro. to Spreadsheets III (1)	
BUSC 123	Business Desktop Publishing (1)	
BUSC 124	Quicken (1)	
BUSC 130	Microsoft Outlook (.5)	
BUSC 131	Image Processing for Business (1)	
BUSC 132	MS FrontPage (1)	
BUSC 133	Intro. to MS Access (1)	

<i>Select two courses from the following:</i>		6
BUSI 18	Business Law (3)	
BUSI 20	Introduction to Business (3)	
BUSI 22	Human Behavior/Leadership (3)	
BUSI 24	Business Issues & Ethics (3)	
BUSI 30	Global Mgmt. (3)	
BUSI 42	Human Resources Mgmt. (3)	
BUSI 70	Business Communications (3)	
BUSI 80	Intro. to Admin. Mgmt. (3)	
BUSI 110	Business Mathematics (3)	
COOP 91	Business Work Experience (3)	

TOTAL CERTIFICATE UNITS **23-26**

Associate Degree Requirements

Certificate Requirements 23-26

Select three courses from the following: 9

BUSI 20†	Introduction to Business (3)
BUSI 24†	Business Issues & Ethics (3)
BUSI 70†	Business Communications (3)
BUSI 80†	Intro. to Admin. Mgmt. (3)

*General Education Requirements 21

Electives 4-7

TOTAL DEGREE UNITS **60**

† *May not use same course to satisfy both the certificate and the degree requirements.*

RETAIL MANAGEMENT

(Certificate of Achievement)

The retail management program prepares current and future retail employees for all the challenges of management. Business essentials are included in the curriculum as well as "soft skills" of management and communication required for retail career success.

Learning Outcomes: Upon successful completion of the program, Retail Management students will be able to:

- Demonstrate knowledge of operational aspects of the retail industry.
- Demonstrate customer service, sales techniques and general business and retail marketing practices.
- Identify and describe functions of management including planning, organizing, staffing, directing, and controlling.
- Relate appropriate human/public relations approaches to/ in all communications, whether written, oral, or nonverbal.
- Examine the ever-changing marketing climate and to explore new developments.
- Demonstrate an overall appreciation of human resources administration, its scope, and its responsibilities.

Certificate Requirements

UNITS

Group A: Foundational Courses

BUSI 70	Business Communications	3
BUSI 110	Business Mathematics	3
CSIS 50	Software Applications	2
CSIS 50L	Software Applications Lab	1

Group B: Intermediate Courses

BUSI 1A	Financial Accounting (3)	3
	-or-	
BUSI 120A	Basic Accounting (3)	3
BUSI 140	Principles of Management	3
BUSI 150	Introduction to Marketing	3

Group C: Advanced Courses

BUSI 22	Human Behavior/Leadership	3
BUSI 42	Human Resources Management	3
BUSI 52	Retail Store Management	3

Additional course to any group above: 1-3

COOP 91 Business Work Experience

TOTAL CERTIFICATE UNITS

28-30

SECRETARIAL

(Certificate of Achievement and Associate in Science degree)

The Secretarial program prepares students for employment in a wide range of office positions in public organizations or private institutions. Students are trained to operate word processing software and to operate computers using a variety of business applications software. The program stresses a strong proficiency in keyboarding skills. Positions available to students completing the program include secretary, word processing operator, office assistants, office specialist, computer operator, and data entry operator.

Learning Outcomes: Upon successful completion of the Secretarial program, students will be able to:

- Demonstrate speed and accuracy in keyboarding skills

- and appropriate skills in word processing.
- Apply proofreading techniques to identify and correct errors.
- Use a current operating system for file management.
- Recognize and use appropriate business terminology.
- Read, understand, and prepare standard business communications.
- Apply appropriate business office procedures.
- Apply mathematical concepts and skills to interpret, understand, and communicate quantitative data.

<u>Certificate Requirements</u>		<u>UNITS</u>
BUSI 70	Business Communications	3
BUSI 100	Business English	3
BUSI 110	Business Mathematics	3
* BUSC 110.1	Introductory Typing I (1)	0-3
* BUSC 110.2	Introductory Typing II (1)	
* BUSC 110.3	Introductory Typing III (1)	
* or typing proficiency test with a typing speed of 40 wpm with 5 or fewer errors in 5 minutes (0)		

Select three units from the following: 3

BUSC 117.1	Business Machine Calculation I (.5)
BUSC 117.2	Business Machine Calculation II (.5)
BUSC 119	Intro. to Spreadsheets I-III (1)
BUSC 120	Presentation Mgmt. w/PowerPoint (1)
BUSC 121	Accessing Bus. Info. Via the World Wide Web (1)
BUSC 122	Microsoft Windows (.5)
CSIS 50	Software Applications (2)

~~and~~

Select three units from the following: 3

BUSC 101.1	Adv. Word Proc: Word/Win. I (1)
BUSC 101.2	Adv. Word Proc: Word/Win. II (1)
BUSC 101.3	Adv. Word Proc: Word/Win. III (1)
BUSC 105.1	Adv. Word Proc: WordPerfect/Win. I (1)
BUSC 105.2	Adv. Word Proc: WordPerfect/Win. II (1)
BUSC 105.3	Adv. Word Proc: WordPerfect/Win. III (1)

Select one course from the following: 3

BUSI 18	Business Law (3)
BUSI 20	Introduction to Business (3)
BUSI 22	Human Behavior/Leadership (3)
BUSI 24	Business Issues & Ethics (3)
BUSI 30	Global Mgmt. (3)
BUSI 42	Human Resources Mgmt. (3)
BUSI 70	Business Communications (3)
BUSI 80	Intro. to Admin. Mgmt. (3)
BUSI 110	Business Mathematics (3)
COOP 91	Business Work Experience (3)

TOTAL CERTIFICATE UNITS 18-21

Associate Degree Requirements

Certificate Requirements	18-21
BUSI 20+	Introduction to Business 3
BUSI 24+	Business Issues & Ethics 3
BUSI 80+	Intro. to Admin. Mgmt. 3
*General Education Requirements	21
Electives	9-12

TOTAL DEGREE UNITS

+ May not use same course to satisfy both the certificate

and the degree requirements.

FAST TRACK ENTRY LEVEL OFFICE WORKER

(Certificate of Completion offered by the Business Office Skills Department)

This is an intensive one-semester program designed to prepare workers for entry-level office work. Completion of these courses partially fulfills the requirements of the Office Technology and Secretarial Certificates of Achievement and Associate Degree.

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Function effectively as clerical support for workplace needs.
- Word process correspondence and reports using current word processing software.
- Manage selected computer files and programs using Windows.
- Complete documents with fewer than three typing or spelling errors.

Required courses:

		<u>UNITS</u>	<u>HOURS</u>
BUSC 122	Microsoft Windows	.5	24
BUSC 100.1	Word Proc: Word/Win. I	1	48
BUSC 100.2	Word Proc: Word/Win. II	1	48
BUSC 100.3	Word Proc: Word/Win. III	1	48
COOP 91	Business Work Experience 2	2	150
(Students will be placed in a position for on-the-job experience.)			
Select one course from the following:		1-3	48
BUSI 100	Business English (3)		
ENGL 300	Individualized Eng. & Study Skills (1)		
Select two units (32 hours) of:			
PERS 230	Career Development	2	32

TOTAL UNITS 8.5-10.5
TOTAL HOURS 398

(Approx. 25 hours/week for 16 weeks)

CHILD DEVELOPMENT

The Child Development Department offers course work which leads to an Associate of Science Degree in Child Development, a Child Development Certificate of Achievement which will transfer to a California State University Bachelor of Arts degree, and course work required by the State of California for Social Services teacher and director licensing and for the six levels of the Child Development Permit.

State Licensing:

Aide requires any 6 units of Child Development.

Teacher requires 12 core Child Development units:

CHDV 1, 55 and any combination of 51, 80-86.

Director requires 15 Child Development units: CHDV 1, 55, 52A and any combination of 51, 80-86.

Note: Licensing requires CHDV 62 Infant Toddler Care

for teachers and directors who supervise infants or toddlers.

Child Development Permit (educational requirements):

Assistant requires any 6 units of Child Development.

Associate Teacher requires 12 core Child Development units: CHDV 1, 55 and any combination of 51, 80-86.

Teacher requires 24 units of Child Development including 12 core Child Development units: CHDV 1, 55 and any combination of 51, 80-86.

Master Teacher requires all that is required for the Teacher level plus six units from one of the specializations listed below (i.e. Violence Intervention, High/Scope or Creative Processes), and CHDV 72.

Site Supervisor requires an AS with 24 units of Child Development (including CHDV 1, 51, 55, and 80 (or two of CHDV 81-86), 71A and 71B, and 72).

Program Director requires a BA with all of the requirements of Site Supervisor level, plus transfer General Education pattern.

Learning Outcomes: Upon successful completion of the Child Development program, students will be able to:

- Apply their knowledge of children's physical, intellectual, social and emotional development, understand children as individuals, and plan responses to their unique needs and potentials.
- Provide developmentally appropriate learning experiences and environments for individual children and children in groups, in the areas of language and early literacy, the physical world, arts and crafts, music and movement, literature, dramatic play, science, math and social studies.
- Demonstrate skills in observing and recording behavior, assessing children's interests, needs and levels of skill development, and analyze this information to improve their work with children and families.
- Apply techniques for setting and maintaining limits, supporting children's self-esteem, self-discipline, intellectual curiosity, creativity, problem-solving abilities, and acceptance of self and others in their interactions with children.
- Implement nutritional, healthy and safe practices in the classroom.
- Apply principles of inclusion in the curriculum and through interactions with children, their families and staff members.
- Communicate effectively and respectfully with families and incorporate family input in curriculum planning and assessment.
- Serve as an advocate for young children and the programs and professionals who serve them and apply ethical standards of the profession.

Certificate Requirements

	UNITS
CHDV 1 Child Development	4
CHDV 51 Principles of Working with	

	Young Children	3
CHDV 52A	Child Development Program I	3
CHDV 52B	Child Development Program II	3
CHDV 55	Child, Family, and Community	3
CHDV 56	Early Childhood Education in a Diverse Society	3
CHDV 61	Health, Safety and Nutrition for the Young Child	3
CHDV 80	Curriculum Planning and Environmental Design	3
<i>Choose two of the six curriculum classes listed below:</i>		4
CHDV 81	Approaches to Art Curriculum (2)	
CHDV 82	Science and Math Curriculum (2)	
CHDV 83	Music and Movement Curr. (2)	
CHDV 84	Language and Literacy Curr. (2)	
CHDV 85	Curr. for Small & Large Motor Dev. (2)	
CHDV 86	Construction Curriculum (2)	

TOTAL CERTIFICATE UNITS **29**

Associate Degree Requirements

Certificate Requirements	29
General Education Requirements	21
Electives	10

TOTAL DEGREE UNITS **60**

Specializations: (Part of State Child Development Permit requirements for Master Teacher levels as described above.)

Violence Intervention

CHDV 76A	Violence and Its Impact on Children and Their Families	3
CHDV 76B	Intro. to Violence Intervention for Children and Their Families	3

Total Units **6**

High/Scope

CHDV 67	High/Scope Curriculum	2
CHDV 68	High/Scope Assessment	2
CHDV 69	Creating a High/Scope Classroom	2

Total Units **6**

Creative Processes

CHDV 81	Approaches to Art Curriculum	2
CHDV 83	Music and Movement Curr.	2
CHDV 86	Construction Curriculum	2

TOTAL UNITS **6**

FAMILY CHILD CARE

(Certificate of Completion offered by the Child Development Department)

This is an intensive one-semester program designed to prepare workers to open a family childcare business. Completion of these courses does not fulfill requirements for the Child Development Certificate of Achievement. Ten of the twelve units earned, however, can serve as elective

credit for the Associate Degree in Child Development.

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Design their home environments to accommodate the care and early education of young children from birth to twelve years old.
- Provide learning activities which are developmentally appropriate for young children.
- Follow sound business practices including the design of contracts for service, accurate tax reporting, knowledge of and compliance with licensing requirements, and construction of a budget and business plan.
- Articulate the importance of high quality care in children's growth and development and explain how their program addresses the needs of children.

<u>Required courses:</u>		<u>UNITS</u>	<u>HOURS</u>
CHDV 210	Intro to Family Child Care	1	32
CHDV 211	Ages & Stages: Overview of Child Dev.	1	16
CHDV 212	Children w/Special Needs in Family Child Care Homes	1	16
CHDV 213	Learning Environments in Family Child Care Homes	1	16
CHDV 214	Food & Nutrition in Family Child Care Homes	1	16
CHDV 215	Learning Activities in Family Child Care Homes	1	16
CHDV 216	Operating a Family Child Care Business	1	16
CHDV 217	Working w/Families in a Family Child Care Home	1	16
CHDV 218	Planning for Success in the Family Child Care Home	1	16
CHDV 219	Guidance & Problem Solving w/ Young Children	2	40
CHDV 203	Preventive Health & Safety for Child Care Providers	.5	8
CHDV 201	California Child CPR & Pediatric First Aid	.5	8

TOTAL UNITS 12
TOTAL HOURS 216
 (Approx. 14 hours/week for 16 weeks)

COMPUTER SCIENCE AND INFORMATION SYSTEMS

COMPUTER INFORMATION SYSTEMS DESIGN

(Certificate of Achievement and Associate in Science degree)

<u>Certificate Requirements</u>		<u>UNITS</u>
CSIS 1	Intro. to Comp. Sci. & Info. Systems	3
CSIS 10A	Beginning Programming	4
CSIS 50	Software Applications	2

CSIS 50L	Software Applications Lab	1
CSIS 51A	Business Data Processing	3
CSIS 51B	Adv. Business Data Processing	3
CSIS 51C	Database Processing	3
CSIS 60	Systems Analysis and Design	3
CSIS 98	Computer Projects	3
*MATH 16	Elementary Statistics	3

TOTAL CERTIFICATE UNITS 28

Associate Degree Requirements

Certificate Requirements 28

Plus select six units from the following: 6

BUSI 1A	Financial Accounting (3)	
CSIS 10B	Adv. Programming (4)	
CSIS 11	Computer Architectures (3)	
CSIS 40	Discrete Math (3)	
CSIS 76	Networking Essentials (3)	
CSIS 77	Publishing on the Web (3)	
CSIS 78	Adv. Publishing on the Web (3)	
CSIS 80	Introduction to UNIX (1.5)	
CSIS 83	Network Client Operating Syst. (1.5)	

*General Education Requirements 18

Electives 8

TOTAL DEGREE UNITS 60

COMPUTER SOFTWARE APPLICATIONS

(Certificate of Achievement and Associate in Science degree)

Learning Outcomes: Upon successful completion of the Computer Software Applications program, students will be able to:

- Enter information accurately using appropriate keyboarding techniques and software that allows for the storage, retrieval, and editing of material.
- Formulate questions and use a variety of sources and tools to access, capture, and store information.
- Describe the impact of information technology tools on society.
- Use a variety of software to access, capture, and store information from the Internet.
- Use basic information technology tools competently.
- Design a multimedia solution to a problem using a variety of tools and resources for creating and manipulating documents.
- Create and publish a World Wide Web document.
- Solve problems using information technology tools and resources.

Certificate Requirements **UNITS**

CSIS 1	Intro. to Comp. Sci. & Info. Syst.	3
CSIS 50	Software Applications	2
CSIS 50L	Software Applications Lab	1
CSIS 51A	Business Data Processing	3
CSIS 71	Operating a PC Syst.	.5
CSIS 77	Publishing on the Web	3
CSIS 83	Network Client Operating Syst.	1.5

BUSI 20	Introduction to Business	3
<i>Select nine units from the following:</i>		9
BUSC 100.3	Word Proc: Word/Win. III (1)	
BUSC 101.1	Adv. Word Proc: Word/Win. I (1)	
BUSC 101.2	Adv. Word Proc: Word/Win. II (1)	
BUSC 101.3	Adv. Word Proc: Word/Win. III (1)	
BUSC 119.2	Intro. to Spreadsheets: Excel/Win. II(1)	
BUSC 121	Accessing Bus. Info. Via World Wide Web (1)	
BUSC 122	Microsoft Windows (.5)	
BUSC 123	Business Desktop Publishing (1)	
BUSC 124	Quicken (1)	
BUSC 130	Microsoft Outlook (.5)	
BUSC 131	Image Processing for Business (1)	
BUSC 132	Web Publishing using MS FrontPage (1)	
BUSC 133	Introduction to MS Access (1)	
BUSI 120A	Basic Accounting (3)	
BUSI 120B	Computerized Accounting (3)	
CSIS 51C	Database Processing (3)	
CSIS 55	Visual Basic for Rapid Application Development (3)	
CSIS 75	PC Technician (3)	
CSIS 76	Networking Essentials (3)	
CSIS 78	Adv. Publishing on the Web (3)	

TOTAL CERTIFICATE UNITS **26**

Associate Degree Requirements

Certificate Requirements	26
General Education	21
Electives	13

TOTAL DEGREE UNITS **60**

COMPUTER TECHNOLOGY

(Certificate of Achievement and Associate in Science degree)

Learning Outcomes: Upon successful completion of the Computer Technology program, students will be able to:

- Analyze PC/network hardware problems and recommend needed repairs.
- Identify and work with various network devices, media, connectors and support hardware.

Option 1: LAN Administration

- Install and manage network applications including e-mail and Internet access.
- Write simple administrative scripts.
- Manage users, file systems, applications and system security.

Option 2: LAN Technologist

- Pass the certification test for network associate from Cisco Systems (CCNA).
- Set up and configure routers for use in various networking situations.
- Manage network switches including LAN switches.
- Analyze, differentiate and work with different WAN services.

CSIS 50	Software Applications	2
CSIS 50L	Software Applications Lab	1
CSIS 75	PC Technician	3
CSIS 76	Networking Essentials	3
CSIS 80	Introduction to UNIX	1.5
CSIS 83	Network Client Operating Syst.	1.5
CSIS 172	Local Area Networks Servers	3

Select two courses from the following

programming languages: 6-7

CSIS 10A	Beginning Programming (4)	
CSIS 55	Visual Basic for Rapid Application Dev. (3)	
CSIS 56	JAVA Programming (3)	

TOTAL CORE REQUIREMENT UNITS **21-22**

Select one option below:

Option 1: LAN Administration

CSIS 82	UNIX System Administration	1.5
CSIS 174	Network Servers for the Internet	3

TOTAL UNITS **4.5**

Option 2: LAN Technologist

CSIS 177	Cisco Router Theory & Router Technologies	3
CSIS 178	Advanced Cisco Routing & Switching	3
CSIS 179	Cisco WAN Technologies & Project-Based Learning	3

TOTAL UNITS **9**

TOTAL CERTIFICATE UNITS **25.5-31**

Associate Degree Requirements

Certificate Requirements:

Core Requirements and Option 1 or 2 25.5-31

Select one course from the following: 3-4

- Another of the programming languages listed above (3-4)
- Course work from non-declared option (3)

CSIS 51C	Database Processing (3)	
CSIS 77	Publishing on the Web (3)	
CSIS 78	Adv. Publishing on the Web (3)	
General Education Requirements		21
Electives		4-10.5
TOTAL DEGREE UNITS		60

CULTURAL HISTORY OF MONTEREY COUNTY

(Certificate of Achievement and Associate in Arts degree)

Program for tour guides, gallery personnel, docents, museum staff, artists and architects.

<u>Certificate Requirements</u>	<u>UNITS</u>	
ART 6	Survey of American Art	3
ART 10	Art and Artists of the Monterey Peninsula	.5
ART 11	Architecture of Mtry. Peninsula	1.5
ART 12	Architecture of the Mtry. Peninsula: Local Firms, Builders, Architects	.5
ART 13	Architectural Tour of the Monterey Peninsula	.5
ART 14	Architectural Tour of the Hanna House or the Walker House	.5
ART 15	Art of Monterey in the Oakland Museum	.5
ART 21†	Methods of Art Presentation	3
HIST 15	History of California	3
HIST 55	History of Monterey County	3
HIST 50†	American History	3

TOTAL CERTIFICATE UNITS **19**

Associate Degree Requirements

Certificate Requirements	19
General Education Requirements	21
Electives	20

TOTAL DEGREE UNITS **60**

† A student with a greater interest in history may substitute HIST 17 and HIST 18 (History of the United States) for HIST 50 and ART 21.

DANCE

(Associate in Arts Degree)

<u>Associate Degree Requirements</u>	<u>UNITS</u>	
DANC 10A	Modern Dance I	2
DANC 11A	Jazz Dance I	2
DANC 12A	Ballet I	2
Select eight units from the following:	8	
DANC 10B	Modern Dance II (2)	
DANC 11B	Jazz Dance II (2)	
DANC 11C	Jazz Dance III (2)	
DANC 12B	Ballet II (2)	

DANC 12C	Ballet III (2)	
DANC 17A	Tap Dance I (2)	
DANC 17B	Tap Dance II (2)	
Select three units from the following:		3
DANC 16	Flamenco Dance (1)	
DANC 20	Dance Production (1)	
DANC 21	Introduction to Repertory (1)	
PFIT 21	Flexibility & Relaxation Tech. (1)	
DANC 92	Teaching Aide (1)	
Select one course from the following:		3
DRAM 1	Drama Appreciation (3)	
DRAM 15A	Beginning Acting (3)	
DRAM 23	Stage Lighting (3)	
DRAM 24	Beginning Costuming (3)	
Select any Music course		1-4
General Education Requirements		21
Electives		15-17

TOTAL DEGREE UNITS **60**

DENTAL ASSISTING

See HEALTH OCCUPATIONS, page 59.

DRAFTING

The Drafting Architectural and Mechanical programs are no longer available as certificate and/or degree programs for students entering the college as of June, 1997. See the class schedules for selected drafting courses.

DRAMA

(Certificate of Achievement and Associate in Arts degree)

<u>Certificate Requirements</u>	<u>UNITS</u>	
DRAM 1	Drama Appreciation	3
DRAM 15A	Beginning Acting	3
DRAM 18A	Elementary Directing	3
DRAM 21A	Theatre Workshop I	3
Select one course from the following:		3
DRAM 19	Oral Interpretation (3)	
DRAM 11	Basic Voice Training (3)	
Select 9 units from I, II, or III:		9
I. Acting: Select one course from a, b, and c:		
a. Performance:		
DRAM 15B	Advanced Acting (3)	
DRAM 30	Chamber/Readers Theatre (3)	
DRAM 31	Acting Improvisation (3)	
DRAM 35	Musical Comedy Workshop (3)	
DRAM 40	Play Production - Comedy (3)	
DRAM 49	Summer Musical Company (3)	
DRAM 57	Touring Theatre (3)	
DRAM 58	Children's Theatre (3)	
DRAM 59	Repertory Theatre (3)	
DRAM 60	Experimental Theatre - Original (3)	

- b. Technique:
 DRAM 12 Stage Movement (3)
 DRAM 24 Beginning Costuming (3)
 DRAM 25 Make-Up (3)
- c. Literature:
 DRAM 5 Film Appreciation (3)
 DRAM 7A Writing for the Theatre I (3)

II. Direction: Select one course from a, b, and c:

- a. Performance:
 DRAM 15B Advanced Acting (3)
 DRAM 30 Chamber/Readers Theatre (3)
 DRAM 35 Musical Comedy Workshop (3)
 DRAM 41 Play Production - Dramatic (3)
 DRAM 43 Play Production - Classical (3)
 DRAM 60 Experimental Theatre - Original (3)
 DRAM 61 Experimental Theatre - Comedy (3)
- b. Technique:
 DRAM 12 Stage Movement (3)
 DRAM 18B Advanced Directing (3)
 DRAM 23 Stage Lighting (3)
 DRAM 24 Beginning Costuming (3)
- c. Literature:
 DRAM 5 Film Appreciation (3)
 DRAM 7A Writing for the Theatre I (3)
 DRAM 7B Writing for the Theatre II (3)

III. Technical Theatre: Select three courses:

- DRAM 21B Theatre Workshop II (3)
 DRAM 23 Stage Lighting (3)
 DRAM 24 Beginning Costuming (3)
 DRAM 25 Make-Up (3)
 DRAM 30 Chamber/Readers Theatre (3)
 DRAM 35 Musical Comedy Workshop (3)
 DRAM 42 Play Production - Musical (3)
 DRAM 43 Play Production - Classical (3)
 DRAM 62 Experimental Theatre - Dramatic (3)
 DRAM 63 Experimental Theatre - Classical (3)
 DRAM 79 Technical Workshop (3)

TOTAL CERTIFICATE UNITS **24**

Associate Degree Requirements

Certificate Requirements	24
General Education Requirements	21
Electives	15

TOTAL DEGREE UNITS **60**

FAMILY AND CONSUMER SCIENCE

(Associate in Arts degree)

<u>Associate Degree Requirements</u>	UNITS
ART 22 Design I: Two Dimensional	3
CHDV 1 Child Development	4
*CHEM 10 Everyday Chemistry	3
*CHEM 10L Everyday Chemistry Lab	1
FACS 56 Life Management	3
FASH 15 Textiles	3
FASH 61 Clothing	3

INTD 50A Interior Design I	3
NUTF 1 Nutrition	3
NUTF 51 Creative Cookery	1.5
SOCI 40 Marriage & Family Life	3
<i>Select three courses from the following:</i>	1.5
HOSP 72 Culinary Arts Basics (.5)	
HOSP 73 Stocks, Soups, Sauces (.5)	
HOSP 74 Vegetables, Rice, Pasta (.5)	
HOSP 75 Fish, Poultry, Meat (.5)	
HOSP 76 Garde Manger (.5)	
HOSP 77 Bakeshop: Yeasted & Non-Yeasted Breads (.5)	
HOSP 78 Bakeshop: Basic Baking Tech. (.5)	
<i>Select one course from the following:</i>	3
FASH 63 Tailoring (3)	
FASH 68 Flat Pattern Design (3)	
*General Education Requirements	17
Electives	8
TOTAL DEGREE UNITS	60

FASTTRACK: FAMILY DEVELOPMENT

(Certificate of Completion offered by Family and Consumer Sciences Department)

Family Development prepares students for working with families to empower them to attain a healthy self-reliance and interdependence with their communities. Public, private, and non-profit service systems employ frontline workers such as home visitors, case managers, family resource center workers, community health workers and teacher aides.

Learning Outcomes: Upon successful completion of the program, Family Development students will be able to:

- Apply core principles underlying the empowerment and family support approach to family development.
- Develop a personal support system and work/family life balance.
- Establish mutually respectful, trusting relationships with families.
- Communicate effectively in difficult situations.
- Discuss diversity, barriers to cultural sensitivity, and the advantages of working respectfully with persons from all cultural backgrounds.
- Use empowerment-oriented assessment tools to assist families in need.
- Make home visits using a family development approach.
- Assist families in using specialized services in order to become self-reliant.
- Organize and facilitate meetings and family conferences.
- Participate in effective collaboration with families, agencies and community-based organizations.

<u>Required Courses:</u>	UNITS	HOURS
FACS 161 Family Development and Worker Empowerment	1.5	24
FACS 163 Building Mutually Respectful Relationships w/Families: Communication w/ Skills	1.5	24
FACS 165 Cultural Competence	1	16

FACS 167	Ongoing Assessment and Home Visiting	1.5	24
FACS 169	Specialized Services for Families	1	16
FACS 171	Facilitation Skills and Collaboration	1	16
FACS 173	Portfolio Development and Skills Application	1	32
TOTAL UNITS		8.5	
TOTAL HOURS			152

FAMILY RESEARCH STUDIES (GENEALOGY)

(Certificate of Achievement and Associate in Arts degree)

<u>Certificate Requirements</u>	<u>UNITS</u>
LIBR 50 Intro. to Basic Library Research	1
LIBR 60 Fam. Rsrch. Studies: Genealogy I	3
LIBR 61 Fam. Rsrch. Studies: Genealogy II	5
LIBR 62 Fam. Rsrch. Studies: Genealogy III	5
<i>Select three units from the following:</i>	3
BUSC 100.1 Word Proc: Word/Win. I (1)	
BUSC 100.2 Word Proc: Word/Win. II (1)	
BUSC 100.3 Word Proc: Word/Win. III (1)	
BUSC 104.1 Word Proc: WordPerfect/Win. I (1)	
BUSC 104.2 Word Proc: WordPerfect/Win. II (1)	
BUSC 104.3 Word Proc: WordPerfect/Win. III (1)	
<i>Select nine units from the following:</i>	9
GENT 2 through 15 (1 unit each)	
or	
GENT 20 through 23 (3 units each)	
GEOG 2 Intro. to Physical Geography (3)	
GEOG 5 World Regional Geography (3)	
HIST 2 through 50 (3 units each)	
LIBR 70 The Internet: An Introduction (.5)	
LIBR 71 The Internet: Intermed. Searching (1)	
TOTAL CERTIFICATE UNITS	26
<u>Associate Degree Requirements</u>	
Certificate Requirements	26
General Education Requirements	21
Electives	13
TOTAL DEGREE UNITS	60

FASHION

FASHION COSTUMING

(Certificate of Achievement and Associate in Science degree)

Costuming is an interdisciplinary program in fashion, drama and art designed to provide students with design and sewing skills applied to costuming for the stage, film and television, period or theme parts. Students will experience actual costume design and production for the MPC Theater.

Learning Outcomes: Upon successful completion of the Costuming program, students will be able to:

- Identify period costumes and use contemporary textiles to reproduce costumes.
- Design costumes for a play using accurate period representation.
- Use a variety of sources of information to do research for theater assignments.
- Relate the roles of lighting, stage sets, color and costume design in the production of a show.
- Work as a member of a team.
- Construct costumes appropriate for the role and authentic to the intent of the production.
- Develop basic patterns from existing clothes or from slopers.
- Draw working illustrations/sketches for use in costume design.

<u>Certificate Requirements</u>	<u>UNITS</u>
ART 24 Color Fundamentals	3
ART 30A Figure Drawing I	3
DRAM 24 Beginning Costuming	3
FASH 15 Textiles	3
FASH 61 Clothing	3
FASH 82 Fashion Illustration	2
<i>Plus six units from the following:</i>	6
ART 42 Illustration (3)	
DRAM 1 Drama Appreciation (3)	
DRAM 23 Stage Lighting (3)	
FASH 52 History of Fashion (3)	
FASH 80 Textile Design (3)	
<i>Plus three units from the following:</i>	3
FASH 63 Tailoring (3)	
FASH 68 Flat Pattern Design (3)	
FASH 71 Fitting & Pattern Alteration (1)	
FASH 73 Contemporary Tailoring (1)	
FASH 75 Sewing Specialty Fabrics (1)	
<i>Plus three units from the following:</i>	3
COOP 91 Fashion Work Experience (.5-4)	
DRAM 25 Make-up (3)	
DRAM 90 Independent Study - Costuming (1-3)	
FASH 65 Couture Techniques (1.5)	
FASH 126 Specialized Sewing Options (.5-1)	
TOTAL CERTIFICATE UNITS	29

Associate Degree Requirements

Certificate Requirements	29
General Education Requirements	21
Electives	10
TOTAL DEGREE UNITS	60

FASHION DESIGN

(Certificate of Achievement and Associate in Science degree)

Fashion Design prepares students for entry-level positions in apparel design, fashion design, or free-lance design. The program emphasizes basic principles of design, knowledge of the fashion business, presentation techniques, and

computer assisted design.

Learning Outcomes: Upon successful completion of the program, Fashion Design students will be able to:

- Draft a basic sloper by hand and with use of computer software.
- Analyze body types to determine appropriate and functional designs.
- Illustrate design concepts using computer software.
- Recognize professional quality indicators for apparel products.
- Use a variety of design inspiration and trend sources.
- Work as a member of a team.
- Identify cost effective construction procedures.
- Present work in a suitable format such as a presentation board.
- Develop a working knowledge of the fashion industry.

Certificate Requirements:		UNITS
FASH 15	Textiles	3
FASH 50	Introduction to Fashion	3
FASH 52	History of Fashion	3
FASH 53	Apparel Analysis and Selection	3
FASH 55	Professional Image	1
FASH 61	Clothing	3
FASH 65	Couture Techniques	1.5
FASH 68	Flat Pattern Design	3
FASH 82	Fashion Illustration	2
FASH 84	Portfolio Presentation	1
FASH 186	CAD for Apparel Laboratory	1
ART 45	Intro. to Computers for Graphic Arts	4
<i>Select three units from the following:</i>		3
ART 22	Design I: Two Dimensional (3)	
ART 29A	Sketch I (1.5)	
ART 30A	Figure Drawing I (3)	
FACS 56	Life Management (3)	
PHOT 1A	Photography I (3)	

TOTAL CERTIFICATE UNITS **31.5**

Associate Degree Requirements

Certificate Requirements	31.5
General Education Requirements	21
Electives	7.5

TOTAL DEGREE UNITS **60**

FASHION MERCHANDISING

(Certificate of Achievement and Associate in Science degree)

Fashion Merchandising prepares students to enter the retail or wholesale fashion business and progress toward buying, sales or merchandising positions. Fashion product knowledge, career pathways, and business operations are stressed in the program.

Learning Outcomes: Upon successful completion of the program, Fashion Merchandising students will be able to:

- Utilize fashion industry vocabulary.
- Demonstrate customer service, sales techniques, and

general business and marketing practices.

- Identify basic textiles and their required care.
- Recognize quality indicators for apparel and accessories.
- Use financial management tools such as calculators, cash registers, computers.
- Demonstrate knowledge of primary, secondary, and tertiary levels of the fashion business.
- Effectively advertise and promote fashion services and products.

Certificate Requirements		UNITS
FASH 15	Textiles	3
FASH 50	Introduction to Fashion	3
FASH 53	Apparel Analysis and Selection	3
FASH 55	Professional Image	1
FASH 56	Fashion Accessories	1
FASH 61	Clothing	3
FASH 81	Business & Marketing Practices	3
COOP 91	Fashion Work Experience	3
BUSC 117.1	Business Machine Calculation I	.5
BUSC 117.2	Business Machine Calculation II	.5
CSIS 50	Software Applications	2
CSIS 50L	Software Applications Lab	1
HOSP 64	Customer Service	1
<i>Select one course from the following:</i>		3
FACS 56	Life Management (3)	
FASH 52	History of Fashion (3)	
SPCH 2	Small Group Communication (3)	

TOTAL CERTIFICATE UNITS **28**

Associate Degree Requirements

Certificate Requirements	28
General Education Requirements	21
Electives	11

TOTAL DEGREE UNITS **60**

FASHION PRODUCTION

(Certificate of Achievement and Associate in Science degree)

Fashion Production prepares students to enter the retail or wholesale fashion business with the ability to produce

salable, quality merchandise. Custom design work, as well as the business aspects of working from home as an entrepreneur, are included as topics in the program.

Learning Outcomes: Upon successful completion of the program, Fashion Production students will be able to:

- Take accurate body measurements for alteration and pattern development.
- Demonstrate intermediate to advanced apparel construction skills.
- Recognize professional quality indicators for apparel products.
- Select fabric and care appropriate to end use.
- Produce salable merchandise using quality materials.
- Set up and maintain a home based or small business using appropriate business and marketing practices.

<u>Certificate Requirements</u>		<u>UNITS</u>
FASH 15	Textiles	3
FASH 50	Introduction to Fashion	3
FASH 53	Apparel Analysis and Selection	3
FASH 55	Professional Image	1
FASH 61	Clothing	3
FASH 65	Couture Techniques	1.5
FASH 68	Flat Pattern Design	3
FASH 71	Fitting and Pattern Alteration	1
FASH 73	Contemporary Tailoring	1
FASH 75	Sewing Specialty Fabrics	1
FASH 80	Textile Design	3
FASH 81	Business & Marketing Practices	3
FASH 84	Portfolio Presentation	1
FASH 186	CAD for Apparel Laboratory	1
<i>Select one course from the following:</i>		3
FACS 56	Life Management (3)	
FASH 52	History of Fashion (3)	
COOP 91	Fashion Work Experience (3)	
TOTAL CERTIFICATE UNITS		31.5

<u>Associate Degree Requirements</u>		
Certificate Requirements		31.5
General Education Requirements		21
Electives		7.5
TOTAL DEGREE UNITS		60

FIRE PROTECTION TECHNOLOGY

(Certificate of Achievement and Associate in Science degree)

<u>Certificate Requirements</u>		<u>UNITS</u>
FIRE 100	Fire Protection Organization	3
FIRE 101	Fire Behavior & Control	3
FIRE 110	Fire Fighting Tactics and Strategy	3
FIRE 112	Mgmt. 1: Mgmt. for Co. Officers	3
FIRE 113	Prevention 1A: Introduction to	

	Fire Prevention	3
FIRE 114	Prevention 1B: Code Enforcement	3
<i>Select six units from Fire Protection Technology courses numbered 100 through 120 not specifically required above.</i>		6

TOTAL CERTIFICATE UNITS **24**

Associate Degree Requirements

Certificate Requirements	24
General Education Requirements	21
Electives	15

TOTAL DEGREE UNITS **60**

FITNESS INSTRUCTOR TRAINING

(Certificate of Achievement and Associate in Science degree)

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Identify and describe major muscles, their origins, insertions and actions.
- Describe the body's physiological responses and adaptations to exercise.
- Demonstrate appropriate activities for development of muscular strength, muscular endurance, cardiorespiratory endurance and flexibility.
- Describe appropriate activities for warm-up and cool-down and the reasons for each.
- Apply skills in either personal training or group exercise leadership.
- Explain the rationale for use of the Par-Q and fitness

- testing protocols.
- Describe the relationship between body composition, nutrition and exercise.

Certificate Requirements	UNITS
PFIT 18A Dance Aerobics I	1
PFIT 10 Weight Training	1
PFIT 50 Independent Fitness Program	1
PFIT 51 Lifetime Fit. & Wellness Strategies	2
PFIT 60 Fitness Exercise Physiology	1
PFIT 63 Fitness Anatomy & Kinesiology	1.5
PSYC 50 Health Psychology	3
Select one unit from PFIT Activity courses	1
Select one unit from the following:	1
BUSC 100.1 Word Proc: Word/Win I (1)	
BUSC 100.2 Word Proc: Word/Win II (1)	
BUSC 100.3 Word Proc: Word/Win III (1)	
BUSC 101.1 Adv. Word Proc: Word/Win I (1)	
BUSC 101.2 Adv. Word Proc: Word/Win II (1)	
BUSC 101.3 Adv. Word Proc: Word/Win III (1)	
BUSC 108A.1 Comp. Skills/Typing Skills I: Part I (.5)	
BUSC 109 Keyboarding for Computers (1)	
BUSC 121 Accessing Bus. Info. Via the World Wide Web (1)	
BUSC 122.1 Microsoft Windows (.5)	
Select one course from the following:	1.5-3
HLTH 4 Healthy Living (3)	
HLTH 210 Stress Management (1.5)	
NUTF 1 Nutrition (3)	
Select one course from the following:	2-4
ANAT 5 Basic Human Anatomy & Physiology (recommended) (4)	
HLTH 5 Adv. First Aid & Emergency Care (2)	
PHED 41 Prevention & Care of Athletic Injuries (2.5-3)	
Take two units of PFIT 92 (Teaching Aide: Physical Fitness) from two of the following areas:	2
Weight Training (personal training)	
Dance Aerobics	
Independent Fitness (fitness testing)	
Current Red Cross CPR Card required	

TOTAL CERTIFICATE UNITS **18-21.5**

Associate Degree Requirements	UNITS
Certificate Requirements	18-21.5
General Education Requirements	21
Electives	17.5-21

TOTAL DEGREE UNITS **60**

GENERAL STUDIES

(Associate in Arts degree)

Requirements must be selected from the Monterey Peninsula College General Education Requirements list (see page 77).

Associate Degree Requirements	UNITS
AREA A: COMMUNICATIONS SKILLS	6

English Composition (3)
Communication & Analytical Thinking (3)

AREA B: NATURAL SCIENCES **7**
Two courses are required, one from each area (one of which must be a laboratory course).

*Indicates a non-lab course.

Life Science: select one course (minimum of two units):

Anatomy *1, 2, 5
Anthropology *2
Biology 10, 13, 21, 22, 25, 26, *30, *31
Health *4
Nutrition and Foods *1
Ornamental Horticulture 51
Physiology *1, 2

Physical Science: select one course (minimum of two units)

Astronomy 10 and 10L, 21
Chemistry 1A, 2, 10 and 10L, 30A, 30B
Geology 2 and 2L
Oceanography 2
Physics 2A, 3A, 10

AREA C: HUMANITIES **6**
Select two courses.

AREA D: SOCIAL SCIENCES **6**
Select two courses.

AREA E: LIFELONG LEARNING & SELF DEVELOPMENT **3**
Select one course.

AREA F: INTERCULTURAL STUDIES **3**
Select one course.

Select nine additional units from Monterey Peninsula College General Education Requirements course listing (Areas A, B, C, D, E, & F).

General Education Total	40
Electives	20

TOTAL DEGREE UNITS **60**

GRAPHIC ARTS

See ART – Graphic Arts, page 43.

GOLF MANAGEMENT

(Certificate of Achievement and Associate in Science degree)

Certificate Requirements	UNITS
BUSI 80 Intro. to Admin. Mgmt.	3
PHED 154 Intro. to the Golf Industry	3
CSIS 50 Software Applications	2
CSIS 50L Software Applications Lab	1
HLTH 5 Adv. First Aid & Emergency Care	2

HOSP 60	Special Events Management	1.5
ORNH 59	Golf Course Management	3
PHED 157	Methods of Teaching Golf	3
PHED 2	Golf I, II or III	1
COOP 91	Golf Mgmt. Work Experience	4

TOTAL CERTIFICATE UNITS **23.5**

Associate Degree Requirements

Certificate Requirements	23.5
General Education Requirements	21
†Electives	15.5

TOTAL DEGREE UNITS **60**

†Recommended Electives

Hospitality Emphasis

HOSP 51	Intro. to Hospitality Industry (3)	
FASH 81	Business and Marketing Practices (3)	
<i>Select one course from the following:</i>		3
HOSP 53	Food Service Management (3)	
HOSP 54	Beverage Service Management (3)	

Turfgrass Emphasis

ORNH 51	Intro. to Ornamental Horticulture I (3)	
ORNH 57	Turfgrass Management (3)	
ORNH 71	Landscape Irrigation Practices (3)	
<i>Select one course from the following:</i>		3
ORNH 65	Basic Landscape Design (3)	
ORNH 78	Insect Pest Management (3)	

HEALTH OCCUPATIONS

DENTAL ASSISTING

(Certificate of Achievement and Associate in Science degree)

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Immediately sit for the California State Board Examination as a Registered Dental Assistant (RDA) and perform those duties allocated by the California Dental Association.
- Immediately sit for the National Board Examination to become a Certified Dental Assistant (CDA) and perform those duties allocated by the Dental Assisting National Board.
- Receive the California Dental Radiation Health and Safety License and expose radiographs on patients.
- Receive a Certificate in Coronal Polishing and perform this procedure as an RDA.

Certificate Requirements

UNITS

DNTL 100	Orientation to Dental Careers	1
DNTL 101	Dental Anatomy	2
DNTL 102	Chairside Assisting I	3
DNTL 103	Beginning Radiography	2
DNTL 104	Chairside Assisting II	2.5
DNTL 106	Supervised Clinical Experience I	1
DNTL 111	Dental Pharmacology & Oral Pathology	3

DNTL 112	Office Management	1.5
DNTL 113	Intermediate Radiography	1.5
DNTL 114	Chairside Assisting III	2.5
DNTL 115	Dental Specialties	2
DNTL 116	Supervised Clinical Experience II	3.5
*ENGL 111	Intro. to College Writing	3
*HLTH 4	Healthy Living	3
HLTH 205	CPR for Health Professionals	.5

TOTAL CERTIFICATE UNITS **32**

Associate Degree Requirements

Certificate Requirements	32
*General Education Requirements	15
Electives	13

TOTAL DEGREE UNITS **60**

DENTAL HYGIENE

MPC does not offer a Dental Hygiene program, but students can prepare themselves to transfer to a Dental Hygiene program.

Pre-Dental Hygiene Courses

		<u>UNITS</u>
ANAT 1	General Human Anatomy	2
ANAT 2	General Anatomy Lab	2
BIOL 25	Applied Microbiology Lecture	3
BIOL 26	Applied Microbiology Lab	1
CHEM 30A	Intro. to Chemistry for Health Sciences	4
CHEM 30B	Org. & Biol. Chemistry for Health Sciences	4
NUTF 1	Nutrition	3
PHSO 1	Human Physiology	3
PHSO 2	General Physiology Lab	2

MEDICAL ASSISTING

(Certificate of Achievement and Associate in Science degree)

The Medical Assisting Careers Program prepares students for a wide variety of unlicensed careers in the health care field.

Learning Outcomes: Upon successful completion of the Medical Assisting program, students will be able to perform outcomes specified for the Medical Office Administration program and:

- Accurately measure and record vital signs (TPR/BP) and statistics.

- Wrap instrument packs and effectively operate the autoclave sterilizer.
- Assist with common medical exams and procedures and perform routine lab screening procedures.
- Perform standard Universal Procedures for infection control.
- Produce accurate 12-lead and rhythm strip ECGs.
- Communicate with patients regarding clinical preparation, outcomes and follow-up care.
- Perform all procedures in accordance with CDC and CalOSHA regulations.

Certificate Requirements		UNITS
*ANAT 5	Basic Human Anatomy & Physiology	4
HLTH 205	CPR for Health Professionals or current valid CPR certificate	0-5
MEDA 100	Introduction to Health Careers	1
MEDA 101	Medical Ethics & Law	2
MEDA 105	Medical Terminology	4
MEDA 110	Medical Office Management	3
MEDA 112	Medical Office Finances & Comp. Applications	2
MEDA 114	Medical Insurance Management	2
MEDA 116	Medical Records & Transcription	2
MEDA 118	Pharmacology & Human Diseases	3
MEDA 120	Medical Office Clinical Techniques	3
MEDA 121	Adv. Med. Ofc. Clinical Tech.	3
MEDA 130	Medical Assisting Externship	4
<i>Select one unit of keyboarding coursework from the Business Skills Center.</i>		1
<i>Select one course from the following:</i>		3
*ENGL 1A	Composition (3)	
*ENGL 111	Intro. to College Writing (3)	
*ENSL 10	Adv. Composition (4.5)	
Current Red Cross Advanced First Aid Card and CPR Card		
TOTAL CERTIFICATE UNITS		37-37.5

Associate Degree Requirements		
Medical Assisting Certificate		37-37.5
*General Education Requirements		14
†Electives		8.5-9
TOTAL DEGREE UNITS		60

†Recommended Electives:

HLTH 4	Healthy Living (3)
NUTF 1	Nutrition (3)
PSYC 50	Health Psychology (3)

MEDICAL OFFICE PROCEDURES

(Certificate of Achievement and Associate in Science degree)

Learning Outcomes: Upon successful completion of the core program, students will be able to:

- Communicate in appropriate medical technical terminology and syntax.
- Recognize common pathologies, diagnostic tests and therapies.
- Utilize computer technology for common medical management tasks.
- Work as a member of a health care team.

Core Certificate Requirements		UNITS
HLTH 205	CPR for Health Professionals or current valid CPR certificate	0-5
MEDA 100	Intro. to Health Careers	1
MEDA 101	Medical Ethics & Law	2
MEDA 105	Medical Terminology	4
<i>Select one unit of keyboarding/typing/word processing coursework from the Business Skills Center.</i>		1
<i>Select one course from the following:</i>		3-4
ANAT 5	Basic Human Anat. & Physiology (4)	
HLTH 4	Healthy Living (3)	
PSYC 50	Health Psychology (3)	
<i>Select one course from the following:</i>		3
*ENGL 1A	Composition (3)	
*ENGL 111	Intro. to College Writing (3)	
*ENSL 10	Adv. Composition (4.5)	
TOTAL CORE CERTIFICATE UNITS		14-15.5

Select one option below:

Option 1: Medical Reception

Learning Outcomes: Upon successful completion of Option 1, students will be able to:

- Manage the medical facility front desk.
- Perform standard records management procedures.
- Perform standard financial procedures for accounts receivable and payable.
- Incorporate effective risk management practices regarding patient encounters, confidentiality, informed consent and professional relations.
- Recognize and appropriately respond to common medical emergencies.

MEDA 110	Medical Office Management	3
MEDA 112	Medical Office Finances	2

TOTAL UNITS **5**

Option 2: Medical Coding Specialist

Learning Outcomes: Upon successful completion of Option 2, students will be able to:

- Demonstrate familiarity with legal directives of standard coding systems.
- Demonstrate familiarity with all sections of the coding systems.
- Utilize modifiers and government HCFA

bulletins.

MEDA 112	Medical Office Finances	2
MEDA 113	Medical Procedure Coding	3
MEDA 115	Medical Diagnostic Coding	2
MEDA 118	Pharmacology & Human Diseases	3
TOTAL UNITS		10

Option 3: Medical Insurance Specialist

Learning Outcomes: Upon successful completion of Option 3, students will be able to:

- Demonstrate familiarity with legal directives of standard coding systems.
- Demonstrate familiarity with all sections of the coding systems.
- Utilize modifiers and government HCFA bulletins.
- Apply medical management practices to insurance billing and claims control.
- Maintain an accurate insurance management log system.
- Prepare accurate claims using excerpts from analysis of patient records.

MEDA 112	Medical Office Finances	2
MEDA 113	Medical Procedure Coding	3
MEDA 114	Medical Insurance Management	2
MEDA 115	Medical Diagnostic Coding	2
MEDA 118	Pharmacology & Human Diseases	3
TOTAL UNITS		12
TOTAL CERTIFICATE UNITS		19-27.5

Associate Degree Requirements

Certificate Requirements:

Core Requirements and Option 1, 2, or 3	19-27.5
*General Education Requirements	18
Electives	14.5-23

TOTAL DEGREE UNITS **60**

MEDICAL OFFICE ADMINISTRATION

(Certificate of Achievement and Associate in Science degree)

This program prepares students for administrative careers in a broad variety of health care settings.

Learning Outcomes: Upon successful completion of the Medical Office Administration program, students will be able to:

- Communicate in appropriate medical technical

terminology and syntax.

- Recognize common pathologies, diagnostic tests and therapies.
- Utilize computer technology for common medical management tasks.
- Work as a member of a health care team.
- Efficiently utilize medical and drug references, materials and media.
- Construct accurate patient medical records via machine voice transcription of medical dictation.
- Maintain an accurate insurance management log system.
- Accurately code using CPT4/HCPCS (medical procedures) and ICD-9 (diagnoses) coding systems.
- Prepare accurate insurance claims using excerpts from analysis of patient records.

Certificate Requirements

		UNITS
ANAT 5	Anatomy and Physiology	4
HLTH 205	CPR for Health Professionals or current valid CPR certificate	0-5
MEDA 100	Introduction to Health Careers	1
MEDA 101	Medical Ethics & Law	2
MEDA 105	Medical Terminology	4
MEDA 110	Medical Office Management	3
MEDA 112	Medical Ofc. Finances & Comp. Applications	2
MEDA 114	Medical Insurance Management	2
MEDA 116	Medical Records & Transcription	2
MEDA 118	Pharmacology & Human Diseases	3
<i>Select two units of keyboarding/word processing coursework from the Business Skills Center.</i>		2
<i>Select one course from the following:</i>		3
*ENGL 1A	Composition (3)	
*ENGL 111	Intro. to College Writing (3)	
*ENSL 10	Adv. Composition (4.5)	

TOTAL CERTIFICATE UNITS **28-28.5**

Associate Degree Requirements

Certificate Requirements	28-28.5
*General Education Requirements	18
†Electives	13.5-14

TOTAL DEGREE UNITS **60**

†Recommended Electives:

BUSI 120A	Basic Accounting (3)
CSIS 70	Microcomputer Operating Syst. (.5)
FASH 55	Professional Image (1)
PSYC 50	Health Psychology (3)

(continued on next page)

NURSING

(Associate in Science degree)

The Maurine Church Coburn School of Nursing offers an Associate in Science degree in nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the California Board of Registered Nursing (BRN). Completion of the program allows graduates to take the National Council Licensure Exam (NCLEX) for Registered Nursing. Graduates are prepared for entry-level RN positions. Advanced placement for LVN/LPNs is available. This includes LVNs wishing to be admitted under the Board of Registered Nursing regulations 1429, the 30-unit option. The curriculum provides experiences in a variety of health care settings, including geriatrics, medical, surgical, obstetrics, pediatrics, psychiatric/mental health, clinics and homes.

Learning Outcomes: Upon successful completion of the Nursing program, students will be able to:

- Assess the needs of groups of clients with common, multiple complex altered needs, using a theoretical knowledge base and clinical data.
- Apply critical thinking skills to diagnose and prioritize client problems to design an individualized plan of care in collaboration with the client, significant others, and the health care team.
- Implement the plan of care utilizing a caring approach, while competently performing skills for clients at all stages of the life span.
- Modify the plan of care based on evaluation of the client's response to nursing interventions and achievement of client goals.
- Integrate knowledge of cultural diversity and developmental stages in the provision of health care.
- Collaborate through effective communication with client, families, and the interdisciplinary health care team acting as the client's advocate.
- Incorporate principles of the teaching/learning process to assist the client with primary, secondary, and tertiary health care needs.
- Manage nursing care for a group of clients with common, multiple complex altered needs in a variety of community-based settings.
- Maintain accountability for health care team management through use of leadership principles, including delegation and knowledge of health care systems.
- Demonstrate a commitment to the nursing profession through adherence to ethical and legal standards and lifelong learning.

Associate Degree Requirements

UNITS

Prerequisite courses:

Math and Reading competencies

CHEM 30A	Intro. Chemistry for Health Science	4
ANAT 1	General Human Anatomy	2
ANAT 2	General Human Anatomy Lab	2

BIOL 25	Applied Microbiology	3
BIOL 26	Applied Microbiology Lab	1
PHSO 1	Human Physiology	3
PHSO 2	General Physiology Lab	2
*NURS 100	Pharmacology for Nursing	1.5
*PSYC 25	Child and Adult Development	3
<i>Select one course from the following:</i>		3

ENGL 1A	Composition (3)	
ENGL 111	Introduction to College Writing (3)	

Communication Skills

<i>Select one course from the following:</i>		3
SPCH 1	Intro. to Public Speaking (3)	
SPCH 2	Small Group Communication (3)	
SPCH 3	Interpersonal Communication (3)	

Humanities

See Monterey Peninsula College General Education Requirements list, Area C.

Social Sciences

<i>Select one course from the following:</i>		3
ANTH 4	Intro. to Cultural Anthropology (3)	
ANTH 10	Intro. to Anthropology (3)	
ETNC 10	Intercult. Relations in Amer. Soc. (3)	
SOCI 1	Humanity & Society (3)	

Nursing Core Courses:

*NURS 52A	Nursing I	8
*NURS 52B	Nursing II	9
NURS 52C	Nursing III	10
NURS 52D	Nursing IV	10

Supporting Courses:

CSIS or BUSC	Any computer-based credit course	1
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TOTAL DEGREE UNITS **71.5**

**Not required for Advanced Placement LVN students.*

Advanced Placement LVN students must also take:

NURS 65 Nursing Role Transition (4 units), for a total of 54 units.

HOSPITALITY

HOSPITALITY OPERATIONS

(Certificate of Achievement and Associate in Science degree)

The Hospitality program is designed to qualify graduates for entry-level positions in the operation and management of commercial, residential, and resort facilities.

Learning Outcomes: Upon successful completion of the program, Hospitality students will be able to:

- Check guests in and out of a hotel or lodging facility.
- Operate a computer using appropriate software for the hotel industry.
- Purchase food and plan menus.
- Plan events using acceptable industry practices.
- Monitor safety and sanitation procedures for an institution.

- Work as a member of a team.
- Read and use financial statements and operating documents.
- Provide guest satisfaction and customer service.
- Present a portfolio demonstrating competencies and abilities.

Certificate Requirements

	UNITS
*HOSP 51 Intro. to Hospitality Industry	3
HOSP 52 Guest Services Management	3
HOSP 53 Food Service Management	3
HOSP 55 Lodging Operations	3
HOSP 56 Intro. to Hospitality Sales & Marketing	1.5
HOSP 64 Customer Service	1
HOSP 66 Practices in Hospitality	1
HOSP 72 Culinary Arts Basics	.5
COOP 91 Hospitality Work Experience	3
<i>Select one course from the following:</i>	1-3
HOSP 58 Sanitation, Safety, Equipment (3)	
HOSP 80 Food Safety and Sanitation (1)	
<i>Select three units from the following:</i>	3
CSIS 50 Software Applications (2)	
and	
CSIS 50L Software Applications Lab (1)	
BUSC 100.1 Word Proc: Word/Windows I (1)	
BUSC 119.1 Intro. to Spreadsheets: Excel/Win I (1)	
BUSC 124 Quicken (1)	
FACS 56 Life Management (3)	
HOSP 60 Special Events Management (1.5)	
HOSP 61 Intro. to Professional Mtg. Planning (1.5)	
HOSP 62 Professional Meeting Planning II (1.5)	
HOSP 63 Hospitality Supervision (1.5)	
HOSP 65 Legal Issues in Hospitality (.5)	
HOSP 67 Accounting for Hospitality Managers (1)	

TOTAL CERTIFICATE UNITS **23-25**

Associate Degree Requirements

Certificate Requirements	23-25
BUSI 18 Business Law	3
<i>Select one course from the following:</i>	3
BUSI 1A Financial Accounting (3)	
BUSI 120A Basic Accounting (3)	
<i>Select one course from the following:</i>	3
SPCH 1 Intro. to Public Speaking (3)	
SPCH 2 Small Group Communication (3)	
SPCH 3 Interpersonal Communication (3)	
<i>Select 1.5 units from HOSP 73 through 83:</i>	1.5
*General Education Requirements	18
Electives	6.5-8.5

TOTAL DEGREE UNITS **60**

FOOD SERVICE MANAGEMENT

(Certificate of Completion offered by the Hospitality Department)

The Food Service Management program recognizes that food service is one of the world's largest industries. The industry includes all establishments that supply, prepare and serve food outside the home or food to deliver to the home. Whether on a large or small scale, employment is available in hospitals, schools, retirement homes, restaurants, catering and hotels/resorts.

Learning Outcomes: Upon successful completion of the program, Food Service Management students will be able to:

- Purchase, receive, store, prepare, hold and serve food using appropriate industry practices.
- Monitor safety and sanitation procedures for an institution.
- Use the HACCP system of food safety.
- Design a food and/or beverage service operation using cost analysis and acceptable business practices.
- Use financial management tools such as calculators, cash registers, computers.
- Demonstrate knowledge of operational aspects of the restaurant/food service industry.
- Provide customer service at an acceptable level.
- Work as a member of a team.

Required Courses

	UNITS
HOSP 51 Intro. to the Hospitality Industry	3
HOSP 64 Customer Service	1
HOSP 66 Practices in Hospitality	1
HOSP 72 Culinary Arts Basics	.5
HOSP 80 Food Safety and Sanitation	1
COOP 91 Hospitality Work Experience	3
<i>Select one course from the following:</i>	3
HOSP 53 Food Service Management (3)	
HOSP 54 Beverage Service Mgmt. (3)	
<i>Select two units from HOSP 73 through 83</i>	2
<i>Select three units from the following:</i>	3
BUSI 44 Intro. to Bus. Ownership/Mgmt. (3)	
CSIS 50 Software Applications (2)	
and	
CSIS 50L Software Applications Lab (1)	
FACS 56 Life Management (3)	
HOSP 60 Special Event Management (1.5)	
NUTF 1 Nutrition (3)	
NUTF 51 Creative Cookery (1.5)	

TOTAL UNITS **175**

RESTAURANT MANAGEMENT

(Associate in Science degree)

The Restaurant Management program recognizes that food service is one of the world's largest industries. The industry includes all establishments that supply, prepare and serve food outside the home or food to deliver to the home.

Whether on a large or small scale, employment is available in hospitals, schools, retirement homes, restaurants, catering

and hotels/resorts.

Learning Outcomes: Upon successful completion of the program, Restaurant Management students will be able to:

- Purchase, receive, store, prepare, hold and serve food using appropriate industry practices.
- Monitor safety and sanitation procedures for an institution.
- Use the HACCP system of food safety.
- Design a food and/or beverage service operation using cost analysis and acceptable business practices.
- Use financial management tools such as calculators, cash registers, computers.
- Demonstrate knowledge of operational aspects of the restaurant/food service industry.
- Provide customer service at an acceptable level.
- Work as a member of a team.

Associate Degree Requirements

	UNITS
*HOSP 51 Introduction to the Hospitality Industry	3
HOSP 64 Customer Service	1
HOSP 66 Practices in Hospitality	1
HOSP 72 Culinary Arts Basics	.5
HOSP 80 Food Safety and Sanitation	1
COOP 91 Hospitality Work Experience	3
<i>Select one course from the following:</i>	3
HOSP 53 Food Service Management (3)	
HOSP 54 Beverage Service Mgmt. (3)	
<i>Select two units from HOSP 73 through 83</i>	2
<i>Select three units from the following:</i>	3
BUSI 44 Intro. to Bus. Ownership/Mgmt. (3)	
CSIS 50 Software Applications (2)	
-and-	
CSIS 50L Software Applications Lab (1)	
FACS 56 Life Management (3)	
HOSP 60 Special Event Management (1.5)	
NUTF 1 Nutrition (3)	
NUTF 51 Creative Cookery (1.5)	
<i>Select one course from the following:</i>	3
BUSI 1A Financial Accounting (3)	
BUSI 120A Basic Accounting (3)	
<i>Select one course from the following:</i>	3
BUSI 110 Business Math (3)	
*MATH 16 Elementary Statistics (3)	
<i>Select one course from the following:</i>	3
BUSI 22 Human Behavior/Leadership (3)	
BUSI 42 Human Resource Mgmt. (3)	
*General Education Requirements	18
Electives	15.5
TOTAL DEGREE UNITS	60

FAST TRACK: BAKING AND PASTRY ARTS

(Certificate of Completion offered by Hospitality Department)

This is a short course of study designed to prepare workers for entry-level positions in bakeries, hotels, institutions or restaurants. Completion of this certificate prepares the

student for the next level or Certificate of Achievement in Hospitality Operations and then for a degree in Restaurant Management.

Learning Outcomes: Upon successful completion of this program, students will be able to:

- Measure, mix and bake according to formulas.
- Safely use, care for, and clean a variety of baking tools and equipment.
- Be proficient in piping and rolling pin skills.
- Understand ingredient ratios and relationships.
- Prepare baked goods and dessert items that are marketable to the public.
- Work as a part of a team.
- Follow sanitation procedures and personal hygiene requirements.

Required courses:

	UNITS	HOURS
HOSP 77 Bakeshop: Yeasted & Non-Yeasted Breads	.5	16
HOSP 78 Bakeshop: Basic Baking Techniques	.5	16
HOSP 80 Food Safety and Sanitation	1	16
HOSP 81 Bakeshop: Pies & Tarts	.5	16
HOSP 82 Bakeshop: Cakes, Tortes & Decorating Techniques	.5	16
HOSP 83 Bakeshop: French Pastries & Restaurant Style Desserts	.5	16
PERS 230 Career Development	1	16
COOP 91 Hospitality Work Exper.	1	75
(Students will be placed in a job situation for experience.)		
TOTAL UNITS	5.5	
TOTAL HOURS		187

FAST TRACK: COOKING SCHOOL

(Certificate of Completion offered by Hospitality Department)

This is an intensive eight-week program designed to prepare workers for entry-level line positions in the food service industry. Completion of this certificate prepares the student for the next level or Certificate of Achievement in Hospitality Operations and then for a degree in Restaurant Management.

Learning Outcomes: Upon successful completion of this program, students will be able to:

- Measure, mix, and cook according to instructions (recipe).
- Use a variety of pots, cutlery, equipment.
- Use, care for, and clean kitchen utensils and equipment.
- Clean, peel, and slice fruit and vegetables.
- Prepare salads, soups, pasta, meat entrees and accompaniments.
- Season, portion accurately, and garnish food.

- Work as a part of a team.
- Follow sanitation procedures and personal hygiene requirements.
- Use correct temperatures and procedures to thaw, prepare, hold, and serve food.

Required courses:		UNITS	HOURS
HOSP 72	Culinary Arts Basics	.5	16
HOSP 73	Stocks, Soups, Sauces	.5	16
HOSP 74	Vegetables, Rice, Pasta	.5	16
HOSP 75	Fish, Poultry, Meat	.5	16
HOSP 76	Garde Manger	.5	16
HOSP 80	Food Safety and Sanitation	1	16
PERS 230	Career Development	1	16
COOP 91	Hospitality Work Exper.	1	75

(Students will be placed in a job situation for experience.)

TOTAL UNITS	55
TOTAL HOURS	187

HUMAN SERVICES

(Certificate of Achievement and Associate in Science Degree)

The Human Services program is intended to prepare the student for an entry-level position in the Human Services field such as program specialist, community outreach worker, life skills counselor, eligibility worker, and social services assistant. Paraprofessional jobs are plentiful in state and local government agencies, non-profit organizations and private social services agencies. Career advancement is available with experience and additional training. Most courses in the program will transfer, allowing the student to pursue an advanced degree.

Learning Outcomes: Upon successful completion of the certificate, Human Services students will be able to:

- Discuss the interdisciplinary importance of problem solving, teamwork/collaboration, and ethics/values in human services.
- Use a strength-based approach in the study and delivery of human services.
- Demonstrate effective communication skills.
- Recognize and discuss diversity within the context of the social, cultural and political influences affecting both participants (clients) and helpers.
- Describe and demonstrate the process of developing a supportive relationship.
- Be able to explain the history, elements and resources of human services delivery systems.
- Demonstrate competency in the use of technology as required at the paraprofessional level.

Certificate Requirements:

UNITS	
HUMS 50	Intro. to Human Services 3
HUMS 51	Intro. to Home Visitation 1.5
HUMS 53A	Counseling Tech. for the Paraprof I 1.5
HUMS 53B	Counseling Tech. for the Paraprof II 1.5
FACS 56	Life Management 3

HUMS 57	Case Management	1.5
HUMS 60	Practices in Human Services	1
BUSC 100.1	Word Proc: Word/Windows I	1
BUSC 100.2	Word Proc: Word/Windows II	1
HLTH 205	CPR for Health Professionals	.5
COOP 91	Human Services Work Experience	1
<i>Select three units from the following:</i>		3

CHDV 1	Child Development (4)	
CHDV 56	Early Childhood Ed. in a Diverse Soc. (3)	
HLTH 4	Healthy Living (3)	
SPCH 4	Intercultural Communication (3)	
PSYC 3	Intro. to Social Psychology (3)	
PSYC 25	Child and Adult Development (3)	

TOTAL CERTIFICATE UNITS	19.5
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Associate Degree Requirements

Certificate requirements	19.5
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Select six units from the following not used to satisfy the certificate requirement:

CHDV 1	Child Development (4)	
PSYC 25	Child and Adult Development (3)	
HLTH/WOMN 7	Women's Health Issues (3)	
SOCI/WOMN 8	Women & Men in Contemp. Soc. (3)	
General Education Requirements	21	
<i>(include MATH 16 and a Foreign Language to satisfy CSUMB requirements)</i>		
Electives	13.5	

TOTAL DEGREE UNITS	60
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INTERIOR DESIGN

(Certificate of Achievement and Associate in Arts degree)

The Interior Design program prepares students for employ-

ment in the many businesses that provide products and services for residential and commercial interiors.

- Learning Outcomes:** Upon successful completion of the program, Interior Design students will be able to:
- Analyze space use and design appropriate aesthetic and functional interiors.
 - Use elements and principles of design to create interiors.
 - Develop presentation boards.
 - Use source materials and services.
 - Adapt color and style to client's preferences and lifestyle.
 - Read and interpret blueprints.
 - Set up basic business operations and maintain business records.
 - Communicate professionally with the client and trade sources.

Certificate Requirements

UNITS

INTD 50A	Interior Design I	3
INTD 51	Human Environments	3
INTD 53	Color	1.5
INTD 54	Basic Materials & Finishes	1.5
INTD 55	Business Practices	1.5
INTD 56	Survey of Furniture	3
ART 9	History of Architecture	3
ART 22	Design I: Two Dimensional	3
BUSC 110.1	Introductory Typing I	0-1
	or documented typing proficiency of 30 WPM	
BUSI 120A	Basic Accounting	3
DRAF 100	Introduction to Drafting	2
FASH 15	Textiles	3
	<i>Select six units from the following:</i>	6
ART 2	History of Western Art I (4)	
ART 3	History of Western Art II (4)	
ART 24	Color Fundamentals (3)	
ART 88A	Weaving I (3)	
DRAF 109A	Intro. to Pictorial Drawing (2)	
DRAF 109B	Pictorial Drawing: Architectural/Technical (2)	
DRAF 124	Architectural Blueprint Reading (2.5)	
DRAF 130A	Intro. to Architectural Drafting (4)	
INTD 200	Interior Design Update (.5)	
FACS 56	Life Management (3)	
PHOT 1A	Photography I (3)	

TOTAL CERTIFICATE UNITS **33.5-34.5**

Associate Degree Requirements

Certificate Requirements	33.5-34.5
General Education Requirements	21
Electives	4.5-5.5

TOTAL DEGREE UNITS **60**

**INTERIOR DESIGN -
ADVANCED**

(Certificate of Achievement)

Designed for students who have completed the Interior Design Certificate Program.

Certificate Requirements

UNITS

INTD 50B	Interior Design II	3
INTD 52	Fundamentals of Lighting	2
INTD 57	Contemporary Furniture & Design	3
INTD 58	Four Centuries of Amer. Furniture	3
INTD 60	Interior Design Workshop	1
INTD 93	Interior Design Practicum	1
ART 8	Survey of Asian Art	3
ART 24	Color Fundamentals	3
BUSI 44	Intro. to Bus. Ownership/Mgmt.	3
COOP 91	Interior Design Work Experience	1
CSIS 50	Software Applications	2
CSIS 50L	Software Applications Lab	1
DRAF 125A	Intro. to Computer Aided Drafting	5
	<i>Select six units from electives listed under the preceding Interior Design Certificate or from the following:</i>	6
ART 6	Survey of American Art (3)	
ART 7	Art of Primitive Peoples (3)	
ART 23	Design II: Three Dimensional (3)	
ART 28A	Drawing & Composition I (3)	
BUSI 22	Human Behavior/Leadership (3)	
ORNH 51	Intro. to Ornamental Horticulture I (3)	
ORNH 75	Basic Floral Design (2)	
PHOT 1B	Photography II (3)	

TOTAL CERTIFICATE UNITS **37**

**MARINE SCIENCE AND
TECHNOLOGY**

(Certificate of Achievement and Associate in Science degree)

The Marine Science and Technology program is designed to meet the need for workers who can apply science and technology intelligently and responsibly to coastal and ocean-related activities and to prepare students for transfer to marine science programs at a four-year university. (Marine Science includes aquatic and marine biology, aquaculture and mariculture, oceanography, ocean engineering, and marine geology.) The program at MPC emphasizes environmental monitoring, submersible technology, and Geographical Information Systems.

Learning Outcomes: Upon successful completion of this program, students will be able to:

- Work intelligently, safely, and responsibly in the marine environment.
- Demonstrate an understanding of advanced technologies applied to ocean activities.
- Apply critical thinking and problem solving skills.
- Scientifically assess and monitor coastal and marine ecosystems.
- Utilize computer technology including word processing, data processing, Geographical Information Systems (GIS),

- and/or computer programming.
- Apply technical writing and oral communication skills.
- Work as member of a team.
- Demonstrate knowledge of the marine environment.

<u>Certificate Requirements</u>		<u>UNITS</u>
MATE 10	Intro. to GIS, GPS, & Cartography	4
MATE 20	Field Meth. in Mar. Sci. & Tech.	4
MATE 31	Intro. to Mar. Sci. & Tech.	2
MATE 51	Practical Marine Oper. & Safety	2
MATE 55	Intro. to Submersible Tech.	4
*BIOL 13	Marine Biology (4) (recommended for biology track student)	4
-or-		
*OCEN 2	Introductory Oceanography (4)	
COOP 91	Marine Sci. & Tech. Internship	4
<i>Select six units from the following:</i>		6
AUTO 101	Engine Repair (4)	
AUTO 102	Basic Auto. Electricity & Electronics (4)	
*ENGL 111	Intro. to College Writing (technical writing section) (3)	
ENGL 113	Technical Writing (3)	
MATE 11	Spatial Analysis & Adv. GIS Tech. (4)	
MATE 12	Remote Sensing & Image Processing (4)	
MATE 32	Aquatic Husbandry: Aquarium Tech. (2)	
MATE 33	Aquatic Husbandry: Aquaculture & Mariculture (2)	
MATE 34	Research Diving and Safety (4)	
MATE 47	Map Making & Field Studies in Earth & Marine Sci. (4)	
MATE 60	Intro. to Environmental Regs (2)	
**Hydraulics and Pneumatics (3)		
**Mechanical Skills (3)		
** Marine Instrumentation (4)		
**Advanced Electronics (5)		
<i>With department approval, other courses may be substituted for these electives, such as Welding.</i>		

** Courses offered at MATE/MPC partner institutions; contact MATE Office for locations.

TOTAL CERTIFICATE UNITS **30**

<u>Associate Degree Requirements</u>		
Certificate Requirements		30
*CHEM 2	Fundamental Chemistry	4
*MATH 13	Pre-Calculus (4)	3-4
-or-		
*MATH 16	Elementary Statistics (3)	
*PHYS 10	Introduction to Physics	4
With department approval, other courses may be substituted for courses listed immediately above.		

*General Education Requirements 13-14
Electives 5

TOTAL DEGREE UNITS **60**

MASSAGE THERAPY

(Certificate of Achievement and Associate in Science degree)

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Demonstrate proper biomechanics while working.
- Demonstrate knowledge of the effects, benefits and contraindications of massage.
- Apply specific massage techniques to specific body regions to produce specific physiological results.
- Safely and effectively mobilize joints.
- Palpate and describe major muscles and joints of the body.
- Demonstrate knowledge of professional ethics such as proper client/practitioner relations, confidentiality and legal issues.
- Demonstrate knowledge of business practices and career development.

<u>Certificate Requirements</u>		<u>UNITS</u>
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PFIT 82	Therapeutic Massage I	4
PFIT 83	Therapeutic Massage II	4
PFIT 180	Massage Therapy Skills Lab	1.5
HLTH 5	Adv. First Aid & Emerg. Care	2
PSYC 50	Health Psychology	3

Anatomy and Physiology requirement:

PFIT 63	Fitness Anatomy & Kinesiology	1.5
*ANAT 5	Basic Human Anatomy & Physiology (or equivalent)	4

Select one course from the following, depending on emphasis:

PFIT 84	Sports Massage (2)	2
PFIT 85	Clinical Massage (2)	

Select 6 units from the following: 6

*HLTH 4	Healthy Living (3)
MEDA 105	Medical Terminology (4)
*NUTF 1	Nutrition (3)
PHED 41	Prevention & Care of Athletic Injuries (2.5-3)
PFIT 21	Flexibility & Relaxation Tech. (1)
PFIT 60	Fitness Exercise Physiology (1)
PFIT 9-22B	Any Physical Fitness Activity Class (1)

TOTAL CERTIFICATE UNITS **28**

Associate Degree Requirements

Certificate Requirements	28
*General Education Requirements	11-17
Electives	15-21

TOTAL DEGREE UNITS **60**

MEDICAL ASSISTING

See HEALTH OCCUPATIONS, page 59.

MUSIC

(Certificate of Achievement and Associate in Arts degree)

Certificate Requirements **UNITS**

MUSI 10A	Musicianship	4
MUSI 10B	Diatonic Harmony I	4
MUSI 10C	Diatonic Harmony II	4
MUSI 10D	Chromatic Harmony	4
Piano competency (equivalent to Music 50B)		0-2
<i>Plus four semesters from one of the following areas:</i>		4-8

Instrumental

MUSI 30	Concert/Community Band (1-2)
MUSI 32	Jazz Ensemble (1)

Piano

MUSI 31	Piano Ensemble (1)
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Vocal

MUSI 20	Chorus I (1-2)
MUSI 22	Chamber Singers (1)

Plus four units from one of the following areas of coursework: **4**

- Brass Instruments
- Woodwind Instruments
- Percussion Instruments
- String Instruments
- Piano
- Voice

TOTAL CERTIFICATE UNITS **24-30**

Associate Degree Requirements

Certificate Requirements	24-30
General Education Requirements	21
Electives	9-15

TOTAL DEGREE UNITS **60**

NURSING

See HEALTH OCCUPATIONS page 62

ORNAMENTAL HORTICULTURE

(Certificate of Achievement and Associate in Science degree)

The Ornamental Horticulture program prepares students for a career in the horticulture field and provides continuing education for current employees. Courses are offered in the evenings and on weekends.

Learning Outcomes: Upon successful completion of this program, students will be able to:

- Practice sound gardening techniques.
- Explain basic plant functions.
- Identify common local plants.
- Apply basic principles of landscape design.
- Demonstrate floral design techniques.
- Identify and propagate various types of plants.
- Apply principles of turf management.
- Conduct pest management practices.
- Utilize sound horticultural business management practices.
- Plan and set up effective irrigation systems.

Certificate Requirements

UNITS

*ORNH 51	Intro. to Ornamental Horticulture I	3
*ORNH 52	Intro. to Ornamental Horticulture II	3
ORNH 61	Plant Identification: Shrubs, Vines, Ground Covers	3
ORNH 62	Plant Identification: Trees, Annuals, Perennials	3
ORNH 63	Plant Propagation	3
ORNH 65	Basic Landscape Design	3
<i>Select nine units from the electives listed below:</i>		9
ORNH 55	Trees (3)	
ORNH 57	Turfgrass Management (3)	
ORNH 64	Growing & Using Calif. Native Plants (3)	
ORNH 66	Intermediate Landscape Design (3)	
ORNH 68	Horticultural Sales & Bus. Practices (3)	
ORNH 70	Irrigation Design & Water Economy (3)	
ORNH 71	Landscape Irrigation Practices (3)	
ORNH 72	Landscape Construction (3)	

ORNH 75	Basic Floral Design (2)
ORNH 76	Professional Floral Design (2)
ORNH 78	Insect Pest Management (3)
COOP 91	Om. Hort. Work Experience (.5-4)
ORNH 196	Current Topics in Om. Hort. (.5)
ORNH 201	Pesticide Appl. Lic. Exam Prep. (1)
ORNH 203	Organic Vegetable Gardening (1)
ORNH 204	Organic Gardening (2)

TOTAL CERTIFICATE UNITS **27**

Associate Degree Requirements

Certificate Requirements	27
*General Education Requirements	18
Electives	15

TOTAL DEGREE UNITS **60**

PARKS AND RECREATION

(Certificate of Achievement and Associate in Science degree)

Certificate Requirements **UNITS**

<i>Select at least 18 units from the following:</i>	18
PARKS 110 through 184	
PARKS 205 through 278	

TOTAL CERTIFICATE UNITS **18**

Associate Degree Requirements

Certificate Requirements	18
General Education Requirements	21
Electives	21

TOTAL DEGREE UNITS **60**

PARK RANGER APPRENTICESHIP PROGRAM

This program is designed to train individuals who have apprenticeship standing with the California Department of Parks and Recreation Ranger program to become State Park Rangers. The program consists of three courses that are taken in sequence.

Learning Outcomes: Upon successful completion of this program, students will be able to:

- Use all of the skills necessary as described by the California Commission on Peace Officer Standards and Training (P.O.S.T.) and by California Penal Code Section 830.2(f).
- Demonstrate knowledge and skills in park operations, resource management and interpretation.
- Apply the skills learned in law enforcement, interpretation, resource management, and administration within a state park unit.

Required Courses **UNITS**

PARK 280	Basic Law Enforcement Trng.	20
PARK 281	Ranger Trng. Pgm.	5
PARK 240	Visitor Svcs. Field Trng.	3

PHOTOGRAPHY

(Certificate of Achievement and Associate in Arts degree)

Certificate Requirements **UNITS**

PHOT 1A	Photography I	3
PHOT 1B	Photography II	3
PHOT 1C	Photography III	3
PHOT 60	Color Printing	3

-or-

PHOT 70	Digital Photography	3
<i>Select six units from the electives below not used for the certificate requirement:</i>		
		6

PHOT 22	History of Photography (3)
PHOT 50	Portraiture Photography (3)
PHOT 53	Photojournalism (3)
PHOT 56	Photographic Lighting (3)
PHOT 70	Digital Photography (3)
PHOT 85	Alternative Processes – Mixed Media (3)
PHOT 86	Experimental Photography (3)
PHOT 93	Practicum: Photography (1-3)
PHOT 90	Independent Study (1-3)

TOTAL CERTIFICATE UNITS **18**

Associate Degree Requirements

Certificate Requirements	18
General Education Requirements	21
Electives	21

TOTAL DEGREE UNITS **60**

PHYSICAL EDUCATION AIDE

(Associate in Science degree)

Learning Outcomes: Upon successful completion of this program, students will be able to:

- Apply basic principles of safety in a physical education activity.
- Assist or lead various physical fitness/education activities in a group setting.
- Identify injuries common to fitness activities and basic treatment.
- Apply basic physical training principles in designing fitness training programs.
- Identify career options in health, physical education and fitness.

Associate Degree Requirements **UNITS**

PHED 40	Careers in Physical Ed. & Fitness	3
PHED 41	Prevention & Care of Athletic Injuries	3
*ANAT 5	Basic Human Anatomy & Physiology	4
PSYC 1	General Psychology	3

<i>Select six units from the following:</i>	6
PHED Activity & Intercollegiate Athletics courses (1A-32)	
PFIT Activity courses (8-30)	

<i>Select one course from the following:</i>	3
SPCH 1	Intro. to Public Speaking (3)
SPCH 2	Small Group Communications (3)

Current Red Cross Advanced First Aid Card and CPR Card required	
*General Education Requirements	17
Electives	21

TOTAL DEGREE UNITS **60**

(Certificate of Achievement and Associate in Science degree)

<u>Certificate Requirements</u>	<u>UNITS</u>
REAL 50 Principles of Real Estate	3
REAL 51 Real Estate Practice	3
REAL 52 Legal Aspects of Real Estate	3
REAL 53 Real Estate Finance	3
REAL 54 Real Estate Economics	3
REAL 57A Real Estate Appraisal I	3

TOTAL CERTIFICATE UNITS 18

Associate Degree Requirements

Certificate Requirements	18
BUSI 18 Business Law	3
BUSI 20 Introduction to Business	3
BUSI 42 Human Resources Mgmt.	3
BUSI 70 Business Communications	3
General Education Requirements	21
Electives	9

TOTAL DEGREE UNITS 60

RESTAURANT MANAGEMENT

See HOSPITALITY, page 64.

WOMEN'S STUDIES

(Associate in Arts degree)

The Women's Studies Program is an interdisciplinary, multicultural course of study for women and men that provides content about and understanding of many social and cultural issues affecting women and under-represented people. Students graduating with a major in Women's Studies have a foundation for careers in many fields.

Associate Degree Requirements

<u>Associate Degree Requirements</u>	<u>UNITS</u>
WOMN/HUMA 1 Intro. to Women's Studies	3
WOMN/HUMA/ART4 Images of Women in Western Cult.	3
WOMN/PSYC 6 Psychology of Women	3
<i>Select one course from the following:</i>	3
WOMN/SOCI 8 Women & Men in Contemp. Soc. (3)	
WOMN/HUMA/PHIL 40 Intro. to Feminist Theory (3)	
WOMN/PHIL 54 Women and Religion (3)	
<i>Select one course from the following:</i>	3
WOMN/HIST 12 Women in American History (3)	
WOMN/HIST 13 Women in History (3)	
<i>Select two courses from the following:</i>	6
WOMN/ANTH/ETNC 30 Women in Cross-Cult'l Perspective (3)	
WOMN/ANTH/ETNC 31 Native American Women (3)	
WOMN/ETNC 32 African-American Women (3)	
WOMN/ETNC 33 Mexican-American Women (3)	
WOMN/ETNC 34 Asian-American Women (3)	

TOTAL UNITS 21
 General Education Requirements 21
 Electives 18

TOTAL DEGREE UNITS 60

UNIVERSITY STUDIES

(Associate in Arts degree)

Requirements are based on California State University General Education (CSU-GE) requirements. (See page 78.)

Associate Degree Requirements

AREA A - Communication and Critical Thinking: 9

Choose one course from A1, A2, and A3.

- A1 - Oral Communication
- A2 - Written Communication
- A3 - Critical Thinking

AREA B - Physical Universe and Life Forms: 9

Choose one course from B1, B2, and B4. At least one course from B1 or B2 must also be listed in B3.

- B1 - Physical Science
- B2 - Life Forms
- B3 - Laboratory Activity
- B4 - Mathematical Concepts, Quantitative Reasoning and Applications

AREA C - Arts, Literature, Philosophy and Foreign Language: 9

Choose three units from C1 and three units from C2 and an additional three units from C1, C2, or Foreign Language.

- C1 - Art, Dance, Drama, Music, Photography
- C2 - Literature, Humanities, Philosophy

AREA D - Social, Political, and Economic Institutions: 9

Choose one course from Historical Setting, one course from Political Institutions, and one course from Social, Economic Institutions.

AREA E - Lifelong Understanding and Self-Development: 3

Choose three units.
 Electives (Transferable courses numbered 1-99) 21

TOTAL DEGREE UNITS 60

UNIVERSITY STUDIES

(Associate in Arts degree)

Requirements are based on Inland Empire General Education Transfer Curriculum (IGETC) requirements. (See page 79.)

Associate Degree Requirements

AREA 1 - English Communication and Physical Education: 6-9

CSU: 3 courses required, one from Group A and one from Group B.
 UC: 2 courses required, one from Group A and one from Group B.

- Group A: English Composition
- Group B: Critical Thinking
- Group C: Oral Communication

AREA 2 - Mathematical Concepts and Quantitative Reasoning: 3

AREA 3 - Arts and Humanities: 9

At least 3 courses, with at least one course from the Arts and one course from the Humanities.

- Group A: Arts Courses

Group B: Humanities Courses	
AREA 4- Social and Behavioral Science:	9
At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.	
AREA 5 - Physical and Biological Sciences:	7
At least 2 courses, one Physical Science and one Biological Science. One course must include a laboratory.	
Group A: Physical Science	
Group B: Biological Science	
AREA 6- Languages other than English:	0-5
(UC requirement only) Proficiency equivalent to two years of high school study in same language.	
Electives (courses designated as UC transferable)	23-26
TOTAL DEGREE UNITS	60

UNIVERSITY STUDIES WITH EMPHASIS

(Associate in Arts degree with special emphasis/concentration)

Requirements are based on either the California State University General Education (CSU-GE) pattern or the Intersegmental General Education Transfer Curriculum (IGETC) list plus a minimum of 18 units (unduplicated with general education) selected from a special area of emphasis listed below.

Associate Degree Requirements	UNITS
CSU-GE or IGETC pattern	34-39
Area of Emphasis	18
Electives (transferable, numbered 1-99 with CSU-GE or designated as UC transferable with IGETC)	3-8

TOTAL DEGREE UNITS 60

UNIVERSITY STUDIES AREAS OF EMPHASIS

Anthropology
Art History
Art - Graphic Arts
Art - Studio Art
Astronomy
Biological Sciences
Business Administration
Chemistry
Communications Studies
Computer Science
Dance
Drama
Economics
Engineering
English
Ethnic Studies
Foreign Languages
Forestry
Geology

Contact MPC Counselor before selecting courses for area of emphasis.

ANTHROPOLOGY UNITS

ANTH 2	Intro. to Physical Anth.	3
ANTH 4	Intro. to Cultural Anth.	3
ANTH 6	Introduction to Arch. & Prehistory	3
ANTH 11	Dealing with Diversity	3
ANTH 20	North American Indians	3
ANTH 21	Ancient Cultures of Mexico & Central America	3
ANTH 30	Women in Cross-Cult. Perspective	3
ANTH 49	Intro. to Social Science Research Methodology	4

ART HISTORY UNITS

ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
ART 6	Survey of American Art	3
ART 7	Art of Primitive Peoples	3
ART 8	Survey of Asian Art	3
ART 9	History of Architecture	3

ART - GRAPHIC ARTS UNITS

ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
ART 22	Design I: Two-Dimensional	3
ART 23	Design II: Three-Dimensional	3
ART 24	Color Fundamentals	3
ART 28A	Drawing & Composition I	3
*ART 41	Graphic Design: Images and Type	4
*ART 43	Page Layout with QuarkXpress	4
*ART 45	Intro. to Computers for Graphic Arts	4
*ART 46	Introduction to Photoshop	4
*ART 47	Intermediate Photoshop	4
*ART 48	Graphic Arts Prod. & Pre-Press	4
*ART 50	Graphic Arts Portfolio	1
PHOT 1A	Photography I	3

**Does not transfer to UC*

ART - STUDIO UNITS

ART 2	History of Western Art I	4
ART 3	History of Western Art II	4
ART 22	Design I: Two-Dimensional	3
ART 23	Design II: Three-Dimensional	3
ART 28A	Drawing and Composition I	3

Select one or two courses from one of the following areas:
 (Also, ART 21 Methods of Art Presentation and ART 24 Color Fundamentals would be recommended choices.)

I. General Studio

ART 29A	Sketch I	1.5
ART 30A	Figure Drawing I	3
*ART 33A-E	Special Drawing Techniques I	.5
*ART 34A-C	Special Drawing Techniques II	.5
*ART 35A-E	Special Printmaking Techniques I	.5
ART 36A	Printmaking I	3
ART 37	Introduction to Monotypes	1.5-3
*ART 38A-C	Special Printmaking Techniques II	.5
*ART 55A-E	Special Painting Techniques I	.5

*ART 56A-E	Special Painting Techniques II	.5	*ART 66	Metal Sculpture	1.5-3
ART 58A	Painting I	3	*ART 68	Wood Sculpture	1.5-3
ART 63A	Sculpture I	3	ART 74A	Ceramic Sculpture I	3
ART 70A	Ceramic Handbuilding I	3	ART 74B	Ceramic Sculpture II	3
*ART 82A-E	Small Scale Metals Techniques I	.5-2	VII. Weaving		
*ART 83A-D	Special Jewelry Techniques I	.5-1.5	*ART 88A	Weaving I	3
*ART 84A	Jewelry and Metal Arts I	3	*ART 88B	Weaving II	3
*ART 88A	Weaving I	3	VIII. Cinema/Video		
*ART 89A-C	Small Scale Metals Techniques II	1-2	*ART 45	Intro. to Computers for Graphic Arts	4
II. Drawing			*ART 46	Intro. to Photoshop	3
ART 28B	Drawing and Composition II	3	ART 51	Introduction to Film/Video	3
ART 29A	Sketch I	1.5	*ART 52A	Film/Video Production I	3
ART 29B	Sketch II	1.5	*ART 52B	Film/Video Production II	3
ART 30A	Figure Drawing I	3	*ART 53	Advanced Film/Video Workshop	3
ART 30B	Figure Drawing II	3	DRAM 5	Film Appreciation	3
ART 31	Expressive Drawing	1.5-3	PHOT 1A	Photography I	3
ART 32	Landscape Drawing and Painting	1.5	IX. Printmaking		
*ART 33A-E	Special Drawing Techniques I	.5	ART 28B	Drawing and Composition II	3
*ART 34A-C	Special Drawing Techniques II	.5	*ART 35A-E	Special Printmaking Techniques I	.5
ART 36A	Printmaking I	3	ART 36A	Printmaking I	3
ART 37	Introduction to Monotypes	1.5-3	ART 36B	Printmaking II	3
*ART 42	Illustration	3	ART 37	Introduction to Monotypes	1.5-3
III. Painting			*ART 38A-C	Special Printmaking Techniques II	.5
ART 32	Landscape Drawing and Painting	1.5	<i>*Does not transfer to UC</i>		
ART 36A	Printmaking I	3	ASTRONOMY		
*ART 42	Illustration	3	UNITS		
*ART 55A-E	Special Painting Techniques I	.5	ASTR 10	Introduction to Astronomy	3
*ART 56A-E	Special Painting Techniques II	.5	ASTR 10L	Introduction to Astronomy Lab	1
ART 57A	Watercolor I	3	CHEM 1A	General Chemistry I	5
ART 57B	Watercolor II	3	CHEM 1B	General Chemistry II	5
ART 58A	Painting I	3	MATH 20A	Calculus with Analytic Geometry I	4
ART 58B	Painting II	3	MATH 20B	Calculus with Analytic Geometry II	4
*ART 59	Painting: Mixed Media	1.5-3	PHYS 3A	Science & Engineering Physics I	4
IV. Ceramics			PHYS 3B	Science & Engineering Physics II	4
ART 70A	Ceramic Handbuilding I	3	BIOLOGICALSCIENCES		
ART 70B	Ceramic Handbuilding II	3	UNITS		
ART 71A	Ceramic Wheel Throwing I	3	BIOL 21	Concepts in Biology I	5
ART 71B	Ceramic Wheel Throwing II	3	BIOL 22	Concepts in Biology II	5
ART 74A	Ceramic Sculpture I	3	CHEM 1A	General Chemistry I	5
ART 74B	Ceramic Sculpture II	3	CHEM 1B	General Chemistry II	5
ART 75	Intro. to Glaze Experimentation	1.5	CHEM 12A	Organic Chemistry I	5
*ART 76	Glaze Calculations	3	CHEM 12B	Organic Chemistry II	5
*ART 77	Ceramic Surface Design & Tech.	1.5	MATH 20A	Calculus w/Analytic Geometry I	4
*ART 78	Alternative Throwing Techniques	1.5	PHYS 2A	General Physics I	4
*ART 79	Alternative Firing Techniques	1.5	PHYS 2B	General Physics II	4
*ART 80	Kiln Building	1.5-3	<i>This area of emphasis is appropriate also for Pre-Medicine, Pre-Pharmacy, and Pre-Veterinary Medicine.</i>		
ART 81	Kiln-Formed Glass	3	BUSINESSADMINISTRATION		
V. Jewelry and Metal Arts			UNITS		
*ART 82A-E	Small Scale Metals Techniques I	.5-2	BUSI 1A	Financial Accounting	3
*ART 83A-D	Special Jewelry Techniques I	.5-1.5	BUSI 1B	Managerial Accounting	3
*ART 84A	Jewelry and Metal Arts I	3	BUSI 18	Business Law	3
*ART 84B	Jewelry and Metal Arts II	1.5-3	CSIS 1	Intro. to Computer Science & Information Systems	3
*ART 85	Introduction to Enameling	1.5	ECON 2	Principles of Economics: Macro	3
*ART 86	Introduction to Lapidary	1.5	ECON 4	Principles of Economics: Micro	3
*ART 87	Basic Stonesetting	1.5	MATH 16	Elementary Statistics	3
*ART 89A-C	Small Scale Metals Techniques II	1-2	MATH 17	Finite Mathematics	3
VI. Sculpture					
ART 63A	Sculpture I	3			
ART 63B	Sculpture II	3			
ART 64	Figure Sculpture	3			
ART 65	Mold Making for Sculpture	1.5-3			

MATH 18	Calc. & Ana. Geom. for Bio./Soc. Sci./Bus.	4
CHEMISTRY		UNITS
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
CHEM 12A	Organic Chemistry I	5
CHEM 12B	Organic Chemistry II	5
MATH 20A	Calculus w/Analytic Geometry I	4
MATH 20B	Calculus w/Analytic Geometry II	4
MATH 20C	Calculus of Several Variables	4
MATH 31	Linear Algebra	3
MATH 32	Differential Equations	3
PHYS 3A	Science & Engineering Physics I	4
PHYS 3B	Science & Engineering Physics II	4
PHYS 3C	Science & Engineering Physics III	4

Contact MPC counselor for General Education Requirements.

COMMUNICATIONS STUDIES		UNITS
COMM 5	Mass Media Methods	3
*COMM 8	Writing for Mass Media	3
SPCH 1	Intro. to Public Speaking	3
SPCH 2	Small Group Communication	3
*SPCH 3	Interpersonal Communication	3
SPCH 4	Intercultural Communication	3
SPCH 6	Argumentation	3
<i>*Does not transfer to UC.</i>		

COMPUTER SCIENCE & INFORMATION SYSTEMS		UNITS
CSIS 1	Intro. to Comp. Sci. & Info. Sys.	3
CSIS 10A	Beginning Programming	4
CSIS 10B	Advanced Programming	4
CSIS 17	Fortran Programming	3
MATH 20A	Calculus w/Analytic Geometry I	4
MATH 20B	Calculus w/Analytic Geometry II	4

DANCE		UNITS
ANAT 5	Basic Human Anat. & Physiology	4
DANC 10A	Modern Dance I	2
DANC 10B	Modern Dance II	2
DANC 11A	Jazz Dance I	2
DANC 11B	Jazz Dance II	2
DANC 11C	Jazz Dance III	2
DANC 12A	Ballet I	2
DANC 12B	Ballet II	2
DANC 12C	Ballet III	2
<i>Select one or more courses from the following: 1-6</i>		
DANC 16	Flamenco Dance	1
DANC 20	Dance Production	1
*DANC 92	Teaching Aide	1
PFIT 9	Personal Fitness	1
PFIT 18A	Dance Aerobics	1
PFIT 21	Flexibility & Relaxation Techniques	1
<i>*Does not transfer to UC.</i>		

DRAMA		UNITS
DRAM 1	Drama Appreciation	3
DRAM 5	Film Appreciation	3
*DRAM 7A	Writing for Theatre I	3
DRAM 15A	Beginning Acting	3
DRAM 11	Basic Voice Training	3

DRAM 18A	Elementary Directing	3
DRAM 21A	Theatre Workshop I	3
DRAM 23	Stage Lighting	3
DRAM 24	Beginning Costuming	3
DRAM 25	Make-up	3
<i>Select no more than 3 units from the following:</i>		
3		
DRAM 40	Play Production – Comedy (3)	
DRAM 41	Play Production – Dramatic (3)	
DRAM 42	Play Production – Musical (3)	
DRAM 43	Play Production – Classical (3)	
DRAM 60	Experimental Theatre – Original (3)	
DRAM 61	Experimental Theatre – Comedy (3)	
DRAM 62	Experimental Theatre – Dramatic (3)	
DRAM 63	Experimental Theatre – Classical (3)	
DRAM 75	Acting Workshop – Adv. Comedy (3)	
DRAM 76	Acting Workshop – Adv. Dramatic (3)	
DRAM 77	Acting Workshop – Adv. Musical (3)	
DRAM 78	Acting Workshop – Adv. Classical (3)	
<i>*Does not transfer to UC</i>		

ECONOMICS		UNITS
ECON 1	The American Economic System	3
ECON 2	Principles of Economics: Macro	3
ECON 4	Principles of Economics: Micro	3
ECON 5	Current Economic Issues	3
ECON 49	Intro. to Social Science Research Methodology	4
MATH 20A	Calculus w/Analytic Geometry I	4
MATH 20B	Calculus w/Analytic Geometry II	4

ENGINEERING		UNITS
ENGR 2	Engineering Graphics w/Descriptive Geometry	3
ENGR 8	Engineering Statics	3
ENGR 12	Engineering Circuits	3
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
ENGR/		
MATH 14	Fortran for Science & Math	2
MATH 20A	Calculus w/Analytic Geometry I	4
MATH 20B	Calculus w/Analytic Geometry II	4
MATH 20C	Calculus of Several Variables	4
MATH 32	Differential Equations	3
PHYS 3A	Science and Engineering Physics I	4
PHYS 3B	Science and Engineering Physics II	4
PHYS 3C	Science and Engineering Physics III	4

ENGLISH		UNITS
ENGL 1B	Literature/Composition	3
Select one of the following sequences:		6
ENGL 44	Masterpieces of Literature I (3)	
ENGL 45	Masterpieces of Literature II (3)	
OR		
ENGL 46	Survey of British Literature I (3)	
ENGL 47	Survey of British Literature II (3)	
A Foreign Language 1B		5

Select at least two courses from the following:

6		
ENGL 2	Composition and Critical Thinking	3
ENGL 17	Introduction to Shakespeare	3
ENGL 18	The Bible as Literature	3
ENGL 22	Introduction to Poetry	3
ENGL 24	Introduction to the Short Story	3
ENGL 31	Creative Writing I	3
ENGL 32	Creative Writing II	3
ENGL 38	Literary Forms – The Cinema: More or Less Than Human?	3
ENGL 40	American Literature	3
ENGL 49	The Novel	3
COMM 5	Mass Media Methods	3
*COMM 8	Writing for Mass Media	3

*Does not transfer to UC.

ETHNIC STUDIES UNITS

ETNC 5	African-American Arts & Jazz	3
ETNC 10	Intercultural Relations in American Society	3
ETNC 11	African-Americans in Amer. Hist.	3
ETNC 16	African-Americans in Amer. Govt.	3
ETNC 18	Latinos in U.S. Society	3
ETNC 21	Ancient Cultures of Mexico & Central America	3
ETNC 30	Women In Cross-Cult. Perspective	3
ETNC 31	Native American Women	3
ETNC 32	African-American Women	3
ETNC 33	Mexican-American Women	3
ETNC 34	Asian-American Women	3

FOREIGN LANGUAGE UNITS

FLAN 1A	Elementary Foreign Language I	5
FLAN 1B	Elementary Foreign Language II	5
FLAN 2A	Intermediate Foreign Language I	5
FLAN 2B	Advanced Foreign Language	5
FLAN 5	Literature of Foreign Language Speaking World	3

FORESTRY

Contact MPC counselor for list of courses recommended.

GEOLOGY UNITS

GEOL 2	Introductory Geology	3
GEOL 2L	Introductory Geology Lab	1
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
MATH 20A	Calculus w/Analytic Geometry I	4
MATH 20B	Calculus w/Analytic Geometry II	4
PHYS 3A	Science & Engineering Physics I	4
PHYS 3B	Science & Engineering Physics II	4

HISTORY UNITS

HIST 4	History of Western Europe I	3
HIST 5	History of Western Europe II	3
HIST 17	History of the United States I	3
HIST 18	History of the United States II	3
	Select at least two courses from the following:	6
HIST 2	Great Civilizations of Asia	3
HIST 13	Women in History	3

HIST 15	History of California	3
HIST 20	History of Mexico	3
HIST 36	History of Russia: 1917 to Present	3
HIST 40	The African Experience	3
HIST 48	History of the Middle East: 19th Century to Present	3

HOSPITALITY MANAGEMENT

UNITS		
BUSI 1A	Financial Accounting	3
BUSI 1B	Managerial Accounting	3
ECON 2	Principles of Economics: Macro	3
ECON 4	Principles of Economics: Micro	3
MATH 16	Elementary Statistics	3
CSIS 1	Intro. to Comp. Sci. & Info. Syst.	3
HOSP 51	Introduction to Hospitality Industry	3
HOSP 52	Guest Services Management	3
HOSP 53	Food Service Management	3

LIBERAL STUDIES UNITS

Contact MPC Counselor for list of courses recommended.

MATHEMATICS UNITS

MATH 20A	Calculus w/Analytic Geometry I	4
MATH 20B	Calculus w/Analytic Geometry II	4
MATH 20C	Calculus of Several Variables	4
MATH 31	Linear Algebra	3
MATH 32	Differential Equations	3
PHYS 3A	Science & Engineering Physics I	4
PHYS 3B	Science & Engineering Physics II	4
PHYS 3C	Science & Engineering Physics III	4

MUSIC UNITS

MUSI 1	Music Appreciation	3
MUSI 10A	Musicianship	4
MUSI 10B	Diatonic Harmony I	4
MUSI 10C	Diatonic Harmony II	4
MUSI 10D	Chromatic Harmony	4

Select at least one course each semester in
performance:

MUSI 20	Chorus I	2
MUSI 22	Chamber Singers	1
MUSI 30	Concert/Community Band	1
MUSI 31	Piano Ensemble	1
MUSI 32	Jazz Ensemble	1
MUSI 34	Swing Band	1
	Select at least one course each semester:	1
MUSI 40	Voice Fundamentals	1
MUSI 41	Voice Literature	1
MUSI 50A	Beginning Piano I	1
MUSI 50B	Beginning Piano II	1
MUSI 50C	Intermediate Piano	1
MUSI 50D	Advanced Piano	1
MUSI 60.2	String Ensemble	1
MUSI 60.3	Chamber Music	1

OCCUPATIONAL THERAPY UNITS

Contact MPC Counselor for list of courses recommended.


OCEANOGRAPHY**UNITS**

OCEN 2	Introductory Oceanography	4
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
MATH 20A	Calculus w/Analytic Geometry I	4
MATH 20B	Calculus w/Analytic Geometry II	4
PHYS 3A	Science & Engineering Physics I	4
PHYS 3B	Science & Engineering Physics II	4

PHILOSOPHY**UNITS**

PHIL 2	Introduction to Philosophy	3
PHIL 4	Moral Issues	3
PHIL 6	Introduction to Logic	3
<i>Select at least three courses from the following:</i>		9
PHIL 5	Environmental Ethics	3
PHIL 10	Intro. to Critical Thinking	3
PHIL 13	Introduction to Eastern Philosophy	3
PHIL 40	Introduction to Feminist Theory	3
PHIL 54	Women and Religion	3

PHOTOGRAPHY**UNITS**

PHOT 1A	Photography I	3
*PHOT 1B	Photography II	3
*PHOT 1C	Photography III	3
*PHOT 60	Color Printing	3
		
*PHOT 70	Digital Photography	3
<i>Select six units from the following:</i>		6
PHOT 22	History of Photography (3)	
*PHOT 50	Portraiture Photography (3)	
*PHOT 53	Photojournalism (3)	
*PHOT 56	Photographic Lighting (3)	
*PHOT 70	Digital Photography (3)	
*PHOT 85	Alternative Processes – Mixed Media (3)	
*PHOT 86	Experimental Photography (3)	
*PHOT 93	Practicum: Photography (1-3)	
*PHOT 90	Independent Study (1-3)	
<i>*Does not transfer to UC.</i>		

PHYSICALEDUCATION**UNITS**

PHED 40	Careers in Phys. Ed. & Fitness	3
ANAT 1 & 2	General Human Anatomy & Lab	4
BIOL 21	Concepts in Biology I	5
HLTH 4	Healthy Living	3
HLTH 5	Adv. First Aid & Emergency Care	2
PHSO 1 & 2	General Human Physiology & Lab	5
PSYC 1	General Psychology	3

PHYSICS**UNITS**

PHYS 3A	Science & Engineering Physics I	4
PHYS 3B	Science & Engineering Physics II	4
PHYS 3C	Science & Engineering Physics III	4
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
MATH 20A	Calculus w/Analytic Geometry I	4
MATH 20B	Calculus w/Analytic Geometry II	4
MATH 20C	Calculus of Several Variables	4

POLITICAL SCIENCE**UNITS**

POLS 1	American Government & Politics	3
POLS 2	Comparative Government	3
POLS 3	Political Theory and Analysis	3
POLS 4	International Relations	3
<i>Select at least two courses from the following:</i>		6-7
POLS 5	Politics of Developing Countries	3
POLS 6	Asian Powers: China & Japan	3
POLS 8	Communist & Post-Communist Societies	3
POLS 10	Women in American Government	3
POLS 16	African-Americans in American Government	3
POLS 49	Introduction to Social Science Research Methodology	4

PRE-DENTISTRY

Contact MPC counselor for list of courses recommended.

PRE-NURSING**UNITS**

ANAT1 & 2	General Human Anatomy & Lab	4
CHEM 30A	Intro. to Chemistry for Health Sciences	4
CHEM 30B	Organic & Biological Chemistry for Health Sciences	4
BIOL 25 & 26	Applied Microbiology & Lab	4
PHSO 1 & 2	General Human Physiology & Lab	5
<i>Note: Contact MPC counselor for list of courses recommended.</i>		

PRE-PHYSICALTHERAPY**UNITS**

ANAT 1 & 2	General Human Anatomy & Lab	4
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
MATH 16	Elementary Statistics	3
PHYS 2A	General Physics I	4
PHYS 2B	General Physics II	4
PHSO 1 & 2	General Human Physiology & Lab	5

Note: Contact MPC counselor for list of courses recommended.

PSYCHOLOGY		UNITS
PSYC 1	General Psychology	3
PSYC 3	Introduction to Social Psychology	3
PSYC 25	Child & Adult Development	3
*PSYC 33	Psychology of Adjustment	3
PSYC 35	Intro. to Abnormal Psychology	3
PSYC 38	Biological Psychology	3
PSYC 40	Human Sexuality	3
PSYC 49	Introduction to Social Science Research Methodology	4
*PSYC 50	Health Psychology	3
*Does not transfer to UC		

SOCIOLOGY		UNITS
SOCI 1	Humanity & Society	3
SOCI 2	Contemporary Social Problems	3
SOCI 3	Introduction to Social Psychology	3
SOCI 8	Women & Men in Contemp. Soc.	3
SOCI 40	Marriage and Family Life	3
SOCI 49	Introduction to Social Science Research Methodology	4
MATH 16	Elementary Statistics	3
ANTH 4	Introduction to Cultural Anthropology	3

WILDLIFE
Contact MPC counselor for list of courses recommended.

WOMEN'S STUDIES		UNITS
WOMN/HUMA 1	Intro. to Women's Studies	3
WOMN/HUMA/ART 4	Images of Women in Western Culture	3
WOMN/PSYC 6	Psychology of Women	3
<i>Select at least one course from the following:</i>		3
WOMN/SOCI 8	Women & Men in Contemp. Soc. (3)	
WOMN/HUMA/PHIL 40	Intro. to Feminist Theory (3)	
WOMN/PHIL 54	Women and Religion (3)	
<i>Select at least one course from the following:</i>		3
WOMN/HIST 12	Women in American History (3)	
WOMN/HIST 13	Women in History (3)	
<i>Select at least one course from the following:</i>		3
WOMN/ANTH/ETNC 30	Women in Cross-Cult. Persp. (3)	
WOMN/ANTH/ETNC 31	Native American Women (3)	
WOMN/ETNC 32	African-American Women (3)	
WOMN/ETNC 33	Mexican-American Women (3)	
WOMN/ETNC 34	Asian-American Women (3)	

THE TEACHING PROFESSION

The "Teaching Preparation and Licensing Law of 1970" (Ryan Act) established the two basic teaching credentials - each of which authorizes teaching the qualified subject(s) in any grade from kindergarten through grade twelve. The credentials are (1) The Multiple Subjects Credential, and (2) The Single Subject Credential. Individuals who plan to teach at the high school or junior high school level will probably tend to choose the Single Subject Credential. Most individuals who plan to teach in the elementary grades will probably pursue the Multiple Subjects Credential. For additional information, contact a college counselor.

MONTEREY PENINSULA COLLEGE GENERAL EDUCATION REQUIREMENTS

AREA A

COMMUNICATION SKILLS: 6 units

A1 English Composition - 3 units

English 1A, 111

English as a Second Language 10

A2 Communication and Analytical Thinking - 3 units

Business 22, 42, 110

Computer Science & Info. Syst. 1, 10A, 14, 15, 16

English 2

MATE 10

Mathematics 10, 13, 15, 16, 17, 18, 20A, 261, 262, 263

Philosophy 6, 10

Social Science 10

Speech 1, 2, 3, 54

AREA B

NATURAL SCIENCE with LAB: 3-4 units

Anatomy 1 & 2, 5

Astronomy 10 & 10L, 21

Biology 10, 13, 22, 25 & 26, 31 & 32, 35

Chemistry 1A, 2, 10 & 10L, 30A

Geology 2 & 2L, 8

Oceanography 2

Physics 2A, 3A, 10

Physiology 1 & 2

AREA C

HUMANITIES: 3 units

Art 1, 2, 3, 4, 6, 7, 8, 9, 22, 24, 28A, 37, 51, 63A, 70A, 84A, 88A

Communications 5, 8

Drama 1, 4, 5, 7A, 15A, 19, 53

English 1B, 17, 18, 19, 22, 24, 38, 40, 41, 42, 44, 45, 46, 47, 49

English as a Second Language 10

Ethnic Studies 5

Foreign Language 1A, 1B, 2A, 2B, 225, 226

General 1-15, 20-23

Humanities 1, 4, 10, 30, 40

Music 1, 2, 3, 4, 10A, 14A
Philosophy 2, 4, 5, 13, 16, 18, 40, 54
Photography 1A, 22
Sign Language 1A, 1B, 2A
Speech 4
Women's Studies 1, 1B, 4, 40, 54

AREAD

SOCIAL SCIENCE: 3 units

Anthropology 2, 4, 6, 10, 11, 20, 21, 22, 30, 31
Biology 38
Child Development 1
Economics 1, 2, 4, 5
Ethnic Studies 10, 11, 16, 18, 21, 30, 31, 32,
33, 34, 40
Gentrain 1-15, 20-23
Geography 2, 4, 5
History 2, 4, 5, 12, 13, 15, 17, 18, 20, 36, 40, 48, 50
Political Science 1, 2, 4, 5, 6, 8, 10, 16
Psychology 1, 3, 6, 25, 33, 35, 38, 40, 55, 57, 60
Social Science 50
Sociology 1, 2, 8, 40, 60
Women's Studies 6, 8, 10, 12, 13, 30, 31, 32, 33, 34

AREAE

LIFE-LONG LEARNING AND SELF-DEVELOPMENT: 3 units (May be satisfied with courses in Areas A, B, C, D or F, or courses listed below.)

Administration of Justice 2, 3, 4, 6, 51
Art 23, 24, 28A, 30A, 36, 41A, 57A, 58A
Automotive Technology 100
Aviation 101
Biology 30, 31, 36, 38
Business 1A, 18, 20, 44, 62, 70, 80, 100, 120A, 124,
130, 132
Business Skills Center 100.1, 102.1, 104.1, 108A.1,
109, 110.1, 117.1, 119.1
Child Development 5*, 50
Dance 1 through 21
Dental Assisting 100
Drafting 100, 109A, 121A, 130A
Drama 11, 21A, 23, 24, 25, 30, 35, 40, 60
Family and Consumer Science 56
Fashion 61, 63
Fire Protection Technology 100
Geology 10
Health 4, 5, 7
Hospitality 51
Human Services 50
Learning Skills 9 through 17
Library Services 50, 70
Medical Assisting 100
Music 17A, 20, 22, 30, 31, 32, 33, 44, 48A, 50A, 55A
Nautical Science 5A, 50
Nutrition and Food 1
Ornamental Horticulture 51, 52
Personal Development 50, 51, 52, 54
Photography 4, 10, 22
Physical Education 1A through 20, 40, 50, 53, 60
Physical Fitness 8 through 30, 50, 51

Real Estate 50

AREAF

INTERCULTURAL STUDIES: 3 units

Anthropology 11
Drama 4
English 40
Ethnic Studies 10
History 12
Humanities 30
Speech 4
Women's Studies 12

**Pending approval*

MONTEREY PENINSULA COLLEGE

GENERAL EDUCATION REQUIREMENTS

FOR CALIFORNIA STATE UNIVERSITY (CSU)

A minimum of 48 semester units in General Education are required for a degree, of which 9 semester units must be at the upper division level. This pattern is designed to satisfy the 39 units of lower division general education requirements to any of the CSU campuses. A course may be listed in more than one area, but can only be used to satisfy the requirement in only one area.

AREAA

COMMUNICATION and CRITICAL THINKING: 9 units

Choose one course from A1, A2, and A3.

A1 - Oral Communication
Personal Development 54
Speech 1, 2, 3, 54
A2 - Written Communication
English 1A
A3 - Critical Thinking
English 2
Philosophy 6, 10
Social Science 10

AREAB

PHYSICAL UNIVERSE AND ITS LIFE FORMS: 9 units

Choose one course from B1, B2, and B4. At least one course from B1 or B2 should be a laboratory course (listed in B3).

B1-Physical Universe

Astronomy 10 & 10L, 21
Chemistry 1A, 2, 10 & 10L, 30A
Geology 2 and 2L, 8
Oceanography 2
Physics 2A, 3A, 10

B2-Life Forms

Anatomy 1, 2, 5
Anthropology 2
Biology 10, 13, 21, 22, 30, 31, 35, 36
Physiology 1, 2

B3-Laboratory Activity

Anatomy 2, 5
Astronomy 10 & 10L, 21
Biology 10, 13, 21, 22, 31 & 32
Chemistry 1A, 2, 10 & 10L, 30A

Geology 2 & 2L, 8
Oceanography 2
Physics 2A, 3A, 10
Physiology 2

B4-Mathematical Concepts, Quantitative Reasoning and Applications

Mathematics 10, 13, 14, 16, 17, 18, 20A, 20B

AREAC

ARTS, LITERATURE, PHILOSOPHY and FOREIGN LANGUAGE: 9 units

Choose three units from C1; three units from C2; and three units from C1, C2, or Foreign Language.

C1 - Art, Dance, Drama, Music, Photography

Art 1, 2, 3, 4, 6, 7, 8, 9, 51
Drama 1, 4, 5, 53
Ethnic Studies 5
Gentrain 1-15, 20-23 (6 unit limit)
Music 1, 2, 3, 10A, 10B
Photography 1A
Women's Studies 4

C2 - Literature, Humanities, Philosophy

Communications 5
English 1B, 17, 18, 22, 24, 38, 40, 41, 42, 44, 45, 46, 47, 49
Gentrain 1-15, 20-23 (6 unit limit)
Humanities 1, 4, 10, 30, 40
Philosophy 2, 4, 5*, 13, 40, 54
Women's Studies 1, 1B, 4, 40, 54

Foreign Language

One course only
Any Foreign Language 1A-2B
Sign Language 1A-2A

AREAD

SOCIAL, POLITICAL and ECONOMIC INSTITUTIONS: 9 units

Choose one course from Historical Setting; one course from Political Institutions; and one course from Social, Economic Institutions

Historical Setting

Ethnic Studies 11
History 11, 12, 17, 18, 50
Women's Studies 12

Political Institutions

Ethnic Studies 16
Political Science 1, 10, 16
Women's Studies 10

Social, Economic Institutions

Anthropology 2, 4, 6, 10, 11, 20, 21, 22, 30, 31
Biology 38
Economics 1, 2, 4, 5
Ethnic Studies 10, 18*, 20, 21, 30, 31, 32, 33*, 34*
Gentrain 1-15, 20-23 (6 unit limit)
Geography 2, 4, 5
History 2, 4, 5, 13, 15, 20, 36, 40, 48
Physical Fitness 51
Political Science 2, 4, 5, 6, 8
Psychology 1, 3, 6, 25, 38, 40, 55
Social Science 50
Sociology 1, 2, 3, 8, 40
Speech 4
Women's Studies 6, 8, 13, 30, 31, 32, 33*, 34*

AREA E

LIFELONG UNDERSTANDING and SELF-DEVELOPMENT: 3 units

E - Lifelong Understanding and Self-Development

Biology 31, 38
Child Development 60
Family and Consumer Science 56
Health 4, 7
Humanities 10
Nutrition and Food 1
Personal Development 51
Philosophy 4
Psychology 1, 6, 38, 40, 55, 57, 60
Sociology 40, 60
Women's Studies 6, 7

*Pending approval by CSU review

MONTEREY PENINSULA COLLEGE

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Completing all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower division general education courses to satisfy campus general education requirements. The course requirements for all areas must be completed before IGETC can be certified unless certification is for the UC only. All courses must be completed with grades of 'C' or better.

AREA 1

ENGLISH COMMUNICATION

CSU: 3 courses required, one from each group.

UC: 2 courses required, one from Group A and one from Group B.

Group A: English Composition

1 course, 3 semester units

English 1A

Group B: Critical Thinking - English Composition

1 course, 3 semester units

English 2

Group C: Oral Communication (CSU requirement only)

1 course, 3 semester units

Speech 1, 2

AREA 2

MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

1 course, 3 semester units

Math 10, 13, 15, 16, 17, 18, 20A, 20B

AREA 3

ARTS and HUMANITIES

At least 3 courses, with at least one course from the Arts and one course from the Humanities.

Art 1, 2, 3, 4, 6, 7, 8, 9

Drama 1, 4, 5, 53

Music 1, 2, 3, 10A, 10B

Women's Studies 4

Group B: Humanities Courses

English 1B, 17, 18, 22, 24, 38, 40, 41, 42, 44, 45, 46, 47, 49

Ethnic Studies 11

Gentrain 20, 21, 22, 23

History 2, 4, 5, 11, 12, 13, 15, 17, 18, 20, 36, 40, 48

Humanities 1, 4, 10, 30, 40

Philosophy 2, 4, 5*, 13, 40

Women's Studies 1, 1B, 4, 12, 13, 40

AREA 4

SOCIAL and BEHAVIORAL SCIENCES

At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.

3 courses, 9 semester units

Anthropology 2, 4, 6, 10, 11, 20, 21, 22, 30, 31

Economics 1, 2, 4, 5

Ethnic Studies 10, 11, 16, 18*, 20, 21, 30, 31, 32, 33*, 34*

Gentrain 20, 21, 22, 23

Geography 2, 4, 5

History 2, 4, 5, 11, 12, 13, 15, 17, 18, 20, 36, 48

Political Science 1, 2, 4, 5, 8, 10, 16

Psychology 1, 3, 6, 25, 35, 40

Sociology 1, 2, 8, 40

Speech 4

Women's Studies 6, 8, 10, 12, 13, 30, 31, 32

AREA 5

PHYSICAL and BIOLOGICAL SCIENCES

At least 2 courses, one Physical Science course, and one Biological Science course; at least one must include a laboratory (indicated by 'L' in parentheses).

2 courses, 7 semester units

Group A: Physical Science Courses

Astronomy 10 and 10L

Chemistry 1A (L), 2 (L), 10 and 10L

Geology 2 and 2L, 8 (L)

Oceanography 2 (L)

Physics 2A (L), 3A (L), 10 (L)

Group B: Biological Science Courses

Anatomy 5 (L)

Anthropology 2

Biology 10 (L), 13 (L), 21 (L), 22 (L), 30, 31, 35, 36

Physiology 1, 2 (L)

AREA 6

LANGUAGES OTHER THAN ENGLISH

(UC requirement only) Proficiency equivalent to two years of high school study in same language

Any 1A foreign language course

Sign Language 1B

AREA 7

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS

(Not part of IGETC; may be completed prior to transfer.) Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

6 units, one course from Group A and one course from Group B

Group A:

Political Science 1, 10

Ethnic Studies 16

Women's Studies 10

Group B:

History 11, 12, 17, 18

Ethnic Studies 11

Women's Studies 12

**Pending approval by IGETC review*

Transfer Information

Admission

CALIFORNIA STATE UNIVERSITY

Eligibility for admission is dependent upon high school grade point average in the tenth, eleventh, and twelfth grades; scores on either the SAT or ACT; and completion with grades of "C" or better in courses in the comprehensive pattern of college preparatory subject requirements which include English, mathematics, U.S. history or U.S. history and government, science, foreign language, visual and performing arts, and electives from those areas listed previously.

MPC students qualify for admission as a transfer student if they have a 2.00 or better GPA ("C") in all transferable units attempted, are in good standing at the last college or university attended and meet any of the following standards:

1. were eligible as a freshman at the time of application for admission or at the time of graduation from high school, provided they have been in continuous attendance at a college since graduation, or
2. were eligible as a freshman except for the college preparatory subject requirements and have completed appropriate college courses in the missing subjects, or
3. have completed at least 56 transferable semester units and have completed appropriate college courses to make up any missing college preparatory subjects.

ENTRY LEVEL TESTING AND PLACEMENT

The CSU assesses the English and mathematics skills of entering students in appropriate basic skills coursework. The English Placement Test (EPT) and the Entry Level Mathematics (ELM) Examination must be taken as soon as possible after admission to a CSU by all entering non-exempt students.

Transfer students are exempt from the EPT if they have completed English 1A with a grade of 'C' or better and the ELM if they have completed a transfer level math course with a grade of 'C' or better. These courses must be completed by the end of the spring semester prior to transfer in the fall.

IMPACTED UNDERGRADUATE PROGRAMS

In the California State University, an undergraduate program or campus is designated as impacted when the number of applications received in the first month of the filing period is larger than the number of spaces available. Impacted programs, or campuses, are authorized to use supplementary admission criteria in screening applicants. Impacted programs and campuses accept no applications for admission after the first month of the filing period.

Consideration for admission to any impacted program is contingent on first meeting the regular admission requirements. For the CSU, supplementary admission criteria are used to screen all applicants for admission to impacted programs. All applicants are required to meet supplementary criteria for admission to impacted programs at Cal Poly, San Luis Obispo. Each fall the impacted majors list is available in the Transfer Center and the Counseling Center.

UNIVERSITY OF CALIFORNIA

Eligibility for admission is dependent upon the completion of certain subject requirements - including English, foreign language, mathematics, U.S. history, U.S. government, laboratory science - and the attainment of a "B" average in the required subjects in the tenth, eleventh and twelfth grades.

1. MPC students qualifying for admission upon graduation from high school may transfer at any time they have a 2.0 ("C") average in all college work acceptable at the University of California.
2. If students are ineligible upon graduation from high school because of subject deficiencies only, they may transfer when they have made up their subject deficiencies, have a minimum grade point average of 2.0, and have completed twelve or more semester units of transferable college credit following high school graduation or have satisfied the examination requirement for freshman applicants.
3. If students are ineligible upon graduation from high school because of low scholarship only or a combination of low scholarship and subject deficiencies, they may transfer when they have earned a minimum of 60 acceptable units with an overall grade point average of 2.4 or higher and have completed the following course pattern,

with a grade of "C" or better in each course:
Two transferable courses (3 units each) in English Composition and Critical Thinking, one transferable course (3-4 units) in mathematical concepts and quantitative reasoning, and four transferable courses (3 units each) from at least two of the subject areas of arts and humanities, social and behavioral sciences, and physical and biological sciences.

TRANSFER ADMISSION AGREEMENT

The Transfer Admission Agreement (TAA) program at Monterey Peninsula College is a commitment universities make to students who meet the transfer admission requirements. The agreement is a written document signed by the student and designated representatives of MPC and a four-year university/college (UC Davis, UC Santa Cruz, San Jose State, Chico, San Francisco, Hayward, Monterey Bay, Santa Clara University, Chapman University, Golden Gate).

The basis of the agreement is that the student will have completed at least 30 transferable units at the time of submittal and have maintained and will maintain the minimum GPA in all transferable units, which is different for each institution. Interested students should contact the Counseling Center or the Transfer Center. It is recommended that students begin the process early, especially in the Fall semester one year prior to the planned transfer.

COOPERATIVE ADMISSIONS PROGRAM (CAP)

The University of California, Berkeley, and Monterey Peninsula College have entered into a Cooperative Admissions Program with the College of Letters and Science for high school students who were not admitted to UCB because of space limitation, but were eligible for admission.

This program requires students to spend the first two years at Monterey Peninsula College completing specific requirements for their major and the College of Letters and Science. Students will be guaranteed admission as a junior, after completing 56 minimum semester units, for the specific majors, and in a non-impacted major in the College of Letters and Science. For more information, contact the Counseling Department at 646-4020 or the Transfer Center at 645-1303.

General Education Requirements

MPC students who plan to transfer to a University of Califor-

nia or California State University campus in advanced standing (junior), should satisfy as many University, College and Major requirements (prerequisites) as possible before transferring. Each campus of the UC system has its own specific general education and major requirements; however, many UC campuses will honor certification of the IGETC. Students should see a counselor for more information.

CSU GENERAL EDUCATION PATTERN

The California State University has a basic pattern of general education requirements totaling 48 units: 39 lower division and a minimum of 9 upper division general education units which must be completed after transfer. It is not mandatory that the 39 units of general education be completed before transfer, but it is in the student's best interest to do so.

Completion of the CSU General Education Course Pattern will meet the General Education-Breadth Requirements of CSU. Transfer students have the option of completing either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State General Education Pattern (see IGETC on page 79).

Transferring students should request that a Certification of General Education Requirements be sent, with an official transcript, to the appropriate California State University. The certification should be requested during the last semester/session of attendance and after acceptance to the CSU.

If students do not complete the general education requirements and be certified before transferring, the courses they complete may be reviewed differently at the colleges or universities to which they transfer. Catalogs for all CSU campuses and copies of articulation agreements, which list lower division courses offered at many CSU campuses, are available in the Transfer Center. Transferring students should also refer to the catalogs to determine the lower division courses required for their selected major.

All transfer applicants with 56 or more transferable semester units will be expected to have completed the following CSU General Education requirements:

Area A: Communication and Critical Thinking (3 courses)

Area B: Mathematics

The CSU will accept a maximum of 70 transferable semester units (105 quarter units). General Education units in excess of area maximum will transfer as either elective or pre-major units.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. Courses must be completed for all areas with a grade of "C" or better. Once all requirements have been completed, the transferring student should request that a certification of the IGETC be sent, with an official transcript, to the University of California or California State University.

Partial certification (i.e., certification of all but one or two courses) is allowed if the student has demonstrated good cause as ascertained by the certifying college following the procedure outlined in "Partial Certification of the Intersegmental General Education Transfer Curriculum." (Students must still complete all admission requirements for transfer. As a result, Areas 1ABC and Area 2 must be completed before transfer.)

It should be noted that completion of the IGETC is not a requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower division general education requirements of CSU or UC prior to transfer. Students pursuing majors that require extensive lower division preparation may find the IGETC inappropriate to follow. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

Students intending to transfer to CSU are required to take an additional course in Oral Communication and do not need to demonstrate proficiency in language other than English.

Transfer to Local Private Universities

GENERAL EDUCATION REQUIREMENT FOR CHAPMAN COLLEGE (MONTEREY ACADEMIC CENTER)

All degree-seeking students must meet the following requirements: Basic Skills, Required Skills, General Education, and Major.

A student who is admitted to Chapman College in regular standing and who, at the time of matriculation, has successfully completed 60 semester hours or more of liberal arts studies at a regionally accredited college or university is presumed to have met the Basic Skills and Required Courses.

At matriculation, if a student is in regular standing and presents an Associate degree from a regionally accredited college and if that college certifies that the student has met the general education requirements for the California State Universities, or if the Associate degree includes at least 45 semester credits of acceptable work in the Social Sciences, Humanities, and Natural Sciences, Chapman College will accept such a degree as fulfilling its Basic Skills, Required Courses, and General Education Requirements.

A student who has not completed 60 semester hours in liberal studies or completed an Associate degree and has not met the requirements for general education certification through the State University pattern must satisfy the Basic Skills requirement through test scores on the SAT/ACT/CLEP/Chapman Proficiency Tests or completion of English 301, 321, and Mathematics 263. The minimum passing grade for all Basic Skills courses is "C" and no transfer credit is given for these courses. The courses at Monterey Peninsula College which satisfy the Required Courses category include: English 1A and 1B; Speech 1; one year of the same foreign language; and any History 2-48 course. The minimum passing grade is a "C" for these courses. Consult Chapman College counselor for general education information.

Only Monterey Peninsula College courses numbered 1-99 are transferable to Chapman College.

GENERAL EDUCATION REQUIREMENT FOR MONTEREY INSTITUTE OF INTERNATIONAL STUDIES

All students completing the MPC/MIIS collaborative bachelor's degree program must have the equivalent of 124 semester hours which include 60 lower division hours. The general education requirements include one foreign language through level 2B; 6 units in English Composition and Literature; 3 units in American Institutions; 6 units in Humanities; 6 units in Social Sciences; and 6 units in Science and/or college level Mathematics.

Students may complete BA/MA combination degrees with 3

years of study at the Monterey Institute.

GENERAL EDUCATION REQUIREMENTS FOR MONTEREY COLLEGE OF LAW

Admission to the Monterey School of Law is based upon a combination of factors including academic record, LSAT score, personal statement, special interests, and non-academic accomplishments related to performance as a lawyer. The completion of a bachelor's degree from an accredited college or university is recommended at the time of enrollment. In some circumstances, an applicant with less than a bachelor's degree but with more than 60 semester units of academic credit may be approved for admission. Only Monterey Peninsula College courses numbered 1-99 are recommended as transferable. It is suggested that these courses be chosen to represent a wide variety of general education to include English, social science, natural science, and humanities.

Announcement of Courses

COURSE DESCRIPTIONS AND NUMBERING

All courses are listed alphabetically.

Not all courses listed in this catalog may be offered during the academic year.

Unit of credit or semester unit is a measure of time and study devoted to a course.

Hours for courses are listed as hours that the student will spend in class per week for the semester. Total hours spent in a class are listed for courses that are less than a semester in length. These hours may be lecture, laboratory, discussion, field study, studio, activity, or clinical.

COURSE GRADING

The following course grading is found in the course description following the title of the course:

LG: Letter grade only

C/NC: Credit or No Credit grades only

LG-C/NC: Letter Grade or Credit/No Credit grades

COURSE NUMBERS

The college has adopted the following numbering system effective Fall, 1995:

1-99 **BS/BA Level**

Courses numbered 1 through 99 are baccalaureate level courses, carrying lower division baccalaureate level credit at four-year colleges and universities. Not all courses numbered 1-99 are transferable to UC. Check the Catalog description. "Baccalaureate applicable" courses in the 1 through 99 series meet the following criteria:

1. The course is parallel to one offered at a California State University or University of California campus and/or has been accepted as satisfying a general education requirement as indicated by the approved CSU-GE List (California State University General Education List) or the IGETC (Intersegmental General Education Transfer Curriculum).
2. The course has procedural rigor to meet the critical thinking and computational levels required for baccalaureate level courses.

100-199 Occupational

Courses numbered 100 through 199 are considered to be baccalaureate, can be occupational specific, but do not meet requirement #1 stipulated in the 1-99 series. Transfer is at the discretion of the receiving institution.

200-299 AA/AS Degree

Courses numbered 200 through 299 are intended as associate degree credit only and do not transfer to four-year schools. In-service, introductory occupational, and introductory liberal arts courses which do not satisfy major or general education requirements are in this series. However, courses in this category may count as elective units.

300-399 Credit, Non-associate

Courses numbered 300 through 399 are intended as developmental courses in reading, writing, mathematics and study skills. May not be used to fulfill any degree requirements.

400-499 Non-credit

Courses numbered 400 through 499 are courses for which no credit is awarded.

CALIFORNIA ARTICULATION NUMBERING SYSTEM (CAN)

Students who intend to transfer to a California State University should be aware of a special course numbering system called "CAN" (California Articulation Number). Articulation refers to the process in which a university accepts certain courses from community college as comparable to courses at other California colleges and universities.

The CAN system involves assigning standardized numbers to courses that are articulated with community colleges and the entire California State University system and sometimes the University of California.

An example of the CAN system is Anthropology 2 (CAN

ANTH 2). The number "2" is only MPC's number. "ANTH 2" is used to identify the comparable/articulated course in the CAN system.

COURSE REQUISITES

The following definitions from Title 5, Section Code 55200 of the California Education Code are used to describe conditions that should be considered before a student enrolls in a class.

Requisites are determined to be "necessary and appropriate" when a strong rational basis exists for concluding that a prerequisite or co-requisite is reasonably needed to achieve the purpose that it purports to serve.

"Prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Prerequisite courses must be completed with a grade of "C" or better.

"Co-requisite" means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

"Advisory" means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

"Enrollment Limitation" means a condition of enrollment that a student is required to meet for admission into a program such as Work Experience or Dental Assisting.

"Satisfactory grade" means that, for the course in question, the student's academic record has been annotated with the symbol A, B, C, or "CR."

PREREQUISITE/CO-REQUISITE CHALLENGE PROCEDURES

NOTE: Challenge paperwork must be filed by the last day of regular registration.

A student may challenge a prerequisite by following the Prerequisite/Co-requisite Challenge Procedures described below.

1. Pick up a Prerequisite Challenge Form from the Division Office responsible for the course you wish to challenge.
2. Complete the form by identifying one or more of the following reasons for seeking a challenge.
 - a. The prerequisite or co-requisite is not reasonably available;
 - b. The student believes the prerequisite was established in violation of regulations or in violation of the District-approved processes;
 - c. The student believes the prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

Course Listings

ANY DISCIPLINE 96 SPECIAL TOPICS

.5-6 units • LG-C/NC • One hour per week for each unit of credit for lecture course

The course provides a framework for any of the disciplines listed in the catalog to offer transferable Special Topics courses which are designed to enrich or broaden the student's experience beyond that which is available through the current curriculum or catalog offerings.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ANY DISCIPLINE 196 SPECIAL TOPICS

.5-6 units • LG-C/NC • One hour per week for each unit of credit for lecture course

The course provides a framework for any of the academic disciplines listed in the catalog to offer degree credit Special Topics courses, which are designed to enrich the student's experience beyond current curriculum offerings. Credit is transferable at the discretion of the receiving institution.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

ANY DISCIPLINE 296 SPECIAL TOPICS

.5-6 units • LG-C/NC • One hour per week for each unit of credit for lecture course

The course provides a framework for any of the disciplines listed in the catalog to offer non-transferable Special Topics courses, which are designed to enrich the student's experience beyond current curriculum offerings.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

ANY DISCIPLINE 396 SPECIAL TOPICS

.5-6 units • LG-C/NC • One hour per week for each unit of credit for lecture course

The course provides a framework for any of the academic disciplines listed in the catalog to offer non-degree credit Special Topics courses, which are designed to enrich the student's experience beyond current curriculum offerings. The offering must include some student objectives and content in reading, writing and/or math skill development.

ADMINISTRATION OF JUSTICE

ADMJ 2 INTRODUCTION TO ADMINISTRATION OF JUSTICE

3 units • LG • Three hours lecture

This course addresses the history and philosophy of justice as it evolved throughout the world; in-depth study of the American system and the various sub-systems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system. Also offered in the Living Room Series. (CAN AJ 2)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

ADMJ 3 COMMUNITY AND HUMAN RELATIONS

3 units • LG • Three hours lecture

This course addresses the relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

ADMJ 4 CRIMINAL LAW

3 units • LG • Three hours lecture

This course addresses historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes and their applications to the system of administration of justice; legal search, review of case law, methodology and concepts of law as a social force. It explores crimes against persons, property, and the state as a social, religious, and historical ideology. Also offered in the Living Room Series. (CAN AJ 4)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

ADMJ 6 INTRODUCTION TO EVIDENCE

3 units • LG • Three hours lecture

This course addresses the origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kind and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies viewed from a conceptual level. Also offered in the Living Room Series. (CAN AJ 6)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: MPC, Area E

ADMJ 51 CRIMINAL PROCEDURES

3 units • LG • Three hours lecture

This course addresses legal processes from pre-arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

ADMJ 55 WRITING FOR CRIMINAL JUSTICE

3 units • LG • Three hours lecture

This course addresses techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner in the various types of criminal justice system reports; letters, memoranda, directives, and administrative reports; emphasis on criminal justice terminology, use of English and organization of information; practice experience in note taking and report writing; presentation of testimony in court. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ADMJ 57 INTRODUCTION TO CORRECTIONS

3 units • LG • Three hours lecture

This course surveys the field of correctional science. It includes historical development, current concepts and practice; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private agencies. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ADMJ 66 INTRODUCTION TO INVESTIGATION

3 units • LG • Three hours lecture

This course addresses fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi; processes; sources of information; interview and interrogation; follow-up investigation. Also offered in the Living Room Series. (CAN AJ 8)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ADMJ 70 JUVENILE LAW AND PROCEDURE

3 units • LG • Three hours lecture

This course addresses techniques of handling juvenile offenders and victims; prevention and intervention of juvenile criminality; counseling and referral; organization of community resources; juvenile law and juvenile court procedures and codes. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ADMJ 140A P.O.S.T. BASIC ACADEMY I

1 unit • LG • Three hours lab

This is the first in a series of courses comprising the P.O.S.T. Basic Academy program. This module will cover developing the knowledge, skills, and abilities needed for History, Professionalism and Ethics, Introduction to Criminal Law, Community Relations, Investigative Report Writing, Laws of Arrest, Search and Seizure, Presentation of Evidence, Crimes Against the Justice System, Use of Force, Preliminary Investigation as specified by federal and state regulations.

Prerequisite: Passing score on the P.O.S.T. Reading and Writing Comprehension Exam

ADMJ 140B P.O.S.T. BASIC ACADEMY II

1 unit • LG • Three hours lab

This is the second in a series of courses comprising the P.O.S.T. Basic Academy program. This module will cover developing the knowledge, skills, and abilities needed for Arrest and Control/Baton and Firearms/Chemical Agents as specified by federal and state regulations.

Prerequisite: ADMJ 140A

ADMJ 141 P.O.S.T. BASIC ACADEMY III

2.5 units • LG • Seven and one-half hours lab

This is the third in a series of courses comprising the P.O.S.T. Basic Academy program. This module will cover developing the knowledge, skills and abilities needed for Professionalism and Ethics, Criminal Justice System, Introduction to Criminal Law, Custody, Information Systems, Property Crimes, Crimes Against Persons, Laws of Arrest, Search and Seizure, Investigative Report Writing, Use of Force, Crimes in Progress, Traffic Enforcement, Cultural Diversity/Discrimination, Preliminary Investigation, Firearms/Chemical Agents, First Aid and CPR, Arrest and Control/Baton, and Vehicle Operations.

Prerequisite: ADMJ 140B

ADMJ 142A P.O.S.T. BASIC ACADEMY IV

2 units • LG • Six hours lab

This is the fourth in a series of courses comprising the P.O.S.T. Basic Academy program. This module will cover developing the knowledge, skills, and abilities needed for Victimology/Crisis Intervention, Property Crimes, Crimes Against Persons, General Criminal Statutes, Crimes Against the Justice System, Crimes Against Children, Sex Crimes, Persons With Disabilities, Weapons Violations, Patrol Techniques, Unusual Occurrences, Laws of Arrest, Search and Seizure, Presentation of Evidence, and Use of Force as specified by federal and state regulations.

Prerequisite: ADMJ 141

ADMJ 142B P.O.S.T. BASIC ACADEMY V

3 units • LG • Nine hours lab

This is the fifth in a series of courses comprising the P.O.S.T. Basic Academy program. This module will cover developing the knowledge, skills, and abilities needed for Crimes in Progress, Investigative Report Writing, Arrest and Control/Baton, Preliminary Investigation, Hazardous Materials Awareness, Vehicle Pullovers, Cultural Diversity/Discrimination, and Firearms/Chemical Agents as specified by federal and state regulations.

Prerequisite: ADMJ 142A

ADMJ 143A P.O.S.T. BASIC ACADEMY VI

5.5 units • LG • Fifteen hours lab

This is the sixth in a series of courses comprising the P.O.S.T. Basic Academy program. This module will cover developing the knowledge, skills, and abilities needed for Lifetime Fitness, Juvenile Law and Procedure, Victimology/Crisis Intervention, Controlled Substances, ABC Law, Patrol Techniques, Vehicle Pullovers, Crimes in Progress, Handling Disputes/Crowd Control, Domestic Violence, Missing Persons, Unusual Occurrences, Traffic Enforcement, Traffic Accident Investigation, Preliminary Investigation, and Arrest and Control/Baton as specified by federal and state regulations.

Prerequisite: ADMJ 142B

ADMJ 143B P.O.S.T. BASIC ACADEMY VII

3 units • LG • Nine hours lab

This is the seventh in a series of courses comprising the P.O.S.T. Basic Academy program. This module will cover developing the knowledge, skills, and abilities needed for Arrest and Control/Baton, Use of Force, Persons with Disabilities, Vehicle Operations, Firearms/Chemical Agents, Gang Awareness, and Hazardous Materials Awareness as specified by federal and state regulations.

Prerequisite: ADMJ 143A

ADMJ 151 CRIMINAL JUSTICE/ACADEMY INTERNSHIP

.5-5 units • C/NC • Forty-eight hours lab for each unit of credit

This course is designed to provide Administration of Justice personnel with an experiential learning opportunity. Students work in a Criminal Justice Agency or campus security department in the application of Administration of Justice teachings. May be taken four times for credit.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

ADMJ 210 LAW ENFORCEMENT MANAGEMENT MEDIA RELATIONS

.5-3 units • C/NC • Combination of lecture and lab based on sixteen hours of lecture for one unit of credit and forty-eight hours lab for one unit of credit

This course explores the role of mass media in our society with emphasis on the relation of mass media to law enforcement. It includes practical hands-on exercises, writing and delivery of press releases.

ADMJ 216 INTERROGATION AND INTERVIEW TECHNIQUES

.5-3 units • C/NC • Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours lab for one unit of credit

This course is designed to expose the student to current interview and interrogation techniques and case law as used by law enforcement officers.

Prerequisite: Peace Officer status or equivalent

ADMJ 220 11550 H & S DRUG IDENTIFICATION AND INFLUENCE

.5-3 units • C/NC • Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours lab for one unit of credit

This course is designed to familiarize the student with the most commonly abused controlled substances, their methods of acquisition and abuse, as well as articulating the signs and symptoms of persons under the influence of these substances. Emphasis is on the California Health and Safety Code.

Prerequisite: Peace Officer status or equivalent

ADMJ 221 CRITICAL INCIDENT/TACTICAL COMMAND

.5-3 units • C/NC • Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours lab for one unit of credit

This course is designed to assist law enforcement critical incident/tactical commanders to know and understand the complexities of dealing with unusual calls for police services.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

ADMJ 230 ADVANCED OFFICER COURSE

.5-3 units • C/NC • Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours lab for one unit of credit

This course is designed to provide update and refresher training at the operations level to peace officers. May be repeated provided there is no duplication of topics. (P.O.S.T. Regulation 1005d)

ADMJ 231 ADVANCED LAW ENFORCEMENT TRAINING

.5-3 units • C/NC • Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours lab for one unit of credit

This course is designed to provide update and refresher information of new laws, court decisions, changes in law enforcement policies, and concepts. May be repeated provided there is no duplication of topics. (P.O.S.T. certified)

ADMJ 232 ADVANCED PEACE OFFICER TRAINING

.5-12 units • C/NC • Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours of lab for one unit of credit

This course covers a series of topics designed to provide ongoing training for currently employed law enforcement officials. This training meets the requirements of the Commission of Peace Officer Standards and Training. May be taken to a maximum of 12 units.

ADMJ 240 ADVANCED TECHNICAL LAW ENFORCEMENT TRAINING

.5-3 units • C/NC • Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours lab for one unit of credit

This course is designed to provide update and refresher information in technical areas such as basic accident investigation, weapon retention, etc. May be repeated provided there is no duplication of topics. (P.O.S.T. certified)

ADMJ 242 PEACE OFFICER ASSOCIATION TRAINING

.5-12 units • C/NC • Combination of lecture and lab based on sixteen hours lecture for one unit of credit and forty-eight hours of lab for one unit of credit

This course covers a series of topics designed to provide training to groups of law enforcement officials of like disciplines. Training will occur in a workshop format. May be taken to a maximum of 12 units.

ADMJ 245 BEGINNING FIELD TRAINING FOR OFFICERS

4 units • C/NC • Twelve hours lab

This is the first course in a three-part series which provides direct training to newly hired police officers. This course provides participants with the basic information and skills needed to complete their duties as entry-level police officers. Course information is presented in both classroom and in the field.

ADMJ 246 INTERMEDIATE FIELD TRAINING FOR OFFICERS

4 units • C/NC • Twelve hours lab

This is the second course in a three-part series and provides direct training to police officers with 3-6 months experience. This course provides participants with the information and skills needed to complete their duties as police officers. Course information is presented in both classroom and in the field.

ADMJ 247 ADVANCED FIELD TRAINING FOR OFFICERS

4 units • C/NC • Twelve hours lab

This course is the third in a three-part series, and it provides direct training to police officers with 6-12 months experience. It includes advanced information, procedures and detail operations to provide students with essential knowledge, skills and abilities to be successful on the job as fully functioning officers. Training is provided in the field and in the classroom.

ADMJ 250 STANDARD FIRST AID

.5 unit • LG-C/NC • Total hours: Eight hours discussion

This course is designed to provide lifesaving skills of rescue breathing, first aid for choking, and CPR with other essential but basic first aid skills.

ADMJ 251 BASIC LIFE SUPPORT FOR THE PROFESSIONAL RESCUER: CPR

.5 unit • LG-C/NC • Total hours: Eight hours discussion/problem

This course familiarizes the student with procedures to respond to medical emergencies requiring CPR for all age groups. Also covers how to work with EMS dispatchers and emergency personnel.

ADMJ 270 JUVENILE CORRECTIONS COUNSELOR CORE TRAINING

8.5 units • C/NC • Eight hours lecture; one and one-half hours lab

This course is designed and certified to satisfy the requirements set by the Board of Corrections, Standards and Training for Corrections, and provides training to become a juvenile corrections counselor. Students will learn to supervise and control minors in a safe, secure, humane and constructive environment.

ADMJ 275 CORRECTIONAL OFFICER CORE TRAINING

8.5 units • C/NC • Seven and one half hours lecture; one and one-half hours lab

This course is designed and certified to satisfy the requirements set by the Board of Corrections, Standards and Training for Corrections, for anyone seeking to be employed as a correctional officer at a community correctional facility.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

ADMJ 280 SURVEY LAW ENFORCEMENT

.5-4 units • LG-C/NC • Combination of lecture, activity, lab/discussion based on sixteen hours lecture for one unit of credit; thirty-two hours activity for one unit of credit; forty-eight hours lab/discussion for one unit of credit

This is an introductory course in criminal justice procedures and career opportunities that exist in justice agencies in California.

AMERICAN SIGN LANGUAGE

See **FOREIGN LANGUAGES**.

ANATOMY

See also **BIOLOGY** and **PHYSIOLOGY**.

ANAT 1 GENERAL HUMAN ANATOMY

2 units • LG • Two hours lecture

This course addresses the systemic approach to microscopic and gross structure of the human body. It is appropriate for majors in nursing, physical therapy, dental hygiene, physical education, occupational therapy, and similar fields. (CAN BIOL10)

Course advisories: High school chemistry and biology or ANAT 5

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2; MPC, Area B (with ANAT 2)

ANAT 2 GENERAL ANATOMY LABORATORY

2 units • LG • Six hours lab

This course addresses human structures studied via models, extensive mammalian dissection, and cadaver. It is appropriate for majors in nursing, physical therapy, dental hygiene, physical education, occupational therapy, and similar fields. (CAN BIOL 10)

Course advisory: ANAT 1

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2, B3; MPC, Area B (with ANAT 1)

ANAT 5 BASIC HUMAN ANATOMY AND PHYSIOLOGY

4 units • LG-C/NC • Three hours lecture; three hours lab

This course explores the structure and function of systems of the human body. Laboratory activities include study of human parts and models, and measurements of physiological phenomena. The course is appropriate for majors in medical assisting, psychology, social service, art, some other paramedical and health occupations, and for the liberal arts student.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2, B3; IGETC, Area 5B; MPC, Area B

ANAT 70 ANATOMICAL PREPARATIONS

1 unit • C/NC • Three hours lab

This course addresses human dissection and preparation of anatomical specimens.

Prerequisites: ANAT 1 and 2

Credit transferable: CSU

ANTHROPOLOGY

ANTH 2 INTRODUCTION TO PHYSICAL ANTHROPOLOGY

3 units • LG-C/NC • Three hours lecture

This course explores the field of Biological Anthropology emphasizing human heredity, mechanisms of evolutionary change, human variation, and the reconstruction of human evolutionary history through examination of the fossil records and living monkeys and apes. (CAN ANTH 2)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2, D1; IGETC, Area 4, 5B; MPC, Area D

ANTH 4 INTRODUCTION TO CULTURAL ANTHROPOLOGY

3 units • LG-C/NC • Three hours lecture

This course addresses culture growth, social control and institutions. It explores the development of human behavior in the areas of kinship, personality formation, technology, government, religion and language; analysis of the structural aspects of human societies. (CAN ANTH 4)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1; IGETC, Area 4; MPC, Area D

ANTH 6 INTRODUCTION TO ARCHAEOLOGY AND PRE-HISTORY

3 units • LG-C/NC • Three hours lecture

This course addresses world prehistory as reconstructed from the archaeological and physical evidence of cultural beginnings on through the early agricultural civilizations; a brief survey of archaeological methods, techniques and problems. (CAN ANTH 6)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1; IGETC, Area 4; MPC, Area D

ANTH 10 INTRODUCTION TO ANTHROPOLOGY

3 units • LG-C/NC • Total hours: Fifty-one hours lecture

This is a telecourse designed to provide a basic yet comprehensive introduction to physical and cultural anthropology and archaeology for those who need a less intensive survey than ANTH 2, 4, and 6. Offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1; IGETC, Area 4; MPC, Area D

ANTH 11 DEALING WITH DIVERSITY

3 units • LG-C/NC • Three hours lecture

This course addresses race, social class, age, gender and sexual orientation in American society. An analysis of the different constraints and motivations of people from different cultural backgrounds is included. Also offered in the Living Room Series.

Advisory: Eligibility ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1, D3; IGETC, Area 4; MPC, Area D, F

ANTH 20 NORTH AMERICAN INDIANS

3 units • LG-C/NC • Three hours lecture

This course is an anthropological survey of the cultures of native peoples of the United States and Canada before European contact. Also offered as Ethnic Studies 20; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1, D3; IGETC, Area 4; MPC, Area D

ANTH 21 ANCIENT CULTURES OF MEXICO AND CENTRAL AMERICA

3 units • LG-C/NC • Three hours lecture

This course traces the development, form and history of pre-Columbian Native American civilization, surveying the achievements of the Maya, the Aztec, and their neighbors. Also offered as Ethnic Studies 21; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1; IGETC, Area 4; MPC, Area D

ANTH 22 CULTURES OF AFRICA

3 units • LG-C/NC • Three hours lecture

This course is a survey of representative cultures of Africa south of the Sahara, stressing the patterned nature of the diverse cultural responses to universal problems of human existence.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1; IGETC, Area 4; MPC, Area D

ANTH 30 WOMEN IN CROSS CULTURAL PERSPECTIVE

3 units • LG-C/NC • Three hours lecture

This course explores the female experience in Africa, Asia, the Mid-East, and Latin America, focusing on the ways in which women work for freedom and justice. Class interest determines the geographical areas to be stressed. Also offered as Ethnic Studies 30 and Women's Studies 30; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1, D3, D4; IGETC, Area 4; MPC, Area D

ANTH 31 NATIVE AMERICAN WOMEN

3 units • LG-C/NC • Three hours lecture

This course explores the history, culture, and current issues of native women of North and Central America. Also offered as Ethnic Studies 31 and Women's Studies 31; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1, D3, D4; IGETC, Area 4; MPC, Area D

ANTH 49 INTRODUCTION TO SOCIAL SCIENCE RESEARCH METHODOLOGY

4 units • LG-C/NC • Three hours lecture; three hours lab

For course description see Social Science 49. Also offered as Economics 49, History 49, Political Science 49, Psychology 49, Social Science 49, and Sociology 49; credit may be earned only once.

Prerequisites: Completion of any first semester Social Science course and MATH 263 or equivalent

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

ARABIC

See **FOREIGN LANGUAGES**.

ART

ART 1 INTRODUCTION TO THE ARTS

3 units • LG-C/NC • Three hours lecture

This course is a survey of the arts for the non-major, with emphasis on contemporary art forms. Illustrated lectures and films on painting, sculpture and architecture are included. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ART 2 HISTORY OF WESTERN ART I

4 units • LG-C/NC • Four hours lecture

Through lectures and slides this course traces the development of the art of Western Civilization from the ancient world, through the Middle Ages and the Renaissance, to 1520 A.D. (ART 2 and 3 equal CAN ART SEQ A)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ART 3 HISTORY OF WESTERN ART II

4 units • LG-C/NC • Four hours lecture

Through lectures and slides this course traces the development of the art of Western Civilization from the Protestant Reformation (1520) up to the late 20th century. (ART 2 and 3 equal CAN ART SEQ A)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ART 4 IMAGES OF WOMEN IN WESTERN CULTURE

3 units • LG-C/NC • Three hours lecture

This course examines women in the visual arts in Western Culture, emphasizing American culture over the past three hundred years. It includes descriptions of the visual arts made by women and the relationship of women artists to society. Also offered as Humanities 4 and Women's Studies 4; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A, 3B; MPC, Area C

ART 6 SURVEY OF AMERICAN ART

3 units • LG-C/NC • Three hours lecture

This course addresses American art from colonial times to the present. The heritage of European and native arts is included.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ART 7 ART OF PRIMITIVE PEOPLES

3 units • LG-C/NC • Three hours lecture

This course explores the art forms of primitive peoples, including those in Africa, Oceania, the Americas and of important prehistoric societies. Their art is studied as to form and content in terms of aesthetics and the function and role in their community life.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ART 8 SURVEY OF ASIAN ART

3 units • LG-C/NC • Three hours lecture

This course surveys sculpture, painting, ceramics and architecture of India, China and Japan from the Stone Age to the present. Illustrated lectures include the historical and religious background which shaped the arts of East Asia.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ART 9 HISTORY OF ARCHITECTURE

3 units • LG-C/NC • Three hours lecture

This course traces the evolution of architecture and its influence on the culture of the modern world. Emphasis on the 19th and 20th Centuries.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ART 10 ART AND ARTISTS OF THE MONTEREY PENINSULA

.5 unit • LG-C/NC • Total hours: Eight hours lecture

This course traces the history of the development of the "Artist's Colony" on the Monterey Peninsula.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

ART 11 ARCHITECTURE OF THE MONTEREY PENINSULA

1.5 units • LG-C/NC • Total hours: Twenty-four hours lecture

This course surveys the architectural heritage of the Monterey Peninsula focusing on Monterey, Pacific Grove, Carmel, and Pebble Beach.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

ART 12 ARCHITECTURE OF THE MONTEREY PENINSULA: LOCAL FIRMS, BUILDERS, ARCHITECTS

.5 unit • LG-C/NC • Total hours: Eight hours lecture

This is a master or generic course under which special topics will be selected from local architectural firms, architects, builders, and related professions. May be taken four times for credit provided there is no duplication of topics.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ART 13 ARCHITECTURAL TOUR OF THE MONTEREY PENINSULA

.5 unit • LG-C/NC • Total hours: Eight hours lecture for each module

This course consists of specific topics (.5 unit each) that parallel those offered in ART 11 and ART 12 concerning local architectural firms, architects, builders and related professions.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ART 14 ARCHITECTURAL TOUR OF THE HANNA HOUSE OR THE WALKER HOUSE

.5 unit • LG-C/NC • Total hours: Eight hours lecture

This course is a discussion and visit to Frank Lloyd Wright's Hanna House or the Walker House.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

ART 15 ART OF MONTEREY IN THE OAKLAND MUSEUM

.5 unit • LG-C/NC • Total hours: Eight hours lecture

This course provides opportunity to observe, analyze, and evaluate original works of art created on the Monterey Peninsula now on exhibit at the Oakland Museum.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

ART 21 METHODS OF ART PRESENTATION

3 units • LG-C/NC • One and one-half hours lecture; four and one-half hours lab

This course is an introduction to methods of presenting artwork, to include exhibition installation, portfolio preparation, resume writing, plus final finishing and photographing of art pieces. Gallery visits and practical experience in the MPC Gallery are included. May be taken two times for credit.

Credit transferable: CSU

ART 22 DESIGN I: TWO-DIMENSIONAL

3 units • LG-C/NC • Six hours studio

This course addresses creative explorations with the fundamentals of design. It includes two-dimensional design, color, pattern and texture. (CAN ART 14)

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C

ART 23 DESIGN II: THREE-DIMENSIONAL

3 units • LG-C/NC • Six hours studio

This course surveys materials, concepts, and elements of three-dimensional design. Practice in the organization of forms in space is included. (CAN ART 16)

Credit transferable: CSU, UC

ART 24 COLOR FUNDAMENTALS

3 units • LG-C/NC • Six hours studio

This course explores the color fundamentals; hue, tints, shades, textures, patterns. The use of acrylic paint is included.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C, E

ART 28A DRAWING AND COMPOSITION I

3 units • LG-C/NC • Six hours studio

This course explores the techniques of drawing and principles of composition working in a variety of media. (CAN ART 8)

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C

ART 28B DRAWING AND COMPOSITION II

3 units • LG-C/NC • Six hours studio

This course is a continuation of ART 28A to improve and refine drawing skills using a variety of media. Students should have basic drawing skills. May be taken two times for credit.

Credit transferable: CSU, UC

ART 29A SKETCH I

1.5 units • LG-C/NC • Three hours studio

This course emphasizes the quick sketch for developing ideas and skill. A sketch course is recommended each semester for the art major. Meets concurrently with ART 29B.

Credit transferable: CSU, UC

ART 29B SKETCH II

1.5 units • LG-C/NC • Three hours studio

This course is a continuation of ART 29A to further develop skills in quick sketch with emphasis on composition. Meets concurrently with ART 29A. May be taken two times for credit.

Prerequisite: ART 29A

Credit transferable: CSU, UC

ART 30A FIGURE DRAWING I

3 units • LG-C/NC • Six hours studio

This course explores drawing the nude human form in short and long poses using a variety of media. Meets concurrently with ART 30B.

Course advisory: ART 28A or 29A

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

ART 30B FIGURE DRAWING II

3 units • LG-C/NC • Six hours studio

This course is a continuation of ART 30A with more individual approaches to problems in figure drawing. Meets concurrently with ART 30A. Students should have basic drawing skills and a basic knowledge of the figure. May be taken two times for credit.

Credit transferable: CSU, UC

ART 31 EXPRESSIVE DRAWING

1.5-3 units • LG-C/NC • Three hours studio per week for each one and one-half unit of credit

This course addresses the study and practice of drawing with emphasis on creative expression, using a variety of materials.

Course advisory: ART 28A

Credit transferable: CSU, UC

ART 32 LANDSCAPE DRAWING AND PAINTING

1.5 units • LG-C/NC • Three hours studio

This course explores landscape format in drawing and painting. Instruction in a variety of materials with traditional and non-traditional approaches is included. Meets both in the studio and at various area locations. May be taken two times for credit.

Credit transferable: CSU, UC

ART 33A SPECIAL DRAWING TECHNIQUES I: FIGURE DRAWING

.5 unit • C/NC • One hour lab

This is a specialized course in figure drawing. A variety of media may be used. May be taken four times for credit.

Credit Transferable: CSU, UC

ART 33B SPECIAL DRAWING TECHNIQUES I: GESTURE DRAWING

.5 unit • C/NC • One hour lab

This is a specialized course in gesture drawing. A variety of media may be used. May be taken four times for credit.

Credit transferable: CSU, UC

ART 33C SPECIAL DRAWING TECHNIQUES I: PERSPECTIVE DRAWING

.5 unit • C/NC • One hour lab

This is a specialized course in perspective drawing. A variety of media may be used. May be taken four times for credit.

Credit transferable: CSU, UC

ART 33D SPECIAL DRAWING TECHNIQUES I: VALUE STUDY

.5 unit • C/NC • One hour lab

This is a specialized course in value study. A variety of media may be used. May be taken four times for credit.

Credit transferable: CSU, UC

ART 33E SPECIAL DRAWING TECHNIQUES I: PORTRAITURE

.5 unit • C/NC • One hour lab

This is a specialized course in portraiture. A variety of media may be used. May be taken four times for credit.

Credit transferable: CSU, UC

ART 34A SPECIAL DRAWING TECHNIQUES II: LANDSCAPE DRAWING

.5 unit • C/NC • One hour lab

This is a specialized course in landscape drawing. A variety of media may be used. May be taken four times for credit.

Credit transferable: CSU, UC

ART 34B SPECIAL DRAWING TECHNIQUES II: NARRATIVE DRAWING

.5 unit • C/NC • One hour lab

This is a specialized course in narrative drawing. A variety of media may be used. May be taken four times for credit.

Credit transferable: CSU, UC

ART 34C SPECIAL DRAWING TECHNIQUES II: COLLAGE

.5 unit • C/NC • One hour lab

This is a specialized course in collage. A variety of media may be used. May be taken four times for credit.

Credit transferable: CSU, UC

ART 35A SPECIAL PRINTMAKING TECHNIQUES I: CHINE COLLE

.5 unit • C/NC • One hour lab

This is a specialized course in chine colle and collage techniques of printmaking. Hand transfer and press techniques will be explored. Water- and oil-based inks will be used. May be taken four times for credit.

Credit transferable: CSU

ART 35B SPECIAL PRINTMAKING TECHNIQUES I: RELIEF PRINTING

.5 unit • C/NC • One hour lab

This is a specialized course in relief techniques of printmaking, both woodblock and linoleum cut. Hand transfer and press techniques will be explored. Water- and oil-based inks will be used. May be taken four times for credit.

Credit transferable: CSU, UC

ART 35C SPECIAL PRINTMAKING TECHNIQUES I: MONOTYPE

.5 unit • C/NC • One hour lab

This is a specialized course in monotype printmaking. Hand transfer and press techniques will be explored. Water- and oil-based inks will be used. May be taken four times for credit.

Credit transferable: CSU, UC

**ART 35D SPECIAL PRINTMAKING TECHNIQUES I:
DRYPOINT**

.5 unit • C/NC • One hour lab

This is a specialized course in drypoint printmaking. Hand transfer and press techniques will be explored. Water- and oil-based inks will be used. May be taken four times for credit.

Credit transferable: CSU, UC

**ART 35E SPECIAL PRINTMAKING TECHNIQUES I:
COLLOGRAPH**

.5 unit • C/NC • One hour lab

This is a specialized course in collographic printmaking. Hand transfer and press techniques will be explored. Water- and oil-based inks will be used. May be taken four times for credit.

Credit transferable: CSU

ART 36A PRINTMAKING I

3 units • LG-C/NC • Six hours studio

This course is an introduction to basic printmaking techniques, including silkscreen, block and monotype printing. Emphasis is on image development, technique and understanding of formal visual concepts. May be taken two times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

ART 36B PRINTMAKING II

3 units • LG-C/NC • Six hours studio

This course is a continuation of ART 36A to improve and refine printmaking skills, with individual approaches to image-making and printmaking techniques. May be taken two times for credit.

Prerequisite: ART 36A or equivalent

Credit transferable: CSU, UC

ART 37 INTRODUCTION TO MONOTYPES

1.5-3 units • LG-C/NC • Three hours studio per week for each one and one-half unit of credit

This is an introduction to the art of monotypes and related printmaking techniques. May be taken for a maximum of six units.

Credit transferable: CSU, UC

**ART 38A SPECIAL PRINTMAKING TECHNIQUES II:
EMBOSSING**

.5 unit • C/NC • One hour lab

This is a specialized course in embossing techniques. Hand transfer and press techniques will be explored. May be taken four times for credit.

Credit transferable: CSU

**ART 38B SPECIAL PRINTMAKING TECHNIQUES II:
FOUND OBJECT PRINTMAKING**

.5 unit • C/NC • One hour lab

This is a specialized course in found object printmaking. Hand transfer and press techniques will be used. Water- and oil-based inks will be used. May be taken four times for credit.

Credit transferable: CSU

**ART 38C SPECIAL PRINTMAKING TECHNIQUES II:
BOOK ARTS**

1.5 units • C/NC • Three hours lab

This is a specialized course in making artists' books. Binding techniques, decorative papers and sequential imaging will be explored. May be taken four times for credit.

Credit transferable: CSU, UC

**ART 38D SPECIAL PRINTMAKING TECHNIQUES II:
ETCHING**

.5 unit • C/NC • One hour lab

This is a specialized course in etching techniques. Press techniques and non-toxic methods will be explored. May be taken four times for credit.

Credit transferable: CSU, UC

**ART 38E SPECIAL PRINTMAKING TECHNIQUES II:
XEROX TRANSFER**

.5 unit • C/NC • One hour lab

This is a specialized course in Xerox transfer techniques. Hand transfer and press techniques will be explored. May be taken four times for credit.

Credit transferable: CSU

ART 40 GRAPHIC DESIGN FOR THE WEB

4 units • LG-C/NC • Three hours lecture; three hours lab; one hour by arrangement

This course is an introduction to graphic and information design methodologies for the World Wide Web. Comparisons will be made to print media, as traditional design concepts are adapted to electronic form. Design trends and technology standards will be considered, as students are introduced to industry-leading web design software applications. Students should have proficiency in computer skills prior to enrollment. May be taken two times for credit provided there is a change in software version.

Prerequisite: ART 45

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ART 41 GRAPHIC DESIGN: IMAGES AND TYPE

4 units • LG-C/NC • Three hours lecture; three hours lab; one hour by arrangement

This course builds on basic principles in order to explore the combination of images and type in a graphic design context. This course will examine graphic communication – its history, techniques and ties to commerce. Students will learn to conceptualize and develop graphic form for the printed page and the computer screen. May be taken two times for credit provided there is a change in software version.

Prerequisites: ART 22 and 45

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ART 42 ILLUSTRATION

3 units • LG-C/NC • Six hours studio

This course is a study and practice of illustration techniques related to visual and graphic communication. A variety of media will be explored. May be taken two times for credit.

Course advisory: ART 22 or 28A

Credit transferable: CSU

ART 43 PAGE LAYOUT WITH QUARKXPRESS

4 units • LG-C/NC • Three hours lecture; three hours lab; one hour by arrangement

This course introduces students to QuarkXPress, the industry-standard software for page-layout and print publishing. Students will learn how to produce quality single and multi-page documents for print. An emphasis will be placed on the role of page layout software in graphic design and publishing, terminology, and establishing competency in QuarkXPress. May be taken two times for credit provided there is a change in software version.

Prerequisite: ART 45

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ART 44 INTRODUCTION TO WEB ANIMATION

4 units • LG-C/NC • Three hours lecture; three hours lab; one hour by arrangement

This course will investigate interactive media design in the form of web animation. Macromedia Flash, a leading web development and design tool, will be used to add motion to student web page design, with an emphasis on planning and creating effective, professional quality web animation effects. May be taken two times for credit provided there is a change in software version.

Prerequisite: ART 45

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ART 45 INTRODUCTION TO COMPUTERS FOR GRAPHICARTS

4 units • LG-C/NC • Three hours lecture; three hours lab; one hour by arrangement

This course provides students with essential computer hardware and software skills in graphic arts field. Students will learn about the desktop computer environment, operating systems, and graphic design computer terms and principles. Topics include creating vector artwork and bitmap images with Adobe Illustrator software. Students are introduced to color on the computer, scanning, file formats, and other concepts related to the commercial design industry. Students should have prior computer experience/proficiency. May be taken two times for credit provided there is a change in software version.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ART 46 INTRODUCTION TO PHOTOSHOP

4 units • LG-C/NC • Three hours lecture; three hours lab; one hour by arrangement

This course is an introduction to digital imaging with Adobe Photoshop software, the industry standard for digital imaging, electronic photo retouching, illustration, and web content creation. Students will learn how to create, scan, and manipulate images for graphic and fine arts. May be taken two times for credit provided there is a change in software version.

Prerequisite: ART 45

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ART 47 INTERMEDIATE PHOTOSHOP

4 units • LG-C/NC • Three hours lecture; three hours lab; one hour by arrangement

This course is a continued, intermediate level, exploration of digital imaging with Adobe Photoshop software. Students will improve efficiency and learn additional image editing and creation techniques for traditional and electronic (web) publishing. Topics include advanced selection, editing, and optimizing techniques. May be taken two times for credit provided there is a change in software version.

Prerequisite: ART 46

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ART 48 GRAPHICARTS PRODUCTION AND PRE-PRESS

4 units • LG-C/NC • Three hours lecture; three hours lab; one hour by arrangement

This course introduces graphic arts production and digital pre-press. The focus will be on the desktop production of single and multi-colored print jobs, proofing, pre-flighting electronic files, and the vocabulary needed to communicate with service bureaus and commercial printers. May be taken two times for credit provided there is a change in software version.

Prerequisite: ART 45

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ART 49 GRAPHICARTS PROJECTS

1 unit • C/NC • Three hours lab

This course allows students to review course materials, complete class projects, and practice the software skills and techniques necessary for success in graphic arts courses. Students will also have the opportunity to complete portfolio projects. Students should be proficient in computer skills prior to enrollment. May be taken four times for credit provided there is a change in project content.

Credit transferable: CSU

ART 50 GRAPHICARTS PORTFOLIO

1 unit • LG-C/NC • One hour lecture

A culminating course for the Graphic Arts program, students will plan and complete a traditional or electronic portfolio based on their aptitudes, areas of interest, and market requirements/expectations. An emphasis will be on projects that demonstrate proficiency in commercial art concepts, techniques, and software applications. Employment and educational advancement goals will be addressed.

Prerequisite: ART 45

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Course advisory: ART 41

Credit transferable: CSU

ART 51 INTRODUCTION TO FILM/VIDEO

3 units • LG-C/NC • Three hours lecture

This is an introduction to the techniques, equipment, and processes involved in the making of a motion picture or video tape production. Emphasis is on the conceptualization and procedures followed in starting a production.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; MPC, Area C

ART 52A FILM/VIDEO PRODUCTION I

3 units • LG-C/NC • Two hours lecture; three hours lab

This is a hands-on class for students interested in script writing, camera operation, directing, lighting, sound mixing and editing. Students work closely with ART 52B advanced students. Students should have a basic operational knowledge of film/video equipment.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

ART 52B FILM/VIDEO PRODUCTION II

3 units • LG-C/NC • Two hours lecture; three hours lab

Emphasis is on the more advanced techniques of film/tape production; direction, interior cinematography, special effects, etc. The course is intended for the Cinema/Video student ready to produce a specific project.

Prerequisite: ART 52A

Credit transferable: CSU

ART 53 ADVANCED FILM AND VIDEO WORKSHOP

3 units • LG-C/NC • Two hours lecture; three hours lab

Advanced students work on special broadcast projects.

Prerequisite: ART 52B

Credit transferable: CSU

ART 55A SPECIAL PAINTING TECHNIQUES I: ABSTRACTION

.5 unit • C/NC • One hour lab

This is a specialized course in abstract painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

Credit transferable: CSU, UC

**ART 55B SPECIAL PAINTING TECHNIQUES I:
FIGURE STUDY**

.5 unit • C/NC • One hour lab

This is a specialized course introducing the figure in painting. Short poses and quick studies will be employed. Oil and/or acrylic paint may be used. May be taken four times for credit.

Credit transferable: CSU, UC

**ART 55C SPECIAL PAINTING TECHNIQUES I:
STILL LIFE**

.5 unit • C/NC • One hour lab

This is a specialized course in still life painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

Credit transferable: CSU, UC

**ART 55D SPECIAL PAINTING TECHNIQUES I:
PORTRAITURE**

.5 unit • C/NC • One hour lab

This is a specialized course in portrait painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

Credit transferable: CSU, UC

**ART 55E SPECIAL PAINTING TECHNIQUES I:
LANDSCAPE**

.5 unit • C/NC • One hour lab

This is a specialized course in landscape painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

Credit transferable: CSU, UC

**ART 56A SPECIAL PAINTING TECHNIQUES II:
WORKING FROM PHOTOGRAPHS**

.5 unit • C/NC • One hour lab

This is a specialized course in using photographs as source material for painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

Credit transferable: CSU

**ART 56B SPECIAL PAINTING TECHNIQUES II:
USE OF STENCILS**

.5 unit • C/NC • One hour lab

This is a specialized course in the use of stencils in painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

Credit transferable: CSU

**ART 56C SPECIAL PAINTING TECHNIQUES II:
NARRATIVE PAINTING**

.5 unit • C/NC • One hour lab

This is a specialized course in narrative painting. Oil and/or acrylic paint may be used. May be taken four times for credit.

Credit transferable: CSU, UC

**ART 56D SPECIAL PAINTING TECHNIQUES II:
MIXED MEDIA**

.5 unit • C/NC • One hour lab

This is a specialized course in mixed media painting. Oil and/or acrylic paint and collage materials may be used. May be taken four times for credit.

Credit transferable: CSU, UC

**ART 56E SPECIAL PAINTING TECHNIQUES II:
FIGURE PAINTING**

1 unit • C/NC • Two hours lab

This is a specialized course in figure painting, utilizing long poses and expanding on painting skills. Oil and/or acrylic paints may be used. May be taken four times for credit.

Credit transferable: CSU, UC

ART 57A WATERCOLOR I

3 units • LG-C/NC • Six hours studio

This course explores traditional watercolor painting with emphasis on transparent washes and experimental methods. May be taken two times for credit. (CAN ART 10)

Course advisory: ART 28A

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

ART 57B WATERCOLOR II

3 units • LG-C/NC • Six hours studio

This course is a continuation of ART 57A with emphasis on approaches to this medium. May be taken two times for credit.

Prerequisite: ART 57A

Credit transferable: CSU, UC

ART 58A PAINTING I

3 units • LG-C/NC • Six hours studio

This is an introduction to painting methods with emphasis on composition, technique and painting styles. Option of oil or acrylic as a medium is explored. May be taken two times for credit.

Course advisory: ART 22 or 28A

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

ART 58B PAINTING II

3 units • LG-C/NC • Six hours studio

This is a continuation of ART 58A to develop additional oil and acrylic painting techniques, including non-traditional media and formats. Emphasis is on individual expression and conceptual ideas. Students should have basic painting skills in either oils or acrylics.

Credit transferable: CSU, UC

ART 59 PAINTING: MIXED MEDIA

1.5-3 units • LG-C/NC • Three hours studio per week for each one and one-half unit of credit

This course is an exploration of mixed media painting techniques which may include collage, printmaking, photography, encaustic, using a variety of methods and materials. Emphasis is on technical proficiency, conceptualization and individual expression. May be taken for a maximum of six units.

Course advisory: ART 22 or 28A

Credit transferable: CSU

ART 63A SCULPTURE I

3 units • LG-C/NC • Six hours studio

This is an introduction to basic sculptural ideas with experience in real space, form tools and techniques. Materials may include clay, plaster, wood, stone, metal, plexiglass or plasticine. May be taken two times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C

ART 63B SCULPTURE II

3 units • LG-C/NC • Six hours studio

This course is a continuation of ART 63A with concentration on more complex projects. It addresses increased student participation and responsibility to generate directions for their work. Increased emphasis is on the use of permanent materials. May be taken two times for credit.

Prerequisite: ART 63A

Credit transferable: CSU, UC

ART 64 **FIGURE SCULPTURE**

3 units • LG-C/NC • Six hours studio

This course addresses the study of the human form in sculpture, working directly from live models. Primary material is plasticene over armatures. May be taken two times for credit.

Credit transferable: CSU, UC

ART 65 **MOLD MAKING FOR SCULPTURE**

1.5-3 units • LG-C/NC • Three hours studio per week for each one and one-half units of credit

This is an introduction to basic mold-making techniques, to include instruction in waste molds, piece molds, slip casting and plastics, including preparatory molds for lost wax, metal casting. May be taken for a maximum of six units.

Course advisory: ART 23, 63A, 64 or 74

Credit transferable: CSU

ART 66 **METAL SCULPTURE**

1.5-3 units • LG-C/NC • Three hours studio per week for each one and one-half units of credit

This is an introduction to basic metal sculpture, including experience with metal fabrication and metal casting. Materials may include plate steel, modeling wax and welding rod. May be taken for a maximum of six units.

Credit transferable: CSU

ART 67 **STONE SCULPTURE**

1.5-3 units • LG-C/NC • Three hours studio per week for each one and one-half units of credit

This is an introduction to basic stone carving, including experience with steatite, alabaster and marble. Tools include rasps and stone chisels. May be taken for a maximum of six units.

Credit transferable: CSU

ART 68 **WOOD SCULPTURE**

1.5-3 units • LG-C/NC • Three hours studio per week for each one and one-half units of credit

This course is an introduction to basic wood sculpture, including experience with wood fabrication and carving. Materials range from found wood construction to high finish projects. May be taken for a maximum of six units.

Credit transferable: CSU

ART 70A **CERAMIC HANDBUILDING I**

3 units • LG-C/NC • Six hours studio

Students are introduced to basic ceramics processes. Emphasis is placed on creation of hand-built forms utilizing a variety of construction techniques. Students are introduced also to glazing for surface enrichment. May be taken four times for credit. (CAN ART 6)

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C

ART 70B **CERAMIC HANDBUILDING II**

3 units • LG-C/NC • Six hours studio

This course is a continuation of handbuilding techniques, experimentation with clay bodies, glazing, finishing and decorative processes, and historical and contemporary knowledge in the field of ceramics. It is recommended that students have taken ART 70A. May be taken four times for credit.

Credit transferable: CSU, UC

ART 71A **CERAMIC WHEEL THROWING I**

3 units • LG-C/NC • Six hours studio

Students are provided an introduction in designing clay forms on the potter's wheel. May be taken four times for credit.

Course advisory: ART 70A

Credit transferable: CSU, UC

ART 71B **CERAMIC WHEEL THROWING II**

3 units • LG-C/NC • Six hours studio

Students are provided further opportunity for experimentation with the potter's wheel as a tool for creating forms. Instruction will focus on deepening basic throwing skills and introducing new techniques in both utilitarian and sculptural applications. It is recommended that students have taken ART 71A. May be taken four times for credit.

Credit transferable: CSU

ART 73 **INTERMEDIATE CERAMICS**

3 units • LG-C/NC • Six hours studio

This course encourages further development of knowledge, technical skills, and philosophy of ceramics through individual creative projects. May be taken two times for credit.

Prerequisite: ART 70A or 71A

Credit transferable: CSU, UC

ART 74A **CERAMIC SCULPTURE I**

3 units • LG-C/NC • Six hours studio

Students are led to explore ceramic methodology as applied to the creation of sculpture. Various sculptural techniques in clay are addressed with emphasis placed on contemporary practices and individual creative investigations in clay. May be taken four times for credit.

Course advisory: ART 70A or 71A

Credit transferable: CSU, UC

ART 74B **CERAMIC SCULPTURE II**

3 units • LG-C/NC • Six hours studio

This course continues the investigation of sculptural concepts in clay through studio application. Topics may include: creative experimentation with sculptural forms from the human figure, installation, site-specific works, process-based works, mixed media, and other non-traditional art forms. Emphasis is placed on personal conceptual development. It is strongly recommended that students have previous experience in ceramics or sculpture. May be taken four times for credit.

Credit transferable: CSU

ART 75 **INTRODUCTION TO GLAZE EXPERIMENTATION**

1.5 units • LG-C/NC • Three hours studio

This course is an introduction to glaze experiments, including triaxial method of calculation, glaze adjustment, base substitution testing, color addition to glazes, and kiln stacking and firing. May be taken four times for credit.

Prerequisite: ART 70A or 71A

Credit transferable: CSU, UC

ART 76 **GLAZE CALCULATIONS**

3 units • LG-C/NC • Six hours studio

This course is an exploration of the formulation, testing, firing, and evaluation of glazes, with emphasis upon calculating clays and glazes mathematically. May be taken four times for credit.

Prerequisite: ART 70A or equivalent

Credit transferable: CSU

ART 77 **CERAMIC SURFACE DESIGN AND TECHNIQUE**

1.5 units • LG-C/NC • Three hours studio

This course is an exploration of innovative techniques for surface design on clay which may include clay inlay, stenciling, embossing, spraying, scuffito, etc. May be taken four times for credit.

Credit transferable: CSU

ART 78 ALTERNATIVE THROWING TECHNIQUES

1.5 units • LG-C/NC • Three hours studio

This course investigates alternative throwing techniques and surface design approaches on ceramic forms. May be taken four times for credit.
Credit transferable: CSU, UC

ART 79 ALTERNATIVE FIRING TECHNIQUES

1.5 units • LG-C/NC • Three hours studio

This course explores non-traditional firing methods which may include raku, pit, soda, low fire salt or sagger. May be taken four times for credit.

Course advisory: ART 71A

Credit transferable: CSU

ART 80 KILN BUILDING

1.5-3 units • LG-C/NC • Three hours studio per week for each one and one-half units of credit

This course explores design cost, planning and construction techniques for many types of ceramic kilns. A kiln will be built during the course. May be taken to a maximum of six units.

Credit transferable: CSU

ART 81 KILN-FORMED GLASS

3 units • LG-C/NC • Six hours studio

This course is an introduction to the study of glass and an examination of its properties, qualities, and characteristics for three-dimensional expression. Emphasis will be placed on the creative potential of the medium and its architectural and fine arts applications. The kiln will be used for glass working techniques such as slumping and fusing and for firing ceramic molds. May be taken four times for credit.

Credit transferable: CSU

ART 82A SMALL SCALE METALS TECHNIQUES I: ADVANCED FABRICATION SKILLS

1.5 units • C/NC • Three hours lab

Students focus on perfecting and advancing small scale metal fabrication techniques. With instructor's approval, students select specific projects designed to develop particular skills. It is recommended students have a basic knowledge and foundation of fabrication techniques prior to enrollment. May be taken four times for credit.

Credit transferable: CSU

ART 82B SMALL SCALE METALS TECHNIQUES I: SOLDERING CLINIC

.5 units • C/NC • One hour lab

A concentrated study of soldering techniques is provided through demonstrations and hands-on practice. Students problem-solve through course discussion and analysis of their soldering results. May be taken four times for credit.

Credit transferable: CSU

ART 82C SMALL SCALE METALS TECHNIQUES I: ANTICLASTIC RAISING

1 unit • C/NC • Two hours lab

Students learn to form and shape metal using the anticlastic raising process. Focus is placed on demonstrations, historical and contemporary examples, and hands-on activity. A basic understanding of metalsmithing techniques is recommended prior to enrollment. May be taken four times for credit.

Credit transferable: CSU

ART 82D SMALL SCALE METALS TECHNIQUES I: SMALL SCALE CASTING

2 units • C/NC • Four hours lab

Students learn the lost wax casting process. Through demonstrations and slides, students explore various types of model construction, spruing, investing, casting, alloying, model-making and finishing techniques. May be taken four times for credit.

Credit transferable: CSU

ART 82E SMALL SCALE METALS TECHNIQUES I: SURFACE EMBELLISHMENTS

1 unit • C/NC • Two hours lab

Students explore jewelry-making techniques related to surface treatments on metals. Through demonstrations, examples, and hands-on activity, students learn to use surface embellishments for the design and creation of original and unique jewelry. May be taken four times for credit.

Credit transferable: CSU

ART 83A CHAIN MAKING TECHNIQUES

1 unit • C/NC • Two hours lab

This course focuses on chain making techniques, from classical to modern, simple to intricate. Through demonstrations, examples, and hands-on activity, students learn to construct a variety of chains. May be taken four times for credit.

Credit transferable: CSU

ART 83B SPECIAL JEWELRY TECHNIQUES I: HANDMADE JEWELRY MECHANISMS

1 unit • C/NC • Two hours lab

This course focuses on the making of jewelry mechanisms using fabrication techniques. Through demonstrations, examples, and hands-on activity, students learn to develop and construct a variety of findings, clasps, and catches. May be taken four times for credit.

Credit transferable: CSU

ART 83C SPECIAL JEWELRY TECHNIQUES I: RING MAKING

1.5 units • C/NC • Three hours lab

Designed for students with beginning through advanced level metal working skills, this course focuses on the design and creation of original and unique ring forming projects which may include simple band rings and variations, stone setting, hollow construction, mixed metals, and more. May be taken four times for credit.

Credit transferable: CSU

ART 83D SPECIAL JEWELRY TECHNIQUES I: FIBULA (ANCIENT BROOCH)

.5 unit • C/NC • One hour lab

This course focuses on the design and creation of original and unique fibulas. Demonstrations, hands-on activity, and historical and contemporary examples of fibulas are included. May be taken four times for credit.

Credit transferable: CSU

ART 84A JEWELRY AND METAL ARTS I

3 units • LG-C/NC • Six hours studio

This course focuses on basic techniques of contemporary jewelry and metal art, which may include design, fabrication, lost wax casting, and enameling. May be taken two times for credit.

Credit transferable: CSU

General Ed. Credit: MPC, Area E

ART 84B JEWELRY AND METAL ARTS II

1.5-3 units • LG-C/NC • Three hours studio per week for each one and one-half units of credit

This is a continuation of ART 84A to offer the experienced student additional skill development including box and hinge construction, die forming, titanium anodizing and anticlastic raising. May be taken to a maximum of six units.

Prerequisite: ART 84A

Credit transferable: CSU

ART 85 INTRODUCTION TO ENAMELING

1.5 units • LG-C/NC • Three hours studio

This course focuses on basic methods of fusing glass to metal, including design, fabrication, and enamel application techniques. May be taken four times for credit.

Credit transferable: CSU

ART 86 INTRODUCTION TO LAPIDARY

1.5 units • LG-C/NC • Three hours studio

This course focuses on basic techniques of cutting, grinding and polishing semi-precious gem stones. May be taken four times for credit.

Credit transferable: CSU

ART 87 BASIC STONE SETTING

1.5 units • LG-C/NC • Three hours studio

This course focuses on basic techniques of setting faceted stones to include prong, bezel, and channel settings. May be taken four times for credit.

Prerequisite: ART 84A

Credit transferable: CSU

ART 88A WEAVING I

3 units • LG-C/NC • Six hours studio

This course emphasizes development of basic skills in the areas of tapestry, off loom, and four-harness fabric weaving. May be taken two times for credit.

Credit transferable: CSU

General Ed. Credit: MPC, Area C

ART 88B WEAVING II

3 units • LG-C/NC • Six hours studio

This is a continuation of ART 88A. Study of fabric design, emphasis on structure, color, and sensitive use of materials are explored. May be taken two times for credit.

Prerequisite: ART 88A

Credit transferable: CSU

ART 89A SMALL SCALE METALS TECHNIQUES II: NARRATIVE JEWELRY

2 units • C/NC • Two hours lab

Students learn about narrative jewelry and how to achieve personal imagery in developing content oriented work. Through demonstrations, examples, and hands-on activity, students learn to incorporate small metal techniques with materials and ideas. May be taken four times for credit.

Credit transferable: CSU

ART 89B SMALL SCALE METALS TECHNIQUES II: HOLLOW FORM CONSTRUCTION

1 unit • C/NC • Two hours lab

This course will explore techniques for creating hollow forms, including beads, bracelets, rings, and lockets. Demonstrations will cover the use of dapping blocks, the hydraulic press, cold connections, soldering and finishing techniques. This course is designed to accommodate all skill levels. May be taken four times for credit.

Credit transferable: CSU

ART 89C SMALL SCALE METALS TECHNIQUES II: FOLD FORMING TECHNIQUES

1 unit • C/NC • Two hours lab

This course will explore fold forming, a system of metal working techniques that take advantage of the inherent properties of metal to achieve complex high-relief forms. Demonstrations will cover the use of forming hammers, mallets, the rolling mill, and the hydraulic press. This course is designed to accommodate all skill levels. May be taken four times for credit.

Credit transferable: CSU

ART 93.1 PRACTICUM: DRAWING

1-2 units • LG-C/NC • Three hours lab per week for each unit of credit
This course is a supervised studio work in drawing for experienced students. May be taken four times for credit.

Prerequisite: ART 28A

Credit transferable: CSU

ART 93.2 PRACTICUM: GRAPHICS

1-2 units • LG-C/NC • Three hours lab per week for each unit of credit
This course is a supervised work in graphics. Students should have adequate proficiency in Macintosh skills prior to enrollment. May be taken four times for credit.

Credit transferable: CSU

ART 93.3 PRACTICUM: PAINTING

1-2 units • LG-C/NC • Three hours lab per week for each unit of credit
This course is a supervised studio practice in painting for individualized development. May be taken four times for credit.

Prerequisite: ART 57A, 57B, 58A or 58B

Credit transferable: CSU

ART 93.4 PRACTICUM: SCULPTURE

1-2 units • LG-C/NC • Three hours lab per week for each unit of credit
This course is a supervised studio practice in sculpture for individual development. May be taken four times for credit.

Prerequisite: ART 63A, 64, 66, 67 or 68

Credit transferable: CSU

ART 93.5 PRACTICUM: CERAMICS

1-2 units • LG-C/NC • Three hours lab per week for each unit of credit
This course is a supervised studio work in ceramics. May be taken four times for credit.

Prerequisite: ART 70A or 71A

Credit transferable: CSU

ART 93.6 PRACTICUM: JEWELRY

1-2 units • LG-C/NC • Three hours lab per week for each unit of credit
This course is a supervised studio work in jewelry. May be taken four times for credit.

Prerequisite: ART 84A

Credit transferable: CSU

ART 93.7 PRACTICUM: WEAVING

1-2 units • LG-C/NC • Three hours lab per week for each unit of credit
This course is a supervised studio work in weaving for the experienced student. May be taken four times for credit.

Prerequisite: ART 88A

Credit transferable: CSU

ART 93.9 PRACTICUM: PRINTMAKING

1-2 units • LG-C/NC • Three hours lab per week for each unit of credit
Students will practice supervised work in printmaking techniques. May be taken four times for credit.

Prerequisite: ART 36A

Credit transferable: CSU

ART93.10 PRACTICUM: METHODS OF ART PRESENTATION

1-2 units • LG-C/NC • Three hours lab per week for each unit of credit
Students will perform supervised work in the methods of art presentation and gallery management. May be taken four times for credit.

Prerequisite: ART 21

Credit transferable: CSU

ART 141 MACBASICS

.5 unit • LG-C/NC • Total hours: Twenty-four hours laboratory
This is a beginning course for Macintosh graphics applications. The course will include keyboarding, use of mouse, menus and basic navigation skills.

ART 145 DIGITAL MEDIA LABORATORY

1-2 units • LG-C/NC • Three hours lab per week for each unit of credit
This course is a supervised lab practice in digital media, with opportunity to create and complete individual projects. Students should have adequate proficiency in Macintosh skills prior to enrollment. May be taken four times for credit.

ASTRONOMY

ASTR10 INTRODUCTION TO ASTRONOMY

3 units • LG-C/NC • Three hours lecture
Phenomena and principles of astronomy, stressing the evolution of current conceptions of the universe and their influence on culture and technology. Also offered in the Living Room Series.

Co-requisite: ASTR 10L

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: (ASTR 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

ASTR10L INTRODUCTION TO ASTRONOMY LABORATORY

1 unit • LG-C/NC • Three hours laboratory
Fundamental laboratory studies and examination of the topics introduced in ASTR 10. Local field trips required.

Co-requisite: ASTR 10

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: (ASTR 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

ASTR21 ASTRONOMY SEMINARS AND OBSERVATIONS

1-2 units • LG-C/NC • One hour lecture/seminar; three hours lab/
field trips by arrangement for additional unit
Demonstrations, experiments, and observations of astronomical phenomena. Emphasis on techniques of direct observation, astrophotography, and spectroscopy.

Course advisory: ASTR 10 or equivalent

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B1, B3; MPC, Area B

AUTOMOTIVE TECHNOLOGY

AUTO 100 INTRODUCTION TO AUTO TECHNOLOGY

4 units • LG-C/NC • Three hours lecture; three hours lab
Survey of major automotive systems: fuel; cooling; electrical; braking; steering and suspension; and engine, transmission, and drive lines. Use of repair manuals. Parts cataloging. Career opportunities.
General Ed. Credit: MPC, Area E

AUTO 101 ENGINE REPAIR

4 units • LG-C/NC • Three hours lecture; three hours lab
Engine design and components. Disassembly and reassembly. Performance specifications. Diagnosis of malfunctions.

AUTO 102 BASIC AUTOMOTIVE ELECTRICITY AND ELECTRONICS

4 units • LG-C/NC • Three hours lecture; three hours lab
Beginning course in automotive electrical and electronic application. Terminology, operation and troubleshooting of electrical and electronic circuits and components.

AUTO 103 ENGINE PERFORMANCE

6 units • LG-C/NC • Four and one-half hours lecture; four and one-half hours lab
Principles and diagnosis of carburetor systems, fuel ignition systems, and emission controls. Troubleshooting and diagnosis.

AUTO 104 AUTOMOTIVE ELECTRICS

4 units • LG-C/NC • Three hours lecture; three hours lab
Electrical systems including: functions of charging, starting, and lighting and battery circuits. Instrumentation, diagnosis, and repair.

AUTO 106 AUTOMOTIVE BRAKE AND SAFETY INSPECTION

4 units • LG-C/NC • Three hours lecture; three hours lab
Theory of hydraulics; repair procedures for wheel cylinders and master cylinders; safety inspection; machine procedures for brake drum turning and disc rotor resurfacing.

AUTO 107 AUTOMATIC TRANSMISSIONS AND TRANSAXLE

4 units • LG-C/NC • Three hours lecture; three hours lab
Theory and operation of automatic automobile transmissions; laboratory experiences in diagnosis and repair of common problems.

AUTO 108 STANDARD TRANSMISSIONS

4 units • LG-C/NC • Three hours lecture; three hours lab
Basic gearing principles; common problems of clutch operation, repair procedures of three, four, and five speed transmissions; drive shaft theory; rear axle adjustment and repair. Front wheel drive and transaxle service. Four-wheel drive service.

AUTO 109 AUTOMOTIVE HEATING AND AIR CONDITIONING

2-4 units • LG-C/NC • Total hours: Sixteen hours lecture for one unit of credit; or forty-eight hours of lab for one unit of credit
Functions, design, and installation of air conditioning systems. Principles of heat and energy, A/C and climate control repair procedures.

AUTO 110 AUTOMOTIVE COMPUTER CONTROLS AND FUEL INJECTION

4 units • LG-C/NC • Three hours lecture; three hours lab
Principles of service and repair of fuel injection and computer controls, with current emission controls. Modern testing and troubleshooting techniques.

AUTO 160 SUPERVISED AUTOMOTIVE TRADE EXPERIENCE

.5-3 units • LG-C/NC • Three hours lab per week for each unit of credit

A practical course designed to parallel conditions and experiences of working on the job. A sampling of trade experiences. May be taken three times for credit.

AUTO 200 CNG CERTIFICATION COURSE

2 units • LG-C/NC • One and one-half hours lecture; one and one-half hours lab

Advanced training of compressed natural gas vehicles to include conversions, installations, drivability, diagnosis and troubleshooting. Converted and dedicated technologies will be covered. Smog check and ASE preparation are also included.

AUTO 280 BASIC CAR CARE

1-2 units • LG-C/NC • One hour lecture or three hours lab per week for each unit of credit

A non-technical overview of how the automobile functions; indications of future problems and basic repair procedures. Repair and maintenance topics: minor tune-up, procedure for changing engine oil and filter, carburetor adjustment, cooling system inspection, and battery inspection and service. Also considers insurance, consumer protection, and industry trends.

AUTO 281 HOME AND GARDEN, SMALL ENGINE EQUIPMENT REPAIR

1 unit • LG-C/NC • Total hours: Twelve hours lecture; twelve hours lab
This course is designed to help everyone maintain and repair small engine powered equipment.

AVIATION TECHNOLOGY

AVIA101 PRIVATE PILOT GROUND SCHOOL

3 units • LG-C/NC • Three hours lecture; plus three-hour field trip
A basic course in general aviation, including aeronautics regulations, aerodynamics and theory of flight maneuvers, navigation, meteorology and weather maps. Approved ground school leading toward private pilot license.

General Ed. Credit: MPC, Area E

AVIA102 CAREERS IN AVIATION/AEROSPACE

3 units • LG-C/NC • Three hours lecture
Students will investigate jobs/careers in the four branches of the Aerospace/Aviation industry: commercial, private, space and government. Content will include the history of the industry, aircraft nomenclature, and job search skills to prepare students for job opportunities. The course will be supplemented with guest lecturers active in the industry and one field trip to an airport.

AVIA103 AEROSPACE CAREERS WORKSHOP

3 units • LG-C/NC • One hour lecture; six hours lab
This course provides (unpaid) on-the-job training in the Aerospace/Aviation industry at local airports. Students will review the history of the industry, aircraft nomenclature, and job search skills while working at least six hours per week at an industry site. Students may concentrate on one job or rotate through several positions to investigate opportunities/interests in aerospace/aviation.

AVIA105 INSTRUMENT PILOT GROUND SCHOOL

3 units • LG-C/NC • Three hours lecture
Preparation for FAA instrument pilot's written examination. Aircraft instruments and systems; instrument flight charts, instrument flight regulations and procedures; clearance short-hand; instrument flight planning and VOR flight; instrument climb-out, holding and letdown procedures.

BIOLOGY

See also ANATOMY and PHYSIOLOGY.

BIOL 10 PRINCIPLES OF BIOLOGY

4 units • LG-C/NC • Three hours lecture; four hours lab
Students survey modern biology including concepts of molecular, organismic, and population biology. Individualized computer lab hours by arrangement in the Life Science Computer Lab.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2, B3; IGETC, Area 5B; MPC, Area B

BIOL 13 MARINE BIOLOGY

4 units • LG-C/NC • Three hours lecture; four hours lab
Students are introduced to the marine sciences with an emphasis on marine ecology, plants and animals and marine ecosystems. Students will learn about a diversity of organisms and habitats, with a special focus on the marine ecology of the Monterey Bay region. Topics will also include current research, technology, and sampling. Field trips are required. Individualized computer lab hours by arrangement in the Life Science Computer Lab.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2, B3; IGETC, Area 5B; MPC, Area B

BIOL 21 CONCEPTS IN BIOLOGY I: CELLS, GENETICS AND ORGANISMS

5 units • LG • Four hours lecture; four hours lab
This course is an introduction to molecular and cellular biology, plant and animal development and physiology, and genetics. Required for biology majors. Individualized computer lab hours by arrangement in the Life Science Computer Lab. (BIOL 21 and 22 equal CAN BIOL SEQA)

Prerequisite: CHEM 1A

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2, B3; IGETC, Area 5B

**BIOL 22 CONCEPTS IN BIOLOGY II:
DIVERSITY, ECOLOGY, EVOLUTION**

5 units • LG • Three hours lecture; seven hours lab
This course is a study of the diversity of life, principles of ecology, behavior, historic biogeography and organic evolution. Required for biology majors. Individualized computer lab hours by arrangement in the Life Science Computer Lab. (BIOL 21 and 22 equal CAN BIOL SEQA)

Corequisite: CHEM 1A

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2, B3; IGETC, Area 5B; MPC, Area B

BIOL 25 APPLIED MICROBIOLOGY LECTURE

3 units • LG • Three hours lecture; one hour lab
Bacterial genetics and physiology, infectious diseases, modes of disease transmission and prevention, and the immune system. Designed for paramedical training programs, including RN, LVN, and veterinary assisting. Individualized computer lab hours by arrangement in the Life Science Computer Lab.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Course advisory: CHEM 30A

Credit transferable: CSU

General Ed. Credit: MPC, Area B

BIOL 26 APPLIED MICROBIOLOGY LABORATORY

1 unit • LG • Three hours lab
This class covers aseptic techniques, culture of bacteria, identification of microbes, and the clinical uses of physiological testing on bacterial species. Designed for those entering paramedical training programs, including RN, LVN, and veterinary assisting.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Course advisory: CHEM 30A

Credit transferable: CSU

General Ed. Credit: MPC, Area B

BIOL 30 INTRODUCTION TO GENETICS

3 units • LG-C/NC • Three hours lecture
This course is an introduction to the principles of genetics. It is not intended for biology majors. Topics covered include classic genetics, human genetics and genetic counseling, population genetics, evolution, microbial genetics and molecular genetics including technologies of DNA.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Course advisory: MATH 261

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2; IGETC, Area 5B; MPC, Area E

BIOL 31 HUMANITY AND THE ENVIRONMENT

3 units • LG-C/NC • Three hours lecture; one hour lab
This course is a survey of basic ecological principles and their application to the human condition. Problems of population growth, resource depletion, misapplication of technology, and environmental degradation are covered. Individualized computer lab hours by arrangement in the Life Science Computer Lab.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2; IGETC, Area 5B; MPC, Area B (BIOL 31 & 32), E

BIOL 32 ENVIRONMENTAL STUDIES LABORATORY

1 unit • LG-C/NC • Three hours lab
This lab class covers major aspects of how humans impact the environment, including populations, water, sewage, pollution, habitat preservation, soils, and planning. Local issues are emphasized. It is designed to complement BIOL 31 (Humanity and the Environment).

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit Transferable: CSU

General Ed. Credit: CSU, Area B3; (BIOL 31 & 32) MPC, Area B

BIOL 35 INTRODUCTION TO ANIMAL BEHAVIOR

3 units • LG-C/NC • Two hours lecture; three hours lab
This is a survey of animal behavior in an evolutionary context, including both instinctive and learned behavior, with examples from all the major animal groups.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2; IGETC, Area 5B; MPC, Area B2

BIOL 36 PLANTS AND CIVILIZATION

3 units • LG-C/NC • Three hours lecture
This class deals with human/plant interactions, from Stone Age to present time. Subjects covered include basic botany (plant anatomy, physiology, and ecology) and human uses of plants for textiles, fiber, food, spices, resins, oils, medicines, paper, building materials, art, and horticulture.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2; IGETC, Area 5B; MPC, Area E

BIOL 38 BIOLOGICAL PSYCHOLOGY

3 units • LG-C/NC • Three hours lecture
This course covers interactions between biological mechanisms and psychological phenomena. It also addresses human brain anatomy and physiology, its development and evolution; response to drugs; stress; biology of learning and memory; mood disorders; and self awareness and regulation. Also offered as Psychology 38; credit may be earned only once.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D9, E; IGETC, Area 5B; MPC, Area D

BIOL 61 COMPUTER USE IN THE BIOLOGICAL SCIENCES

1 unit • LG-C/NC • Three hours lab
Designed to introduce beginning biology students to computer technologies used in the biological sciences.

Credit transferable: CSU

BIOL 75 BIOLOGICAL FIELD STUDIES

1 unit • C/NC • One-half hour lecture; one and one-half hours lab
Natural history subjects, including local wildflowers, birds, and marine mammals. The classes offered vary each semester. Classes emphasize conservation, identification, and research techniques. May be repeated provided there is no duplication of topics.

Credit transferable: CSU

BIOL 213 PHOTOGRAPHY OF MARINE LIFE

1.5 unit • C/NC • One and one-half hours lecture
Students are provided a survey of techniques and equipment for marine photography in different locales, including underwater, from boats, in tide pools, and at aquaria, and an overview of natural history of marine organisms of special interest to divers.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

BIOL 215 GUIDE TRAINING FOR THE MONTEREY BAY AQUARIUM

2.5 units • C/NC • Total hours: Forty-two hours lecture
This is a class taught at the Monterey Bay Aquarium, designed to train interpretive guides for the Aquarium. Students will learn about the natural history of Monterey Bay and how to interpret and present that information to the public.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

BIOL 216 PRACTICAL EXPERIENCE IN GUIDE TRAINING FOR THE MONTEREY BAY AQUARIUM

.5 unit • C/NC • Total hours: Forty-two hours lab
This is an Aquarium interpretive guide class, taught at the Monterey Bay Aquarium. It allows students to practice guide skills and gain experience as volunteers and is designed for students who have taken or are currently taking BIOL 215, Guide Training for the Monterey Bay Aquarium.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

BIOL 370 FOUNDATIONS OF BIOLOGY

3 units • C/NC • Two hours lecture; three hours lab
A general survey of biology designed for the high school student. Topics include cell biology, organic molecules, enzymes, glycolysis, photosynthesis, genetics, DNA, genes and evolution, human physiology, flowering plants, population biology, ecosystems, and communities.

BUSINESS

BUSI 1A FINANCIAL ACCOUNTING

3 units • LG-C/NC • Three hours lecture; one hour lab
Accounting concepts; application of theory to accumulating and summarizing financial data; analysis and interpretation of financial statements. Recommended for transfer majors. (CAN BUS 2)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

BUSI 1B MANAGERIAL ACCOUNTING

3 units • LG-C/NC • Three hours lecture; one hour lab
Use of accounting data for managerial decision making. Topics include cost accounting, profit planning, flexible budgets, and investment decisions. (CAN BUS 4)

Prerequisite: BUSI 1A

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

BUSI 18 BUSINESSLAW

3 units • LG-C/NC • Three hours lecture
Acquaints students with court procedures, contracts, legal and social environment of business, personal property and bailment, sales, commercial paper, and agency and employment. (CAN BUS 8)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

BUSI 20 INTRODUCTION TO BUSINESS

3 units • LG-C/NC • Three hours lecture
Provides a basic vocabulary of business terms and an understanding of the structure and operational procedures of business enterprises.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

BUSI 22 HUMAN BEHAVIOR/LEADERSHIP

3 units • LG-C/NC • Three hours lecture
This course presents an overview of the major psychological concepts and techniques that are relevant in attaining both good performance and personal satisfaction on the job. Topics include leadership skills, time management, values clarification, decision making skills, career management, human motivation and transactional analysis.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area A2

BUSI 24 BUSINESS ISSUES AND ETHICS

3 units • LG-C/NC • Three hours lecture
The study of ethical issues facing American businesses today including environmental pollution, insider trading, and sexual harassment. Focus is on the responsibility of businesses to all parties affected by their decisions.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

BUSI 30 GLOBAL MANAGEMENT

3 units • LG-C/NC • Three hours lecture
Survey of major issues associated with doing business in an international environment. Topics include international trade issues, balance of payments, cultures, politics, and international management strategies.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

BUSI 32 INTRODUCTION TO IMPORTING/EXPORTING

3 units • LG-C/NC • Three hours lecture
Current U.S. position in the global trade arena with an emphasis on the export/import concerns of the small firm. Includes export/import assessment, methods, resources of advice, international marketing, and methods of payment.

Credit transferable: CSU

BUSI 36 INTRODUCTION TO INTERNATIONAL MARKETING

3 units • LG-C/NC • Three hours lecture
Exploration of the concepts and principles of international marketing including: market entry strategies, foreign market analysis, culture and marketing, product design, pricing, distribution, promotion, and sales.

Credit transferable: CSU

BUSI 42 HUMAN RESOURCES MANAGEMENT

3 units • LG-C/NC • Three hours lecture
Personnel/human management is concerned with the effective management of people at work, including: creating a productive work environment, appraising and improving performance, implementing compensation and security, strengthening employee-management relations, and international management of human resources.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area A2

BUSI 44 INTRODUCTION TO BUSINESS OWNERSHIP/ MANAGEMENT

3 units • LG-C/NC • Three hours lecture
Analysis of the practical problems of organizing and managing a successful small business enterprise. Concentration on specific business profiles as well as various areas of business operations.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

BUSI52 RETAIL STORE MANAGEMENT

3 units • LG-C/NC • Three hours lecture

This class covers principles and practices of retail store management including site selection, layout, store-based and electronic retailing, staffing, customer buying behavior, retail market strategy, promotional techniques and all aspects of the critical buying function.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

BUSI54 INTRODUCTION TO E-COMMERCE

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

Students explore concepts of conducting business on the Internet through hands-on activities and website visits. Topics include the Internet's impact on the economy, personal and business services online, buying and selling online, business uses of the Internet, and the development of a website.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

BUSI60 MONEY MANAGEMENT AND INVESTING

3 units • LG-C/NC • Three hours lecture

How-to approach covers financial goal setting, career and income considerations, controlling spending, and planning for retirement and estate transfer. Step-by-step procedures are presented for protecting income and assets, and increasing income and assets through investments in stocks, mutual funds and real estate.

Credit transferable: CSU

BUSI62 PRINCIPLES OF INVESTMENT

3 units • LG-C/NC • Three hours lecture

Assists the student to understand fundamentals of various investments such as stocks, bonds and mutual funds through a familiarity with terminology and basic investment approaches.

Credit transferable: CSU

General Ed. Credit: MPC, Area E

BUSI70 BUSINESS COMMUNICATIONS

3 units • LG-C/NC • Three hours lecture

Correspondence in selected business areas: selling, employment, adjustments and complaints, announcements, credit and collections. Report preparation. Oral communication. Communication reception: reading and listening. Non-verbal communication.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU

General Ed. Credit: MPC, Area E

BUSI80 INTRODUCTION TO ADMINISTRATIVE MANAGEMENT

3 units • LG-C/NC • Three hours lecture

Presents principles of organization and management through interactive exercises and brief video segments. Includes organization culture and theory, communication in organizations, managing information systems, operations and control, human resources management, international management and managing change.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

BUSI 100 BUSINESS ENGLISH

3 units • LG-C/NC • Three hours lecture

Fundamental English preparation addressing sentence construction, parts of speech, use of dictionary, vocabulary and spelling, punctuation, proof-reading and usage. Business-oriented materials are used.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

General Ed. Credit: MPC, Area E

BUSI 110 BUSINESS MATHEMATICS

3 units • LG-C/NC • Three hours lecture

Simple and compound interest, installment financing, taxes, insurance, merchandising and other topics. Working knowledge of arithmetic and basic mathematics recommended.

General Ed. Credit: MPC, Area A2

BUSI 120A BASIC ACCOUNTING

3 units • LG-C/NC • Three hours lecture; one hour lab

Double-entry, accrual accounting procedures. Recording transactions; end of period worksheets and statements; cash control; accounts receivable and payable, payroll procedures. Preparation for full charge bookkeeper. Computer simulation included.

Advisories: MATH 360; eligibility for ENGL 111 and 112 or ENSL 10 and 55

General Ed. Credit: MPC, Area E

BUSI 120B COMPUTERIZED ACCOUNTING

3 units • LG-C/NC • Two hours lecture; two hours lab

Introduction and practical application of computers to general ledger, accounts payable, accounts receivable, payroll and spreadsheets.

Prerequisite: BUSI 1A or 120A

BUSI 140 PRINCIPLES OF MANAGEMENT

3 units • LG-C/NC • Three hours lecture

Operational analysis of manager's role in all types of organizations. Management issues in planning, organizing, staffing, directing, and controlling. Also offered in the Living Room Series.

BUSI 150 INTRODUCTION TO MARKETING

3 units • LG-C/NC • Three hours lecture

Factors affecting flow of goods from producer to consumer. Consumer in the marketplace, trends in retailing and wholesaling, importance of marketplace, importance of marketing research, sales management techniques, and effect of government controls on marketing. Also offered in the Living Room Series.

BUSI 200 INTRODUCTION TO QUICKBOOKS ACCOUNTING SOFTWARE

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab

Through the introduction of an occupational course in a current, popular accounting software program, students learn the software in a step-by-step approach, working through a series of basic business and accounting simulations. No previous computer knowledge is necessary. May be repeated provided there is a change in the software.

BUSINESS SKILLS CENTER

These self-paced courses can be completed in 4 to 6 weeks. Enroll any time during the semester until the last official date to withdraw.

A wide range of business office skills courses is offered through the Business Skills Center. Students work at their own pace, with the assistance of an instructor, and choose the days and hours that are convenient for them. Students may enroll in any course up until the last official withdrawal date, and upon completion of their objectives, will be awarded units and may leave the program. One or more courses may be taken during the same semester.

Most course material is offered in half-unit or one-unit modules. Each one unit of credit requires 48 hours of lab plus homework. Courses may be taken up to four times provided there is a change in content, for example, an updated version of software.

It is the student's responsibility to drop from courses by the last official date to withdraw. Failure to do so could result in an "F" or "NC."

BUSC100.1 WORD PROCESSING: MICROSOFT WORD FOR WINDOWS I

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
In this introductory course students use beginning functions of Microsoft Word for Windows on an IBM-compatible computer. Keyboarding skill is recommended prior to enrollment. May be repeated up to three times provided there is a new version of the software.
General Ed. Credit: MPC, Area E

BUSC100.2 WORD PROCESSING: MICROSOFT WORD FOR WINDOWS II

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
This is a continuation of the introductory course BUSC 100.1. Keyboarding skill is recommended prior to enrollment. May be repeated up to three times provided there is a new version of the software.

BUSC100.3 WORD PROCESSING: MICROSOFT WORD FOR WINDOWS III

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
This course is a continuation of BUSC 100.2. Keyboarding skill is recommended prior to enrollment. May be repeated up to three times provided there is a new version of the software.

BUSC101.1 ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS I

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Advanced features of Microsoft Word for Windows on an IBM-compatible computer. Keyboarding skill and skills taught in BUSC 100.1, 100.2, and 100.3 are recommended prior to enrollment. May be repeated up to three times provided there is a new version of the software.

BUSC101.2 ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS II

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
This course is a continuation of BUSC 101.1. Keyboarding skills and skills taught in BUSC 100.1, 100.2, 100.3, and 101.1 are recommended prior to enrollment. May be repeated up to three times provided there is a new version of the software.

BUSC101.3 ADVANCED WORD PROCESSING: MICROSOFT WORD FOR WINDOWS III

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
This course is a continuation of BUSC 101.2. Keyboarding skill and skills taught in BUSC 100.1, 100.2, 100.3, 101.1, and 101.2 are recommended prior to enrollment. May be repeated up to three times provided there is a new version of the software.

BUSC104.1 WORD PROCESSING: WORDPERFECT FOR WINDOWS I

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Introductory course using beginning functions of WordPerfect for Windows on an IBM-compatible computer. Emphasis is placed on creating, saving, printing, editing, formatting, and changing margins and indentations. Keyboarding skill is recommended prior to enrollment. May be repeated provided there is a new version of the software.
General Ed. Credit: MPC, Area E

BUSC104.2 WORD PROCESSING: WORDPERFECT FOR WINDOWS II

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Continuation of BUSC 104.1. Emphasis is placed on managing documents, changing fonts, using Spell Checker and Thesaurus, inserting page formatting, and manipulating tabs. Keyboarding skill and skills taught in BUSC 104.1 are recommended prior to enrollment. May be repeated provided there is a new version of the software.

BUSC104.3 WORD PROCESSING: WORDPERFECT FOR WINDOWS III

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Continuation of BUSC 104.2. Emphasis is placed on creating headers and footers, creating footnotes and endnotes, manipulating text within and between documents, revising and printing documents, using Grammatik, and merging documents. Keyboarding skill and skills taught in BUSC 104.1 and 104.2 are recommended prior to enrollment. May be repeated provided there is a new version of the software.

BUSC108A.1 COMPUTER SKILLS/TYPING SKILLS I: PART 1

.5 unit • C/NC • Total hours: Twenty-four hours lab
For students who would like to strengthen or add to their previous computer and/or typing skills. Modules offered in: A) special projects: students can select any area of word processing, including advanced features such as mail merge, columns, math, graphics and macros; B) speed and accuracy.
Advisory: Knowledge of the keyboard
General Ed. Credit: MPC, Area E

BUSC108A.2 COMPUTER SKILLS/TYPING SKILLS I: PART 2

.5 unit • C/NC • Total hours: Twenty-four hours lab
Continuation of BUSC 108A.1 for students desiring further skill building.
Course advisory: BUSC 108A.1

BUSC108A.3 COMPUTER SKILLS/TYPING SKILLS I: PART 3

.5 unit • C/NC • Total hours: Twenty-four hours lab
Continuation of BUSC 108A.2 for students desiring further skill building.
Course advisory: BUSC 108A.2

**BUSC108A.4 COMPUTER SKILLS/TYPING SKILLS I:
PART 4**

.5 unit • C/NC • Total hours: Twenty-four hours lab
Continuation of BUSC 108A.3 for students desiring further skill building.
Course advisory: BUSC 108A.3

**BUSC108B.1 COMPUTER SKILLS/TYPING SKILLS II:
PART 1**

.5 unit • C/NC • Total hours: Twenty-four hours lab
Continuation of BUSC 108A.4 for students desiring further skill building.
Course advisory: BUSC 108A.4

**BUSC108B.2 COMPUTER SKILLS/TYPING SKILLS II:
PART 2**

.5 unit • C/NC • Total hours: Twenty-four hours lab
Continuation of BUSC 108B.1 for students desiring further skill building.
Course advisory: BUSC 108B.1

**BUSC108B.3 COMPUTER SKILLS/TYPING SKILLS II:
PART 3**

.5 unit • C/NC • Total hours: Twenty-four hours lab
Continuation of BUSC 108B.2 for students desiring further skill building.
Course advisory: BUSC 108B.2

**BUSC108B.4 COMPUTER SKILLS/TYPING SKILLS II:
PART 4**

.5 unit • C/NC • Total hours: Twenty-four hours lab
Continuation of BUSC 108B.3 for students desiring further skill building.
Course advisory: BUSC 108B.3

BUSC 109 KEYBOARDING FOR COMPUTERS

1 unit • C/NC • Total hours: Forty-eight hours lab
Develops efficient use of computer keyboard through mastery of touch system of alphanumeric typewriter keys and ten-key calculator number pad. Work is done on a computer. Not for students with typing knowledge.
General Ed. Credit: MPC, Area E

BUSC110.1 INTRODUCTORY TYPING I

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Development of basic keyboarding skills with an end-of-course goal of 30 wpm. Skills developed in alphanumeric and symbol key reaches.
General Ed. Credit: MPC, Area E

BUSC110.2 INTRODUCTORY TYPING II

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Continuation of BUSC 110.1. Emphasis on symbol keys and formatting letters and memos. End-of-course goal of 36 wpm.
Course advisory: BUSC 110.1

BUSC110.3 INTRODUCTORY TYPING III

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Continuation of BUSC 110.2. Emphasis on reports, proofreader's marks, outlines, resumes, and tables. End-of-course goal of 45 wpm.
Course advisory: BUSC 110.2

BUSC117.1 BUSINESS MACHINE CALCULATION I

.5 unit • LG-C/NC • Total hours: Twenty-four hours lab
Development of proficiency with electronic calculators. Emphasis on practical problems and business applications.
General Ed. Credit: MPC, Area E

BUSC117.2 BUSINESS MACHINES CALCULATIONS II

.5 unit • LG-C/NC • Total hours: Twenty-four hours lab
Continued development of proficiency with electronic calculators. Emphasis on fractions and decimals, percentages, discounts, invoices and quantity pricing, interest and payroll.
Course advisory: BUSC 117.1

**BUSC119.1 INTRODUCTION TO SPREADSHEETS:
MICROSOFT EXCEL FOR WINDOWS I**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Introductory course using beginning functions of Microsoft Excel for Windows on IBM-compatible computer. Emphasis is placed on creating a worksheet and entering basic formulas. Keyboarding and mouse skills are recommended prior to enrollment. May be repeated provided there is a change in software version.
General Ed. Credit: MPC, Area E

**BUSC119.2 INTRODUCTION TO SPREADSHEETS:
MICROSOFT EXCEL FOR WINDOWS II**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Emphasis is placed on working with formulas, multiple-sheet workbooks, formatting techniques, page set-up, and printing techniques. Keyboarding and mouse skills and skills taught in BUSC 119.1 are recommended prior to enrollment. May be repeated provided there is a change in the software version.

**BUSC119.3 INTRODUCTION TO SPREADSHEETS:
MICROSOFT EXCEL FOR WINDOWS III**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Emphasis is placed on creating charts, using build-in functions, using Excel to manage lists, and creating and using simple macros. Keyboarding and mouse skills and skills taught in BUSC 119.1 area recommended prior to enrollment. May be repeated provided there is a change in the software version.

**BUSC 120 PRESENTATION MANAGEMENT WITH
MICROSOFT POWERPOINT**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Introductory hands-on training in presentation management software using a Microsoft Windows based software package running on IBM-compatible computers. May be repeated provided there is a change in software version.
Course advisory: BUSC 122

**BUSC 121 ACCESSING BUSINESS INFORMATION
VIA THE WORLD WIDE WEB**

1 unit • LG-C/NC • Total hours: Forty-eight hours lab
Introductory self-paced training using various Internet search engines to access business information using Microsoft Windows environment on IBM-compatible computers. May be repeated when new Internet features become available.

BUSC 122 MICROSOFT WINDOWS

.5 unit • C/NC • Total hours: Twenty-four hours lab
This course is an introductory hands-on training in the Microsoft Windows environment. May be taken four times provided there is a change in the software each time.

BUSC 123 BUSINESS DESKTOP PUBLISHING

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

Focus is placed on development of proficiency in creating, keying, and formatting text and images used in technology-related business documents including newsletters, flyers, brochures, technical reports, and Web sites. The self-paced course will guide students using current DTP software, with access to graphics libraries, scanners, and a digital camera. It is recommended that students complete BUSC 109 or BUSC 110 (or possess basic keyboarding skills) and BUSC 122 (or possess basic understanding of Windows 95/98) prior to enrolling. May be repeated provided there is a new version of the software.

BUSC 124 QUICKEN

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

This course provides an introduction and the practical application of the electronic financial world using one of the leading financial software programs. Emphasis is placed on personal and small business financial skills.

BUSC 130 MICROSOFT OUTLOOK

.5 unit • C/NC • Total hours: Twenty-four hours lab

This projects-oriented approach teaches essential office skills for modern offices using Microsoft Outlook. The self-paced course of instruction covers projects and exercises to teach concepts of the MS Outlook application for using e-mail, managing appointments, tasks, and contacts, and previewing the day. May be repeated provided there is a change in the software version.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

BUSC 131 IMAGE PROCESSING FOR BUSINESS

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

Students are provided hands-on training in graphic design and photo imaging using an imaging/drawing program. Sample artwork and projects as used in the business environment will be presented as exercises in a self-paced environment using IBM-compatible computers. Students will follow visual assignments to create digital artwork, Web elements, and to use special effects. May be repeated provided there is a change in software version.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

BUSC 132 WEB PUBLISHING USING MS FRONTPAGE

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

This course provides students a hands-on introduction to basic aspects of World Wide Web publishing using Microsoft FrontPage. With a self-paced syllabus, material is presented in a visual format to describe essential skills to plan, create, modify and structure Web pages and sites. May be repeated provided there is a change in software version.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

BUSC 133 INTRODUCTION TO MICROSOFT ACCESS

1 unit • LG-C/NC • Total hours: Forty-eight hours lab

Students are provided hands-on training in Microsoft Access relational database management system in a simulated office environment using IBM-compatible computers. Students will use self-paced, business exercises to create, organize and analyze database tables, and to produce forms, queries and reports. May be repeated provided there is a change in software version.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

CHEMISTRY

CHEM 1A GENERAL CHEMISTRY I

5 units • LG • Three hours lecture; three hours lab; three hours problem session

First course of a two-semester sequence. Designed for students entering science, medicine, and related professions. Students are urged to complete both courses at MPC. Sequence covers atomic structure, chemical bonding, introduction to bio-organic chemistry, thermodynamics, kinetics, equilibrium and electro-chemistry. (CAN CHEM 2)

Prerequisite: High school chemistry or CHEM 2 and high school algebra or MATH 261

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

CHEM 1B GENERAL CHEMISTRY II

5 units • LG-C/NC • Three hours lecture; six hours lab

A continuation of CHEM 1A. One-third of the laboratory is devoted to semi-micro qualitative analysis. (CAN CHEM 4)

Prerequisite: CHEM 1A

Credit transferable: CSU, UC

CHEM 2 FUNDAMENTAL CHEMISTRY

4 units • LG-C/NC • Three hours lecture; two hours lab; one hour problem session

A study of the basic principles of chemistry with special emphasis on problem solving. Designed especially for the student who plans to enroll in CHEM 1A but lacks the necessary prerequisites.

Prerequisite: High school algebra or MATH 261

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

CHEM 10 EVERYDAY CHEMISTRY

3 units • LG-C/NC • Three hours lecture

A non-mathematical course for the non-science major or anyone who is curious about the chemistry behind everyday things. Topics of current interest and global importance will be discussed, including the greenhouse effect and the ozone layer. Also offered in the Living Room Series.

Co-requisite: CHEM 10L

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: (CHEM 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

CHEM 10L EVERYDAY CHEMISTRY LAB

1 unit • LG-C/NC • Three hours lab

Fundamental laboratory studies and examination of the topics introduced in CHEM 10.

Co-requisite: CHEM 10

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: (CHEM 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

CHEM 12A ORGANIC CHEMISTRY I

5 units • LG-C/NC • Four hours lecture; six hours lab; one hour problem session

The first course of a two-semester sequence designed for students entering biochemistry, chemistry, chemical engineering and certain biology majors who desire a stronger preparation in organic chemistry. Introduction to the general theory of organic reactions and the chemistry of the compounds of carbon.

Prerequisite: CHEM 1B

Credit transferable: CSU, UC

CHEM 12B ORGANIC CHEMISTRY II

5 units • LG-C/NC • Four hours lecture; six hours lab; one hour problem session

A continuation of CHEM 12A, together with an introduction to bio-organic chemistry.

Prerequisite: CHEM 12A

Credit transferable: CSU, UC

CHEM 30A INTRODUCTORY CHEMISTRY FOR HEALTH SCIENCES

4 units • LG • Three hours lecture; three hours lab; one hour problem session

Principles of inorganic and organic chemistry. Appropriate for majors in nursing, dental hygiene, physical therapy, home economics, agriculture, and physical education. Does not meet chemistry requirements for pre-medicine, pre-dentistry or laboratory technician. (CAN CHEM 6)

Prerequisite: MATH 261 or equivalent

Credit transferable: CSU

General Ed. Credit: CSU, Area B1, B3; MPC, Area B

CHEM 30B ORGANIC AND BIOLOGICAL CHEMISTRY FOR HEALTH SCIENCES

4 units • LG • Three hours lecture; three hours lab; one hour problem session

An in-depth study of principles of organic and biological chemistry related to the health science field. Appropriate for most baccalaureate programs in nursing, dental hygiene, home economics, physical therapy, and physical education. Does not meet chemistry requirement for pre-medicine or pre-dentistry majors. (CAN CHEM 8)

Prerequisite: CHEM 30A

Credit transferable: CSU

CHEM 151 CHEMICAL CALCULATIONS

1 unit • LG-C/NC • Two hours lecture/problem

Lecture and drill in solving the problems normally encountered in general chemistry.

Co-requisite: CHEM 1A

Credit transferable: CSU

CHILD DEVELOPMENT**CHDV 1 CHILD DEVELOPMENT**

4 units • LG-C/NC • Three hours lecture; one hour observation per week

Prenatal life through adolescence. Interrelationships in the child's physical, mental, social and emotional development. Observation in the Child Development Center. (CAN HEC 14)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area D

CHDV 50 INTRODUCTION TO CHILD DEVELOPMENT PROGRAMS

1 unit • LG • One hour lecture

Surveys the field of Child Development: Various programs, emphases, and effectiveness. Considers employment opportunities and related educational requirements in relation to personal interests and capabilities.

Credit transferable: CSU

General Ed. Credit: MPC, Area E

CHDV 51 PRINCIPLES OF WORKING WITH YOUNG CHILDREN

3 units • LG • Three hours lecture

Students examine techniques for nurturing confidence, self-discipline, creativity, intellectual curiosity, and positive social interaction in programs for young children. Focus is placed on strategies and techniques which reflect developmentally appropriate practice. Students not working in a paid position directly with young children must volunteer in a child care setting and enroll in at least one unit of COOP 91.8 Child Development Cooperative Work Experience.

Co-requisite: CHDV 1

Credit transferable: CSU

CHDV 52A CHILD DEVELOPMENT PROGRAM I

3-4 units • LG • Two hours lecture; three hours lab per week; plus three hours lab per week for additional unit of credit

Supervised teaching of the young child. Fostering development through program organization, classroom management, curriculum planning, and teaching techniques.

Prerequisites or Co-requisites: CHDV 1, 51, and one of the following Child Development classes: 53, 54, 80, 81, 82, 83, 84, 85

Credit transferable: CSU

CHDV 52B CHILD DEVELOPMENT PROGRAM II

3-4 units • LG • Two hours lecture; three hours lab per week; plus three hours lab per week for additional unit of credit

Advanced responsibilities in managing a program for young children: program management, prescriptive teaching, teacher-parent relations, and comparative curricula.

Prerequisite: CHDV 52A

Credit transferable: CSU

CHDV 53 ART, MUSIC, AND SCIENCE FOR THE YOUNG CHILD

3 units • LG • Three hours lecture

Exploration and presentation of experiences in art, music, movement, science and math in a program for the young child.

Prerequisite or Co-requisite: CHDV 1

Course advisory: CHDV 51

Credit transferable: CSU

CHDV 54 LANGUAGE AND PERCEPTUAL MOTOR PLAY

3 units • LG • Three hours lecture

Exploration and presentation of experiences in language arts, dramatic and perceptual motor play for the young child. Structuring the indoor and outdoor environment.

Prerequisite: CHDV 1

Advisory: CHDV 51

Credit transferable: CSU

CHDV 55 CHILD, FAMILY, AND COMMUNITY

3 units • LG • Three hours lecture

The partnership of school and family as a support system for the developing child. Effective use of community resources.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

CHDV 56 EARLY CHILDHOOD EDUCATION IN A DIVERSE SOCIETY

3 units • LG • Three hours lecture

Students explore principles for quality care within a diverse society, analyzing cultural, racial, class, gender, abledness differences and similarities of children and families and the impact of these differences on learning and social interactions in the classroom.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

CHDV 60 EFFECTIVE PARENTING

3 units • LG-C/NC • Three hours lecture

For course description see Sociology 60. Also offered as Psychology 60 and Sociology 60; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: CSU, Area E; MPC, Area D

CHDV 61 HEALTH, SAFETY AND NUTRITION FOR THE YOUNG CHILD

3 units • LG-C/NC • Three hours lecture

Health, safety, and nutrition issues important to caregivers of small children in daycare and preschool settings.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

CHDV 62 INFANT-TODDLERCARE

3 units • LG • Three hours lecture

Students learn elements of high quality, developmentally appropriate infant and toddler childcare. Course includes an overview of infant toddler development, the role of the teacher or caregiver, developmentally appropriate practices, designing indoor and outdoor environments, licensing regulations, health and safety issues, partnerships with families, and responsive caregiving. Satisfies California Community Care Licensing requirement for center-based infant/toddler teachers and directors.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

CHDV 63 THE SPECIAL NEEDS CHILD

3 units • LG • Three hours lecture

An introduction to teaching children with special needs in learning sensory and communication, social and emotional, physical and health areas. Attitudes, policies and program planning.

Prerequisite: CHDV 1

Credit transferable: CSU

CHDV 64 SCHOOL-AGE CHILD CARE

3 units • LG • Three hours lecture

This course is an overview of programs and services for school-age children, focusing on elements of high quality, developmentally appropriate before- and after-school childcare. Course includes community resources, environment, homework assistance, discipline, activity planning, and fostering positive relationships with families. Designed for those who work in before- and after-school programs, this course, with CHDV 87, satisfies requirements for the School-Age Care Specialization for the California State Child Development Permit.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

CHDV 65 COMMUNICATION SKILLS IN EARLY CHILDHOOD EDUCATION

3 units • LG • Three hours lecture

An interactive study of communication skills for ECE professionals. Principles and experiential activities to include: basic skills, dynamics, problem solving and empowerment for children, parents and staff.

Prerequisites or Co-requisites: CHDV 1 and 51

Credit transferable: CSU

CHDV 67 HIGH/SCOPE CURRICULUM

2 units • LG-C/NC • Two hours lecture

An introduction to High/Scope curriculum through active workshops, discussions, readings, and classroom observations.

Prerequisites: CHDV 1 and 51

Credit transferable: CSU

CHDV 68 HIGH/SCOPE ASSESSMENT

2 units • LG-C/NC • Two hours lecture

An advanced course in High/Scope Curriculum focusing on creating a developmentally appropriate learning environment, implementing effective teacher-child interactions, and developing techniques to assess children's development.

Prerequisites: CHDV 67

Credit transferable: CSU

CHDV 69 CREATING A HIGH/SCOPE CLASSROOM

2 units • LG-C/NC • Two hours lecture

This class offers an opportunity to apply High/Scope curriculum techniques and assessment strategies in a classroom in order to facilitate children's learning experiences. May be repeated once, given no duplication of setting.

Prerequisite: CHDV 67

Credit transferable: CSU

CHDV 71A ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS I

3 units • LG-C/NC • Three hours lecture

Organization and management of programs for young children: environment, staff, budget, records, family involvement, organizational structure.

Prerequisites: CHDV 1, 51, and 53 or 54 or 80

Course advisory: CHDV 52A

Credit transferable: CSU

CHDV 71B ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS II

3 units • LG-C/NC • Three hours lecture

Emphasis on the development of program and personnel evaluation procedures that accurately reflect the goals of the program. Focus on goal-setting, time management, staff development, legal issues in child care, budget analysis, working with parents, and organizational skills.

Prerequisite: CHDV 71A

Credit transferable: CSU

CHDV 72 SUPERVISING ADULTS IN THE CHILD CARE SETTING

2 units • LG-C/NC • Two hours lecture

Methods and principles of supervising adults in early childhood settings. Emphasis on the role of experienced teachers acting as mentors to new teachers while addressing other classroom needs. One-year experience as Head Teacher is recommended before enrolling.

Prerequisites: CHDV 1, 51 and 55

Credit transferable: CSU

CHDV 74 FAMILY DYNAMICS

3 units • LG • Three hours lecture

This course examines how families function in healthy and unhealthy ways. It provides a framework for understanding the effects that different life events and everyday living can have on all members of a family. In combination with CHDV 75, this course satisfies the six-unit specialization needed for the Master Teacher level of the California State Child Development Permit.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

CHDV 75 WORKING WITH FAMILIES

3 units • LG • Three hours lecture

This course examines the relationship between teachers and the families of the children they work with. Topics include: strategies for and challenges to family-teacher cooperation; establishing partnerships; positive communication; design and implementation of parent meetings and conferences; how to entice parent involvement; and effective articulation about the growth and development of the child and how the curriculum in the classroom supports that growth. In combination with CHDV 74, this course meets the requirements for a specialization for the Master Teacher Level of the California State Child Development Permit.

Prerequisite: CHDV 55

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

CHDV 76A VIOLENCE AND ITS IMPACT ON CHILDREN AND THEIR FAMILIES

3 units • LG • Three hours lecture

Exploration of violence in America and its impact on the physical and psychological well-being of children, their families and early childhood teachers. Emphasis on critical factors in understanding appropriate early childhood violence prevention and intervention strategies.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

CHDV 76B INTRODUCTION TO VIOLENCE INTERVENTION FOR CHILDREN AND THEIR FAMILIES

3 units • LG • Three hours lecture

Provides early childhood teachers knowledge and skills to respond to the needs of children and families who experience stress and chronic violence through exploration of the power of play in helping children resolve conflicts and methods for teaching alternatives to violence.

Prerequisite: CHDV 76A

Credit transferable: CSU

CHDV 80 CURRICULUM PLANNING AND ENVIRONMENTAL DESIGN

3 units • LG • Three hours lecture

Students examine theoretical and practical considerations of curriculum development for young children including integrated, emergent curriculum, curriculum webbing, and environmental preparation of early childhood settings including the arrangement of learning centers and outdoor settings. This class serves as a framework for the series of six specific curriculum classes.

Credit transferable: CSU

CHDV 81 APPROACHES TO ART CURRICULUM

2 units • LG-C/NC • Two hours lecture

Students examine the role of art and the creative process in the early childhood classroom and in children's development. Focus is placed on techniques and strategies for creating art centers and integrating art activities through the curriculum.

Credit transferable: CSU

CHDV 82 SCIENCE AND MATH CURRICULUM

2 units • LG-C/NC • Two hours lecture

Students examine the development of math and science concepts in young children. Focus is placed on techniques and strategies for supporting children's learning using activities and methods appropriate for their age.

Credit transferable: CSU

CHDV 83 MUSIC AND MOVEMENT CURRICULUM

2 units • LG-C/NC • Two hours lecture

Students examine the development of children's musical and movement abilities. Focus is placed on techniques and strategies which support children's appreciation of and skill at producing music and movement, using activities and methods appropriate for their level of development.

Credit transferable: CSU

CHDV 84 LANGUAGE AND LITERACY CURRICULUM

2 units • LG-C/NC • Two hours lecture

Students examine the development of children's language, reading, and writing. Focus is placed on techniques and strategies which support children's learning using activities and methods appropriate for their level of development.

Credit transferable: CSU

CHDV 85 CURRICULUM FOR SMALL AND LARGE MOTOR DEVELOPMENT

2 units • LG-C/NC • Two hours lecture

Students examine the development of children's large and small motor development and how physical activities support cognitive skills. Focus is placed on techniques and strategies which support children's learning, using activities and methods appropriate for their level of development.

Credit transferable: CSU

CHDV 86 CONSTRUCTION CURRICULUM

2 units • LG-C/NC • Two hours lecture

Students explore materials and methods to promote boys' and girls' learning through construction play. Emphases are placed on block building, woodworking and large-scale constructions and include hands-on experiences and project design.

Credit transferable: CSU

CHDV 87 SCHOOL-AGE CURRICULUM

3 units • LG • Three hours lecture

This course assists providers of before- and after-school care in designing developmentally appropriate curriculum and activities which are interesting and engaging to school-age children. With CHDV 64, this course meets requirements for the School-Age Care Specialization for the California State Child Development Permit.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

CHDV 200 CURRENT ISSUES IN CHILD DEVELOPMENT

.5-3 units • LG-C/NC • Eight hours lecture for each one-half unit of credit

A series of short courses for teachers of young children. Each course focuses on specific current issues in an area such as development, curriculum, environments, guidance, administration, communication or parent relationships. May be repeated provided there is a change in topics.

CHDV 201 CALIFORNIA CHILD CPR AND PEDIATRIC FIRST AID

.5 unit • C/NC • Total hours: Eight hours lecture

Provides plan for caregivers to follow when a child is injured: emergency action principles, first aid skills specific to the child care setting, and cardiopulmonary resuscitation. Satisfies State Child Care licensing requirements for pediatric first aid and CPR. Reading required prior to course, available at MPC bookstore.

CHDV 202 CALIFORNIA CHILD CPR AND PEDIATRIC FIRST AID RECERTIFICATION

.5 unit • C/NC • Total hours: Eight hours lecture
Students review plan for caregivers to follow when a child is injured, emergency action principles, first aid skills specific to childcare setting, and cardiopulmonary resuscitation. Satisfies renewal for State Child Care licensing requirements. May be taken four times for credit.
Prerequisites: CHDV 201 or Red Cross Child CPR and First Aid class taken within one year

CHDV 203 PREVENTIVE CHILD HEALTH AND SAFETY FOR CHILD CARE PROVIDERS

.5 unit • C/NC • Total hours: Eight hours lecture
Provides training in preventive health practices, injury prevention, disaster preparedness, nutrition, child abuse identification and prevention, care of ill children, and working with children with special needs. Satisfies State Licensing requirements in conjunction with Child CPR and First Aid. May be taken four times for credit.
Advisory: Eligibility for ENGL 111 or ENSL 10

CHDV 210 INTRODUCTION TO FAMILY CHILD CARE

1 unit • LG-C/NC • One-half hour lecture; one and one-half hours lab
Focus is placed on licensing requirements and essential elements of a high-quality family child care program including teacher provider characteristics, continuing education possibilities, barriers and rewards, and one's own family in developing and implementing a family child care program.

CHDV 211 AGES AND STAGES: AN OVERVIEW OF CHILD DEVELOPMENT

1 unit • LG-C/NC • One hour lecture
Students are provided an overview of the development of children from birth through age twelve.

CHDV 212 CHILDREN WITH SPECIAL NEEDS IN FAMILY CHILD CARE HOMES

1 unit • LG-C/NC • One hour lecture
Students learn how to use observation and assessment to identify children with special needs, how to make referrals, and how to develop strategies for inclusion of children with special needs and their families in a family child care program. The history, rights and regulations of the Americans with Disabilities Act are discussed as well.

CHDV 213 LEARNING ENVIRONMENTS IN FAMILY CHILD CARE HOMES

1 unit • LG-C/NC • One hour lecture
Focus is placed on developing and assessing the indoor and outdoor environments within a family child care home in terms of health and safety standards and developmentally appropriate education within multi-age and culturally diverse groupings of young children.

CHDV 214 FOOD AND NUTRITION IN FAMILY CHILD CARE HOMES

1 unit • LG-C/NC • One hour lecture
Students learn how to apply nutritional guidelines to meal and snack planning, cooking activities and curriculum. Resources for meal planning and funding programs are discussed.

CHDV 215 LEARNING ACTIVITIES IN FAMILY CHILD CARE HOMES

1 unit • LG-C/NC • One hour lecture
Focus is placed on constructing learning activities which are developmentally appropriate for infants and toddlers, preschoolers and school age children in multi-age and culturally diverse groups in family child care homes.

CHDV 216 OPERATING A FAMILY CHILD CARE BUSINESS

1 unit • LG-C/NC • One hour lecture
Students are provided an overview of the basics of operating a family child care business, including contracts, setting fees, bookkeeping, tax tips, marketing, record keeping, insurance needs, constructing a budget, and writing a business plan.

CHDV 217 WORKING WITH FAMILIES IN A FAMILY CHILD CARE HOME

1 unit • LG-C/NC • One hour lecture
Focus is placed on forming positive partnerships with parents and other adults in children's families. Topics include steps in interviewing a prospective family, communication of families' financial obligations and contract rights, understanding parents' issues regarding the care of their children, informal and formal communications and ways to deal with common challenges which arise in working with families.

CHDV 218 PLANNING FOR SUCCESS IN THE FAMILY CHILD CARE HOME

1 unit • LG-C/NC • One hour lecture
Focus is placed on setting financial, program and personal goals within the context of a family child care business.

CHDV 219 GUIDANCE AND PROBLEM SOLVING WITH YOUNG CHILDREN

2 units • LG-C/NC • One and one-half hours lecture; one and one-half hours lab
Focus is on effective means of guidance and communication with young children and problem-solving techniques which support children's social development and self-esteem.

CHDV 351 CHILD CARE

1 unit • LG-C/NC • Two hours activity
Investigation of the parent's role in the care and nurturing of two- to five-year-olds. Self-esteem, communication, nutrition, and community resources explored. May be taken two times for credit. Call Children's Center Director for further information, 646-4066.
Enrollment Limitation: First or second semester student with child/children in the MPC Children's Center

CHDV 452 CHILD CARE LAB

0 units • NC • Three hours laboratory
Continuation of CHDV 351. Lab work consists of projects done at the Children's Center.
Enrollment Limitation: Third or fourth semester student with child/children in the MPC Children's Center

CHINESE

See **FOREIGN LANGUAGES.**

CINEMA/VIDEO

See **ART.**

COMMUNICATIONS

COMM 5 MASS MEDIA METHODS

3 units • LG-C/NC • Three hours lecture

Exploration and analysis of mass media techniques and methods. Emphasis on improving communications effectiveness to include analytical writing. (CAN JOUR 4)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

COMM 8 WRITING FOR MASS MEDIA

3 units • LG-C/NC • Three hours lecture

Reporting strategies to include news and feature story sources, research and interview techniques. Includes magazine article marketing methods.

Prerequisite: Eligibility for ENGL 1A

Credit transferable: CSU

General Ed. Credit: MPC, Area C

COMMUNITY HEALTH EDUCATION

COHS 410 EDUCATION FOR CHILDBIRTH

0 units • NC • Total hours: Twelve hours lecture; twelve hours lab

Provides prenatal instruction for couples/singles wanting to make informed choices for childbirth in hospital or alternative birth setting. Includes nutritional counseling, essential exercises, current information on obstetrical drugs and technologies, Caesarean birth, breast feeding, and post-natal period. Also addresses labor coaching with relaxation, imagery and breathing techniques.

COHS 420 PREPARED CHILDBIRTH

0 units • NC • Total hours: Seventeen and one-half hours lecture

Preparation for labor and delivery, including Caesarean birth. Physiology of fetal development and birth, relaxation and breathing techniques for labor, and infant care.

COHS 421 PREPARED CHILDBIRTH EDUCATION REFRESHER

0 units • NC • Total hours: Six hours lecture

A review of childbirth techniques and new information.

Course Advisory: COHS 420 or equivalent

COHS 422 CAESAREAN BIRTH

0 units • NC • Total hours: Four hours lecture

Physical and psychological preparation for Caesarean birth, including infant, mother and family.

COHS 430 FITNESS FOR MOMS AND MOMS-TO-BE

0 units • NC • Two hours activity

Prenatal exercise class. Includes toning, stretching, low impact aerobics and relaxation for pregnant women and women who have recently delivered a baby.

COHS 450 BEGIN AND WIN

0 units • NC • Three hours activity

A beginning fitness course for individuals who need assistance and supervision to plan and carry out activities such as walking and stretching. Requires a medical release for participation.

COMPUTER SCIENCE AND INFORMATION SYSTEMS

CSIS1 INTRODUCTION TO COMPUTER SCIENCE AND INFORMATION SYSTEMS

3 units • LG-C/NC • Three hours lecture; one hour lab

Introduces computer hardware, software procedures, systems, and human resources and explores their integration and application in society. Fundamentals of computer problem solving and programming are addressed using a high-level programming language and word-processing, database and spreadsheet application packages. Also offered in the Living Room Series. (CAN BUS 6)

Advisory: MATH 261

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area A2

CSIS10A COMPUTER SCIENCE-BEGINNING PROGRAMMING

4 units • LG-C/NC • Three hours lecture; two hours lab

Computer structure and programming in procedure-oriented languages. Representation and storage of information; principles for clearly conceiving and expressing procedures. Extensive programming experience to include a significant project.

Prerequisite: CSIS 1

Advisory: MATH 261

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area A2

CSIS10B COMPUTER SCIENCE-ADVANCED PROGRAMMING

4 units • LG-C/NC • Three hours lecture; two hours lab

An advanced programming course; concepts and properties of program structures, data structures and related algorithms. Extensive programming of a series of software modules culminating in a comprehensive final project.

Prerequisite: CSIS 10A

Credit transferable: CSU, UC

CSIS 11 COMPUTER ARCHITECTURES

3 units • LG-C/NC • Two hours lecture; two hours lab

Organization of computer systems, machine architectures, relationship between hardware and software, programming in assembly language. Familiarity with programming in a high level language such as presented in CSIS 10A is recommended.

Credit transferable: CSU, UC

CSIS 14 FORTRAN FOR SCIENTIFIC AND MATHEMATICAL PROGRAMMING

2 units • LG • One hour lecture; two hours lab

For course description see Mathematics 14. Also offered as Engineering 14; credit may be earned only once.

Co-requisite: MATH 18 or 20A

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area A2

CSIS 16 COBOL PROGRAMMING

3 units • LG-C/NC • Two hours lecture; two hours lab

Theory and practice in the use of the language known as common business oriented language (Cobol). Laboratory experience sufficient to develop a working knowledge of this language.

Prerequisite: CSIS 1

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area A2

CSIS 17 FORTRAN PROGRAMMING

1-3 units • LG-C/NC • One hour lecture; two hours lab per week for each additional unit of credit

Programming in the Fortran language including theory and practice of program development as well as general concepts related to higher-level language with attention focused on programming style. Laboratory experience sufficient to develop a working knowledge of the language.

Prerequisite: CSIS 10A

Credit transferable: CSU, UC

CSIS 40 DISCRETE MATHEMATICS

3 units • LG • Four hours lecture/discussion

For course description see Mathematics 40. Also offered as Mathematics 40; credit may be earned only once.

Prerequisite: MATH 20A or equivalent

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 15

Credit transferable: CSU, UC

CSIS 50 SOFTWARE APPLICATIONS

2 units • LG-C/NC • Two hours lecture

This introductory course addresses the Windows operating system and user interfaces, and integrated software for word processing, electronic spreadsheets, relational databases, and presentation graphics. Also offered online.

Co-requisite: CSIS 50L

Credit transferable: CSU

CSIS 50L SOFTWARE APPLICATIONS LAB

1 unit • LG-C/NC • Three hours lab

This course provides students a hands-on demonstration and reinforcement of software applications presented in CSIS 50. Assignments mastered in the PC computer laboratory will include introduction to the Windows operating system, and integrated software for word processing, electronic spreadsheets, relational databases, and presentation graphics.

Co-requisite: CSIS 50

Credit transferable: CSU

CSIS 51A BUSINESS DATA PROCESSING

3 units • LG-C/NC • Two hours lecture; two hours lab

Computer use in business information environment. Business data processing solutions including structured program design, development, testing, implementation and documentation; practical experience in the use of common business-oriented languages. Also offered in the Living Room Series.

Prerequisite: CSIS 1

Credit transferable: CSU

CSIS 51B ADVANCED BUSINESS DATA PROCESSING

3 units • LG-C/NC • Two hours lecture; two hours lab

Structured methodology of program design, development, testing, implementation, and documentation. File organization and management techniques. Practical experience in the use of programming languages with mass storage devices.

Prerequisite: CSIS 51A

Credit transferable: CSU

CSIS 51C DATABASE PROCESSING

3 units • LG-C/NC • Two hours lecture; two hours lab

Use of Computer-Assisted Software Engineering tools. Database representation; query languages; data retrieval, summary and representational control of database processing environment; concepts and use of computer-assisted software engineering tools.

Prerequisite: CSIS 51A

Credit transferable: CSU

CSIS 55 VISUAL BASIC FOR RAPID APPLICATION DEVELOPMENT

3 units • LG-C/NC • Two hours lecture; two hours lab

Introduction to event-driven programming in a graphical environment with the widely used language Visual Basic. Familiarity with general terminology as covered in CSIS 1 is recommended.

Course advisory: CSIS 10A

Credit transferable: CSU

CSIS 56 JAVA PROGRAMMING

3 units • LG-C/NC • Two hours lecture; two hours lab

Introduction to object-oriented programming using JAVA. Simple applications and applets will be used to discuss the main attributes of Object-Oriented design. Familiarity with programming in a high-level language such as is presented in CSIS 10A is recommended.

Credit transferable: CSU, UC

CSIS 60 SYSTEMS ANALYSIS AND DESIGN

3 units • LG-C/NC • Two hours lecture; two hours lab

Overview of the systems development life cycle. Analysis of the current business situation and generation of problem definitions using classical, structured and systemic techniques. Generation of systems designs in terms of process and data flows, data and file organization, input-output designs and program specifications. Practical experience through case studies.

Prerequisite: CSIS 51A

Credit transferable: CSU

CSIS 70 MICROCOMPUTER OPERATING SYSTEMS

.5 unit • LG-C/NC • Total hours: Four hours lecture; twelve hours lab

Disk operating systems for microcomputers: operation of IBM PCs in the PC/DOS and MS/DOS environment; features, functions and utilities; lab experience sufficient to become proficient in PC/DOS.

Credit transferable: CSU

CSIS 71 OPERATING A PERSONAL COMPUTER SYSTEM

.5 unit • LG-C/NC • Total hours: Four hours lecture; twelve hours lab

Introduction to Microsoft Windows operating system for personal computer: run applications, customize environment file manager, E-Mail, Scheduler and utility programs are covered.

Credit transferable: CSU

CSIS 74 MICROPROCESSOR SYSTEM DEVELOPMENT

2 units • LG-C/NC • One and one-half hours lecture; one and one-half hours lab

Microprocessor architecture, op-codes with hardware circuits necessary to interface the microprocessor to the real world.

Credit transferable: CSU

CSIS 75 PC TECHNICIAN

3 units • LG-C/NC • Two hours lecture; three hours lab

Covers maintenance and installation of computer hardware, installation and configuration of operating system software, basic electronics for computer hardware and system troubleshooting. Familiarity with computer concepts as presented in CSIS 1 is desirable.

Credit transferable: CSU

CSIS 76 NETWORKING ESSENTIALS

3 units • LG-C/NC • Two hours lecture; three hours lab

This is an introduction to network standards, concepts, topology and terminology including LANs, WANs, the OSI model, cabling, IP addressing, network hardware and various protocols. The content of this course aligns itself with the first course in the Cisco Systems Networking Academy curriculum and the Microsoft MCSE series. Familiarity with general computer terminology as covered in CSIS 1 is recommended.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

CSIS 77 PUBLISHING ON THE WORLD WIDE WEB

3 units • LG-C/NC • Two hours lecture; two hours lab

This course reviews the Internet and the World Wide Web, including evaluation of methods, development tools, services, standards, and trends used in electronic publishing. Hands-on development of hypertext documents and multimedia links is also covered. May be taken three times for credit.

Course advisories: CSIS 50; LIBR 70

Credit transferable: CSU

CSIS 78 ADVANCED PUBLISHING ON THE WORLD WIDE WEB

3 units • LG-C/NC • Two hours lecture; three hours lab

This course is a continuation of CSIS 77 Publishing on the World Wide Web and is designed to develop hands-on expertise with evolving Internet technology including the following: Dynamic HTML, Cascading Style Sheets, content animation, client-side scripting, Java applet development, and XML programming. Familiarity with computer imaging and Windows 95/98 is recommended. May be taken three times for credit.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

CSIS 80 INTRODUCTION TO UNIX

1.5 unit • LG-C/NC • One hour lecture; one and one-half hours lab

An introduction to the UNIX operating system that includes file and directory manipulation, permissions, use of Shell commands, customization of user environment and an introduction to Shell programming. Familiarity with basic computer terminology as presented in CSIS 1 is desirable.

Course advisory: CSIS 1 or equivalent

Credit transferable: CSU

CSIS 82 UNIX SYSTEM ADMINISTRATION

1.5 units • LG-C/NC • One hour lecture; one hour lab; one-half hour by arrangement

Major aspects of UNIX system administration including network services, NFS, FTP, HTTP and e-mail, distributing applications, creating users, assigning permissions and system security. Shell programming will also be covered. Familiarity with user aspects of UNIX as presented in CSIS 80 is recommended.

Credit transferable: CSU

CSIS 83 NETWORK CLIENT OPERATING SYSTEMS

1.5 units • LG-C/NC • One hour lecture; one and one-half hours lab

This course covers all aspects of installing, maintaining, and operating a computer workstation in a networked environment. E-mail, intranet, and Internet operation are included. Familiarity with general computer terminology as covered in CSIS 1 is recommended. May be repeated provided there is a change in software.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

CSIS 84 SYSTEMS ADMINISTRATION IN THE LAN

1.5 units • LG-C/NC • One hour lecture; one hour lab; one-half hour by arrangement

This course covers all aspects of Systems Administration in a LAN environment. Topics will include adding and removing users and groups and RAS services, as well as domain setup and management. Familiarity with the concepts of networking essentials (such as what is covered in CSIS 76) is recommended prior to enrollment.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

CSIS 98 COMPUTER PROJECTS

1-3 units • LG-C/NC • One hour lecture; three hours lab per week for each additional unit of credit

Provides the opportunity for data processing and computer science majors to implement computer procedures in the solving of their respective problem areas. Problem sections provided for data processing majors and computer science majors with a common lecture for both groups of students. May be taken three times for credit provided there is no duplication of topics.

Prerequisite or Co-requisite: CSIS 1

Credit transferable: CSU

CSIS 172 LOCAL AREA NETWORK SERVERS

3 units • LG-C/NC • Two hours lecture; three hours lab

In this course students will learn installation of a network server to include disk and file setup, DHCP, WINS, and RAS services, using Windows NT server software, as well as setup and management of single domain, and enterprise network servers. Familiarity with the concepts of Networking Essentials as found in CSIS 76 is recommended.

CSIS 174 NETWORK SERVERS FOR THE INTERNET

3 units • LG-C/NC • Two hours lecture; two hours lab; one hour by arrangement

In this course students will learn installation and maintenance of the Internet server, FTP server, and the proxy server, using Microsoft Internet Information Server, and Apache Server in Linux. Familiarity with the concepts of Network Servers as found in CSIS 172 is recommended.

CSIS 177 CISCO ROUTER THEORY AND ROUTER TECHNOLOGIES

3 units • LG-C/NC • Two hours lecture; three hours laboratory

This is the second of four courses in the Cisco Systems Networking Academy curriculum. It introduces students to router and routing concepts and terminology, including Ethernet and Token Ring frames, RIP and IGRP routing protocols, distance vector and link state routing, routing loop issues, TCP/IP basics, IP addressing, and IP access lists.

Prerequisite: CSIS 76

CSIS 178 ADVANCED CISCO ROUTING AND SWITCHING

3 units • LG-C/NC • Two hours lecture; two hours lab; one hour by arrangement

This is the third of four courses in Cisco Systems Cisco Networking Academy curriculum. This course introduces the student to router and routing concepts and terminology including Ethernet and Token Ring frames, RIP and IGRP routing protocols, distance vector and link state routing, routing loop issues, TCP/IP basics, IP addressing, and IP access lists. Students will get hands-on experience configuring Cisco routers.

Prerequisite: CSIS 177

CSIS179 CISCO WAN TECHNOLOGIES AND PROJECT-BASED LEARNING

3 units • LG-C/NC • Two hours lecture; two hours lab; one hour by arrangement

This is the fourth of four courses in the Cisco Systems Cisco Networking Academy curriculum. This course covers the various Wide Area Network services including LAPB, Frame Relay, ISDN, HDLC, PPP, and DDR. Configure Frame Relay LMIs, maps and subinterfaces on a Cisco router. Includes hands-on experience using Cisco routers.
Prerequisite: CSIS 178

CSIS210 HOME COMPUTER WORKSHOP FOR BEGINNERS

.5 unit • LG-C/NC • Total hours: Nine hours lecture; seven hours lab
Designed for the absolute beginner to include introduction of terminology, hands-on use and basic programming concepts.

COOPERATIVE WORK EXPERIENCE

COOP 91 COOPERATIVE WORK EXPERIENCE

1-16 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

This course provides a planned, supervised work experience program for students working in a job directly related to their declared college major or career goal. Classroom activities are correlated with current employment practices. Interviews with COOP faculty advisor, completion of job performance objectives, a term paper, and other forms are required. A total of 16 units of COOP 91 (or a combination of COOP 91 and 92) may be taken if the work station presents new or expanded opportunities.

Enrollment limitation: Current employment and concurrent enrollment in at least 7 units including this course is required. A COOP application must be approved and filed with the COOP Office each semester.

Credit transferable: CSU

COOP 92 GENERAL COOPERATIVE WORK EXPERIENCE

1-6 units • LG • Seventy-five hours paid employment for each unit of credit; sixty hours volunteer work for each unit of credit

This course provides a planned, supervised work experience program for students working in a job not directly related to their declared college major or career goal. Classroom activities are correlated with current employment practices. Interviews with COOP faculty advisor, completion of job performance objectives, a term paper, and other forms are required. COOP 92 may be taken for a total of 6 units if the work station presents new or expanded opportunities.

Enrollment limitation: Current employment and concurrent enrollment in at least 7 units including this course is required. A COOP application must be approved by and filed with the COOP Office each semester.

Credit transferable: CSU

DANCE

DANC 1 INTRODUCTION TO DANCE

.5-3 units • LG-C/NC • Two hours activity per week for each unit of credit

Introduction to Modern, Ballet, and Jazz Dance designed for beginners. Development of body awareness and basic movement skills and their application to these dance forms. May be taken two times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC 10A MODERN DANCE I

.5-3 units • LG-C/NC • Two hours activity per week for each unit of credit

Development of fundamentals of movement, techniques of modern dance; exploration of times, space, and energy for the beginning dance student. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC 10B MODERN DANCE II

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

A continuation of DANC 10A. Stresses moving with freedom and control in more advanced movement patterns. It is recommended that students take DANC 10A or have basic modern dance skills before enrolling. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC 11A JAZZ DANCE I

.5-3 units • LG-C/NC • Two hours activity per week for each unit of credit

Introduction to theatrical jazz dance: isolation of one body part while the rest of the body remains still or moves in another way, rhythm and accent, and the student's movement in relation to sound. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC 11B JAZZ DANCE II

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Continued study of jazz dance. Emphasis on developing isolation in movement and working with jazz musical rhythms. It is recommended that students take DANC 11A or have basic jazz dance skills before enrolling. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC 11C JAZZ DANCE III

2 units • LG-C/NC • Four hours activity

Continued study of jazz dance techniques. Emphasis on developing style, performance, and the ability to learn new movements quickly. It is recommended that students take DANC 11B or have intermediate jazz dance skills before enrolling. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC 12A BALLETT I

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

An introduction to classical ballet movement. Includes the basic barre and floor work of ballet, the classic five positions of the arms and legs, the eight body positions, and form and body line. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC 12B BALLETT II

1-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Continued study of classical ballet technique; more advanced barre, emphasis on center work. It is recommended that students take DANC 12A or have basic ballet skills before enrolling. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC12C BALLETTIII

1-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Continued study of Cecchetti Barre and center work. Line, pirouettes, beats, choreography included. Beginning point with permission. It is recommended that students take DANC 12B or have intermediate ballet skills before enrolling. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC14 BALLROOM

.5-1 unit • LG-C/NC • Two hours activity per week for each unit of credit

For the individual or couple who wants the opportunity to feel confident, poised and relaxed on the dance floor doing the classical dances: waltz, foxtrot, swing, cha-cha, rumba, tango, as well as the current rage. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC15 ETHNIC DANCE FORMS

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

This is a master course under which students will be introduced to the dances of a specific ethnic group, either historical or modern. The class will include information about the culture of origin.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC16 FLAMENCO DANCE

1 unit • LG-C/NC • Two hours activity per week

Students are introduced to the culture, music, and movement of traditional Spanish Flamenco dance. Students will learn essential rhythms, characteristic movements and attitudes, traditional choreographies, costuming, guitar accompaniment, song and poetry. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC17A TAP DANCE I

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

This course is an introduction to basic tap techniques. Rhythm, coordination, and skill development are emphasized. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC17B TAP DANCE II

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

This course continues the study of tap dance, including more complex tap techniques. Complete routines are stressed. It is recommended that students take DANC 17A or have basic tap dance skills before enrolling. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC17C TAP DANCE III

1-2 units • LG-C/NC • Two hours activity per week for each unit of credit

This course provides continued study of tap dance including advanced technical and rhythm studies. Performance opportunities are available. It is recommended that students take DANC 17A and B, or have intermediate tap dance skills prior to enrolling. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC20 DANCE PRODUCTION

1-3 units • LG-C/NC • Two hours activity per week for each unit of credit

Elements and techniques of staging a dance production. CHOREOGRAPHY: Solo, small group, large group. PERFORMANCE: Solo, small group, large group. STYLES: Modern, jazz, ballet, other. TECHNICAL: Costume design/construction, backstage (stage management, lighting, sound), public contact (publicity, house management). One unit per topic. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC21 INTRODUCTION TO REPERTORY

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Learn and rehearse complete dances. Improve skills such as memory, mental rehearsal, projection. Performance optional by audition. May be taken four times for credit.

Advisory: One semester of dance

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DANC25 MPC DANCE COMPANY

1-3 units • LG-C/NC • Three hours by arrangement per week for each unit of credit

Preparation, rehearsal and performance in various locations are central to this course. Students learn to adapt choreography to different performing spaces. Students participate in scheduling performances, and in determining content appropriate for each audience. Publicity, costuming, sound and other technical aspects of touring performances are covered. May be taken four times for credit.

Credit transferable: CSU, UC

DANC53 WELLNESS THROUGH MOVEMENT

.5-1 unit • LG-C/NC • Two hours activity per week for each unit of credit

Explore personal growth through movement, music and dance. Stress management through creative movement, relaxation and visualization techniques will be explored. Students keep journals and develop wellness programs. May be taken four times for credit.

Credit transferable: CSU

DANC92 TEACHING AIDE - DANCE

1-3 units • LG-C/NC • Two hours activity per week for each unit of credit

Designed for those students who have been very successful in an activity and who wish to serve as teaching aides for other students. May be taken four times for credit.

Enrollment Limitation: Division approval. Agreements must be filed with the supervising instructor and division chairperson prior to the fourth week of instruction

Credit transferable: CSU

DANC93.1 MODERN DANCE PRACTICUM

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Supervised study of advanced modern dance skills. May be taken four times for a maximum of eight units.

Prerequisite: DANC 10B

Credit transferable: CSU

DANC93.2 JAZZ DANCE PRACTICUM

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Supervised study of advanced jazz dance skills. May be taken four times for a maximum of eight units.

Prerequisite: DANC 11B or 11C

Credit transferable: CSU

DANC93.3 BALLET PRACTICUM

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit
Supervised study of advanced ballet skills. May be taken four times for a maximum of eight units.

Prerequisite: DANC 12B or 12C

Credit transferable: CSU

DENTAL ASSISTING

DNTL 100 ORIENTATION TO DENTAL CAREERS

1 unit • LG • Total hours: Sixteen hours lecture

Provides the student with a basic knowledge of the various areas of dental health care; the team members of the profession, career opportunities with special emphasis on dental terminology to prepare the student for entry into other dental assisting courses. Required of all Dental Assisting Program candidates.

General Ed. Credit: MPC, Area E

DNTL 101 DENTAL ANATOMY

2 units • LG • Total hours: Thirty-two hours lecture

Anatomy of the head and neck, oral physiology, dental embryology, histology, tooth morphology.

DNTL 102 CHAIRSIDE ASSISTING I

3 units • LG • Total hours: Thirty-two hours lecture; forty hours lab

Basic chairside examination procedures, instrumentation principles of four-handed dentistry, dental materials for preliminary impressions and diagnostic models, vital signs, dental charting, infection control protocol, treatment records and patient management skills.

Enrollment Limitation: Acceptance in Dental Assisting Program

DNTL 103 BEGINNING RADIOGRAPHY

2 units • LG • Total hours: Sixteen hours lecture; forty-eight hours lab

Principles of roentgenographic physics, current intra-oral radiographic techniques, procedures for processing films, and mounting films. Full mouth X-ray surveys on mannequins.

Prerequisite or Co-requisite: DNTL 100

DNTL 104 CHAIRSIDE ASSISTING II

2.5 units • LG • Total hours: Twenty-four hours lecture; forty hours lab

Continuation of DNTL 102. Emphasis on local anesthetic procedures, hand and rotary instruments, dental cements, amalgam and composite materials, rubber dam instrumentation, cavity preparation principles and patient management.

Prerequisites or Co-requisites: DNTL 100 and 102

Enrollment Limitation: Acceptance in Dental Assisting Program

DNTL 106 SUPERVISED CLINICAL EXPERIENCE I

1 unit • LG • Total hours: Eighty hours clinical experience

Development of professional attitudes and skills in all phases of dental assisting under the direct supervision of dentists and MPC faculty.

Prerequisites: DNTL 100, 102, 103, and 104; current CPR required; hepatitis and tetanus immunization; TB test; malpractice insurance

DNTL 111 DENTAL PHARMACOLOGY AND ORAL PATHOLOGY

3 units • LG • Total hours: Forty-eight hours lecture

Description and use of drugs usually found in the dental office, types of materials and equipment used to anesthetize patients, post-injection complications and dental office emergency procedures. Description of oral lesions and diseases.

Prerequisite: DNTL 100

DNTL 112 OFFICE MANAGEMENT

1.5 units • LG • Total hours: Sixteen hours lecture; twenty-four hours lab
Instruction in the role of the dental assistant as receptionist, secretary, and office manager; communication, oral and written; appointment control; record keeping; case presentation; dental insurance forms; supply and inventory control; fees and management of accounts. Hands-on application of computer use in the dental office.

Prerequisite: DNTL 100

DNTL 113 INTERMEDIATE RADIOGRAPHY

1.5 units • LG • Total hours: Eight hours lecture; forty-eight hours lab

Practice in making full-mouth radiographic examinations on patients, technical evaluation of processed films, recognition of radiographic landmarks, instruction in extra-oral techniques. Radiography for children, elderly, and special problems.

Prerequisites: DNTL 100 and 103

DNTL 114 CHAIRSIDE ASSISTING III

2.5 units • LG • Total hours: Twenty-four hours lecture; forty hours lab

Continuation of DNTL 104. Emphasis is on fixed and removable prosthodontics, operative and laboratory procedures associated with fabrication of temporary and permanent replacements of natural dentition and oral structures.

Prerequisites: DNTL 100, 102, and 104

DNTL 115 DENTAL SPECIALTIES

2 units • LG • Total hours: Sixteen hours lecture; forty hours lab

Covered in this course are the dental specialties: Orthodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, Periodontics, Endodontics and the associated assisting functions. Duties associated with specialty dentistry and delegated to the dental assistant and registered dental assistant in the California Dental Practice Act are taught to a level of competence. Completion of this course fulfills the State Board requirement for certification in Coronal Polishing. The importance of legal/ethical issues is addressed throughout the course.

Prerequisite: DNTL 100, 102, 104, and 114

DNTL 116 SUPERVISED CLINICAL EXPERIENCE II

3.5 units • LG • Total hours: Eight hours lecture; two-hundred forty hours clinical experience

Practice in working as part of the complete dental team under the direct supervision of dentists at clinics and private offices. Development of professional attitude in all phases of dental assisting and skill in use of equipment. Emphasis placed on the specialty areas of dental practice: oral surgery, periodontics, endodontics, orthodontics, and prosthodontics. Weekly seminars held to evaluate and review clinical applications.

Prerequisites: DNTL 100, 102, 103, 104, 106, 113, and 114

DNTL 213 DENTAL RADIOGRAPHY CERTIFICATION

2 units • C/NC • Total hours: Sixteen hours lecture; twenty-four hours lab; twenty-three hours clinical

Provides theory, laboratory practice and clinical application in dental radiography techniques. Clinical application includes exposure of a minimum of four (4) diagnostically acceptable full mouth series including bitewing on patients (according to California Law). Laboratory instruction includes completion of a minimum of two (2) acceptable full mouth series including bitewing on a mannequin.

Advisory: Clinical dental assisting experience verified by Program Director

DNTL 215 REGISTERED DENTAL ASSISTING REVIEW/ PREPARATION

3 units • C/NC • Three hours lecture

For the employed dental assistant without formal training to prepare for the California Registered Assistant licensure examination. An overview of all dental assisting procedures with particular emphasis on RDA functions.

Advisory: Eligibility for State RDA licensure exam

DRAFTING

DRAF 100 INTRODUCTION TO DRAFTING

2 units • C/NC • One hour lecture; two hours lab

Use of drafting equipment, lettering, alphabet-of-lines, geometric constructions, orthographic reading, introduction to orthographic projection and blueprinting.

General Ed. Credit: MPC, Area E

DRAF 121A TECHNICAL DRAWING I

2 units • LG-C/NC • One hour lecture; two hours lab

Use of drafting equipment, alphabet-of-lines and geometric constructions to solve and draw orthographic projection problems.

Course advisory: DRAF 100

General Ed. Credit: MPC, Area E

DRAF 121B TECHNICAL DRAWING II

2 units • LG-C/NC • One hour lecture; two hours lab

Use of drafting equipment, alphabet-of-lines and geometric constructions to solve and draw auxiliary, sections, revolutions, threads and fasteners problems including shop processes and dimensions.

Course advisory: DRAF 121A

DRAF 125A INTRODUCTION TO COMPUTER-AIDED DRAFTING

5 units • LG-C/NC • Three hours lecture; four hours lab

A course designed to acquaint the student with the principles of computer-assisted drafting in both practical and theoretical uses. May be taken two times for credit.

Course advisory: DRAF 100

DRAF 125B ADVANCED CAD

5 units • LG-C/NC • Three hours lecture; four hours lab

A study of computer-aided drafting and its application in architectural technical drawing. May be taken two times for credit.

Course advisory: DRAF 125A

DRAMA

DRAM 1 DRAMA APPRECIATION

3 units • LG-C/NC • Three hours lecture

Orients students to universal theatre as a forum of oral and written communication. Includes dramatic history from Greeks to the present, Asian and Chicano Theatre. Interviews with drama personnel. Oral and written evaluation of scripts and performances for stage, film and TV.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

DRAM 4 INTERCULTURAL DRAMA

3 units • LG-C/NC • Three hours lecture

Stage scripts, videos and films of stage productions that portray intercultural relations will be read and/or viewed. Students will analyze cultural differences and similarities through the dramatic arts. American intercultural relations are emphasized.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

DRAM 5 FILM APPRECIATION

3 units • LG-C/NC • Three hours lecture

The nature of motion pictures as a unique and composite art. Screening and analysis of films selected on the basis of direction, theme or style. Survey international in scope, but with more thorough treatment given to one director. Focus may be on the western movie, the movie musical, the horror film, and the so-called "underground" or "expanded" cinema.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

DRAM 7A WRITING FOR THE THEATRE I

3 units • LG-C/NC • Three hours lecture

Writing exercises, lectures, class play readings and discussions, readings and performance. Collaborative aspects of playwriting.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: MPC, Area C

DRAM 7B WRITING FOR THE THEATRE II

3 units • LG-C/NC • Three hours lecture

Students work collaboratively to produce an original script. Rehearsal approach to defining a script with input from actors and directors. A refining team approach is utilized.

Course advisory: DRAM 7A or equivalent

Credit transferable: CSU

DRAM 11 BASIC VOICE TRAINING

3 units • LG-C/NC • Three hours lecture

Voice physiology, phonetics and voice drills. Individual instruction in oral reading of prose and poetry. (CAN DRAM 6)

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DRAM 12 STAGE MOVEMENT

3 units • LG-C/NC • Three hours lecture

Designed to increase physical awareness in one's communication in order to enhance the performance of the actor. Focus on creativity and expression, nonverbal communication, spatial dimensions, characterizations, and script interpretation.

Credit transferable: CSU, UC

DRAM 15A BEGINNING ACTING

3 units • LG-C/NC • Two hours lecture; three hours laboratory

Exercises in body movement, pantomime, improvisation, characterization and ensemble playing as they apply to stage, cinema and television. (CAN DRAM 8)

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C

DRAM 15B ADVANCED ACTING

3 units • LG-C/NC • Two hours lecture; three hours lab

A continuation of DRAM 15A with an emphasis on characterization and playing a role before an audience. May be taken three times for credit.

Prerequisite: DRAM 15A

Credit transferable: CSU, UC

DRAM 16 ACTING FOR THE CAMERA

3 units • LG-C/NC • Two hours lecture; three hours lab

This course addresses the practice and study of the fundamental techniques required in acting before the camera in contrast to the variance from stage work. Students will address areas of voice and movement for the camera, blocking, memorization, audition and interview techniques covering scripts from TV, film and commercials.

Prerequisite: DRAM 15A or equivalent experience

Credit transferable: CSU

DRAM 18A ELEMENTARY DIRECTING

3 units • LG-C/NC • Two hours lecture; three hours lab

Elementary techniques of directing and production covering picturization, composition and stage movement. May be taken two times for credit.

Prerequisite: DRAM 15A

Credit transferable: CSU, UC

DRAM 18B ADVANCED DIRECTING

3 units • LG-C/NC • Two hours lecture; three hours lab

A continuation of DRAM 18A with emphasis on direction of scenes. May be taken two times for credit.

Prerequisite: DRAM 18A

Credit transferable: CSU, UC

DRAM 19 ORAL INTERPRETATION

3 units • LG-C/NC • Three hours lecture

A study of oral communication with emphasis on the development of the student's ability to communicate prose and poetry orally with understanding and appreciation.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C

DRAM 21A THEATRE WORKSHOP I

3 units • LG-C/NC • One hour lecture; four hours activity

Basic techniques of construction and organization of scenery and properties for production. Work on crews for college production required. (CAN DRAM 12)

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DRAM 21B THEATRE WORKSHOP II

3 units • LG-C/NC • One hour lecture; four hours activity

A continuation of DRAM 21A.

Credit transferable: CSU, UC

DRAM 23 STAGE LIGHTING

3 units • LG-C/NC • Two hours lecture; two hours activity

An introduction to the theory and practice of lighting procedures in the theatre. Emphasis placed upon a basic understanding of electricity and color as they relate to the theatre medium, as well as upon a thorough and practical study of stage lighting instrumentation and design. (CAN DRAM 10)

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DRAM 24 BEGINNING COSTUMING

3 units • LG-C/NC • Three hours lecture; two hours activity

Theories and techniques of costuming for the stage including costume history. Each student constructs a costume for the main stage. Each student designs costumes for a stage play.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DRAM 25 MAKE-UP

3 units • LG-C/NC • Three hours lecture

Lecture, demonstration, and laboratory practice in the application of various types of theatrical make-up. (CAN DRAM 14)

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

Drama production courses (30-78) have an enrollment limitation based on membership in cast or crew of productions. Auditions are by arrangement; please contact theatre.

DRAM 30 CHAMBER/READERS THEATRE

3 units • LG-C/NC • Nine hours activity

Fundamentals of vocal and gestural communication developed through humorous and dramatic readings of literature from memory and texts. Performance in a formal production. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DRAM 31 ACTING IMPROVISATION

3 units • LG-C/NC • Two hours lecture; two hours activity

Using improvisation, the student will experiment with facial expressions, comedy gestures, and other forms of personal development as required by actors.

Credit transferable: CSU, UC

DRAM 35 MUSICAL COMEDY WORKSHOP

3 units • LG-C/NC • Nine hours activity

Staging techniques for singing and acting for musical comedy production. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DRAM 40 PLAY PRODUCTION: COMEDY

3 units • LG-C/NC • Nine hours activity

Participation in major comedy theatrical production in either acting, production, business, or direction. May be taken four times for credit. (CAN DRAM 16)

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

DRAM 41 PLAY PRODUCTION: DRAMATIC

3 units • LG-C/NC • Nine hours activity

Participation in major dramatic theatrical production in either acting, production, business, or direction. May be taken four times for credit.

Credit transferable: CSU, UC

DRAM 42 PLAY PRODUCTION: MUSICAL

3 units • LG-C/NC • Nine hours activity

Participation in major musical theatrical production in either acting, production, business, or direction. May be taken four times for credit.

Credit transferable: CSU, UC

DRAM 43 PLAY PRODUCTION: CLASSICAL

3 units • LG-C/NC • Nine hours activity

Participation in major classical theatrical production in either acting, production, business, or direction. May be taken four times for credit.

Credit transferable: CSU, UC

DRAM 49 SUMMER MUSICAL COMPANY

3 units • LG-C/NC • Nine hours activity

Comprehensive accelerated production course, including instrumental, dance, acting, and singing ensemble work. Culminates in a performance with emphasis on ensemble artists in a conservatory approach. May be taken four times for credit.

Credit transferable: CSU, UC

DRAM 53 THEATRE ENJOYMENT

3 units • LG-C/NC • Three hours lecture
 Exploration of contemporary theatre as an audience member. Course will explore audience/performer relationship; fee required.
Advisory: Eligibility for ENGL 111 or ENSL 10
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

DRAM 56 THEATRE MANAGEMENT

3 units • LG-C/NC • One hour lecture; four hours activity
 Introduction to theatre management including basic box office techniques, public relations, and promotional campaigns. Practical experience in MPC Theatre.
Credit transferable: CSU

DRAM 57 TOURING THEATRE

3 units • LG-C/NC • Nine hours activity
 An outreach performance of productions meeting community needs. Performances occur on stages in a variety of settings which require modification of portable technical elements and adjustments to audiences of various ages, cultural experience and social/economic standing. May be taken four times for credit.
Credit transferable: CSU

DRAM 58 CHILDREN'S THEATRE

3 units • LG-C/NC • Nine hours activity
 Play selection, acting, movement, dancing, singing, instrumental and rehearsal designed for culmination in a public performance before a child audience. Acting, technical and crew work that applies theories and skills for dramatic literature. May be taken four times for credit.
Credit transferable: CSU

DRAM 59 REPERTORY THEATRE

3 units • LG-C/NC • Nine hours activity
 Participation in a cycle of play productions. Students learn flexibility while performing a number of roles in a short period of time. Includes acting, singing, dancing, crew work, stage craft, house and stage management work in one-act and experimental plays. May be taken four times for credit.
Credit transferable: CSU

DRAM 60 EXPERIMENTAL THEATRE - ORIGINAL

3 units • LG-C/NC • Nine hours activity
 A rehearsal/performance approach to solving acting and directing problems in a studio theatre (black box) environment for an original play. May be taken four times for credit.
Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

DRAM 61 EXPERIMENTAL THEATRE - COMEDY

3 units • LG-C/NC • Nine hours activity
 A rehearsal/performance approach to solving acting and directing problems in a studio theatre (black box) environment for a comedy. May be taken four times for credit.
Credit transferable: CSU, UC

DRAM 62 EXPERIMENTAL THEATRE - DRAMA

3 units • LG-C/NC • Nine hours activity
 A rehearsal/performance approach to solving acting and directing problems in a studio theatre (black box) environment for a drama. May be taken four times for credit.
Credit transferable: CSU, UC

DRAM 63 EXPERIMENTAL THEATRE - CLASSICAL

3 units • LG-C/NC • Nine hours activity
 A rehearsal/performance approach to solving acting and directing problems in a studio theatre (black box) environment for a classical play. May be taken four times for credit.
Credit transferable: CSU, UC

DRAM 75 ACTING WORKSHOP: ADVANCED COMEDY

1-3 units • LG-C/NC • Three hours activity per week for each unit of credit
 Solutions to acting problems through consultation and research in a comedic production. May be taken four times for credit.
Credit transferable: CSU, UC

DRAM 76 ACTING WORKSHOP: ADVANCED DRAMATIC

1-3 units • LG-C/NC • Three hours activity per week for each unit of credit
 Solution to acting problems through consultation, and research in a dramatic production. May be taken four times for credit.
Credit transferable: CSU, UC

DRAM 77 ACTING WORKSHOP: ADVANCED MUSICAL

1-3 units • LG-C/NC • Three hours activity per week for each unit of credit
 Solution to acting, singing, and dancing or movement problems in a musical production through consultation and research. May be taken four times for credit.
Credit transferable: CSU, UC

DRAM 78 ACTING WORKSHOP: ADVANCED CLASSICAL

1-3 units • LG-C/NC • Three hours activity per week for each unit of credit
 Solution to acting problems through consultation and research in a classical play. May be taken four times for credit.
Credit transferable: CSU, UC

DRAM 79 TECHNICAL WORKSHOP

3 units • LG-C/NC • Nine hours activity
 Supervised technical work on one of the Drama Department's scheduled productions. May be taken four times for credit.
Credit transferable: CSU, UC

DRAM 440 REHEARSAL AND PERFORMANCE

0 units • NC • Total hours: Ninety-six hours lab
 Instruction in how to rehearse and perform in a full-length play or series of scenes. Body and vocal techniques, and memorization and consistency. Culminates in a complete production with emphasis on ensemble organization and technical aspects of production.

ECONOMICS**ECON 1 THE AMERICAN ECONOMIC SYSTEM**

3 units • LG-C/NC • Three hours lecture
 Basic survey course of the American economic system. Current economic issues. Intended for those who desire a less intensive survey than ECON 2 or 4.
Advisory: Eligibility for ENGL 111 or ENSL 10
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area D2; IGETC, Area 4; MPC, Area D

ECON 2 PRINCIPLES OF ECONOMICS: MACRO

3 units • LG-C/NC • Three hours lecture

Analysis of fundamental economic concepts; basic economic institutions; national income analysis and determinants of income and employment; monetary and banking systems; government monetary and fiscal policies; and current economic problems. (CAN ECON 2)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D2; IGETC, Area 4; MPC, Area D

ECON 4 PRINCIPLES OF ECONOMICS: MICRO

3 units • LG-C/NC • Three hours lecture

Analysis of pricing and composition of output; elasticities, marginal analysis, and allocation of resources. Characteristics and behavior of markets and international trade. (CAN ECON 4)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D2; IGETC, Area 4; MPC, Area D

ECON 5 CURRENT ECONOMIC ISSUES

3 units • LG-C/NC • Three hours lecture

A study of current national and international economic issues: unemployment, inflation, and economic development of third world countries.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D2; IGETC, Area 4; MPC, Area D

ECON 49 INTRODUCTION TO SOCIAL SCIENCE RESEARCH METHODOLOGY

4 units • LG-C/NC • Three hours lecture; three hours lab

For course description see Social Science 49. Also offered as Anthropology 49, History 49, Political Science 49, Psychology 49, Social Science 49, and Sociology 49; credit may be earned only once.

Prerequisites: Completion of any first semester Social Science course and MATH 263 or equivalent

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

EDUCATION

EDUC 1 INTRODUCTION TO EDUCATION IN A CHANGING SOCIETY

3 units • LG • Three hours lecture

This course introduces students to the history, politics, theories and approaches to teaching and schooling in America. Designed for students interested in elementary and secondary education careers, this course provides field experience as required for K-12 credential programs.

Corequisite: COOP 91 Child Development Work Experience, 4 hours a week on volunteer basis

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

EDUC 6 TEACHING READING AND WRITING

3 units • LG • Three hours lecture

This course provides instruction in the foundations of literacy, as well as techniques for teaching and assessing reading and writing skills. It is designed for students considering careers in K-12 education.

Corequisite: COOP 91 Child Development Work Experience, 4 hours a week on volunteer basis

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

EMERGENCY MEDICAL SERVICES

EMMS 170 EMERGENCY MEDICAL TECHNICIAN 1: BASIC TRAINING

6 units • LG-C/NC • Five hours lecture; three hours lab

Techniques of emergency medical care designed to meet State of California requirements for certification of EMT-1 (Ambulance) personnel. It is recommended that students be current in CPR (American Heart Association, Healthcare Provider). May be taken four times for credit.

EMMS 270R EMT-1: RECERTIFICATION

.5 unit • C/NC • Total: Thirty-two hours lab

Designed for emergency medical response personnel, this is an individualized course that meets the requirements for renewal of California State EMT-1 certification. May be taken four times for credit, as needed for recertification.

Advisory: EMT-1 California certification (current or expired for no more than one year)

EMMS 271 FIRST RESPONDER BASIC TRAINING

2 units • C/NC • Total hours: Twenty-eight hours lecture; twenty-eight hours lab

Principles and practice of emergency medical care for basic life support first responding personnel. May be taken four times for credit.

EMMS 271R FIRST RESPONDER RECERTIFICATION

.5 unit • C/NC • Total hours: Thirty-six hours lab

Designed for emergency medical response personnel, this course provides a review/update of principles and practice of emergency medical care for basic life support first responding personnel. May be taken four times for credit, as needed for renewal of certification.

Course Advisory: EMMS 271

EMMS 280 ADVANCED CARDIAC LIFE SUPPORT (ACLS)

.5 unit • C/NC • Total hours: Eight hours lecture

Students are provided knowledge and skills required for American Heart Association ACLS certification. Advanced pathophysiology of the heart, pharmacology, ECG interpretation, defibrillation techniques, and cardiac/respiratory arrest procedures are addressed. Eight contact hours for RN licensure renewal, California BRN provider number 00184. May be taken four times for a maximum of two units provided there is a change in content.

EMMS 281 PEDIATRIC ADVANCED LIFE SUPPORT (PALS)

.5 unit • C/NC • Total hours: Eight hours lecture; eight hours lab

Students are provided knowledge and skills necessary for American Heart Association PALS certification. Advanced pathophysiology, pharmacology, ECG interpretation, defibrillation techniques, and cardiac/respiratory arrest procedures for pediatric clients are addressed. Designed for RN's, EMT's, paramedics and health professionals with advanced life support skills. Sixteen contact hours for RN licensure renewal, California BRN provider number 00184. May be taken four times for a maximum of two units provided there is a change in content.

EMMS 282 PREHOSPITAL TRAUMA AND LIFE SUPPORT (PHTLS)

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab

Students are provided didactic content and skills necessary for preparation for prehospital trauma life support (PHTLS) certification through the American Heart Association. This course is designed for RN's, EMT's, paramedics and others with current experience in prehospital emergency care. Provides 16 contact hours for RN licensure renewal, California BRN provider number 00184. May be repeated periodically for updating and new content.

Course advisories: HLTH 205 or current CPR certification and NURS 264 or equivalent

ENGINEERING

ENGR 1 INTRODUCTION TO ENGINEERING

1 unit • LG-C/NC • One hour lecture

Surveys fields of engineering and related educational requirements and employment opportunities. Practicing engineers in various fields called upon to aid in the discussion.

Credit transferable: CSU, UC

ENGR 2 ENGINEERING GRAPHICS WITH DESCRIPTIVE GEOMETRY

3 units • LG • Two hours lecture; three hours lab

Fundamental principles of orthogonal projection and descriptive geometry, and their application to the analysis and solution of problems arising in the various fields of engineering. Graphical calculus, graphical mechanics, pictorials and orthographics, and an introduction to conceptual design and computer-aided drawing. (CAN ENGR 2)

Course advisory: Concurrent enrollment in MATH 20A

Credit transferable: CSU, UC

ENGR 8 ENGINEERING STATICS

3 units • LG • Three hours lecture; one hour problem

Principles of statics and their application to engineering problems. Concentrated and distributed force systems and equilibrium conditions covering structures, machines, friction and methods of virtual work. (CAN ENGR 8)

Co-requisite: MATH 20C

Credit transferable: CSU, UC

ENGR 10 SURVEYING

4 units • LG-C/NC • Two hours lecture; six hours lab

Principles of elementary surveying, the measurement of distance, angles and differences in elevation. Surveying calculations and the computation of area. Elements of topographic mapping. Field and office practices.

Prerequisite: MATH 13

Credit transferable: CSU, UC

ENGR 12 ENGINEERING CIRCUITS

3 units • LG • Three hours lecture; one hour problem

Introduction to electrical circuit analysis techniques, including resistive, capacitive, inductive and op-amp circuits, network responses, sinusoidal excitation and phasors, and complex frequency and network functions.

Prerequisite: PHYS 3B

Co-requisite: MATH 32

Credit transferable: CSU, UC

ENGR 14 FORTRAN FOR SCIENTIFIC AND MATHEMATICAL PROGRAMMING

2 units • LG • One hour lecture; two hours lab

For course description see Mathematics 14. Also offered as Computer Science and Information Systems 14 and Mathematics 14; credit may be earned only once.

Co-requisite: MATH 18 or 20A

Credit transferable: CSU, UC

ENGR 50 ROBOTICS

1 unit • LG-C/NC • .75 hour lecture; .75 hour lab

This is a hands-on introduction to modern robotics using the industry-standard BASIC Stamp microcontroller. Topics include construction, movement, object detection/avoidance, programming PBASIC, subsumptive programming and emergent behavior. Students may purchase their own robotics kit or use school-provided kits. No prior electronics experience needed.

Advisory: Eligibility for MATH 263

Course advisory: CSIS 1

Credit transferable: CSU

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ENGLISH

ENGL 1A COMPOSITION

3 units • LG-C/NC • Three hours lecture

Satisfies English composition requirement for the Baccalaureate degree at UC and CSU. Upon entry, students should be proficient in English usage and able to compose a logically developed 500-word essay. WRITING REQUIREMENT: Minimum of 8,000 words. (CAN ENGL 2)

Prerequisite: Qualifying reading and writing assessment results or satisfactory completion of ENGL 111 or ENSL 10

Course advisories: LIBR 50 (may be taken concurrently); ENGL 112

Credit transferable: CSU, UC

General Ed. credit: CSU, Area A2; IGETC, Area 1A; MPC, Area A1

ENGL 1B LITERATURE/COMPOSITION

3 units • LG-C/NC • Three hours lecture

Assumes student proficiency in English composition. Students read, discuss, and write analytically about literary works. WRITING REQUIREMENT: Minimum of 8,000 words. Also offered as Women's Studies 1B; credit may be earned only once. (CAN ENGL 4)

Prerequisite: ENGL 1A

Course advisory: LIBR 50 (may be taken concurrently)

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 2 COMPOSITION AND CRITICAL THINKING

3 units • LG-C/NC • Three hours lecture

Through group discussion and writing, students engage in the analysis of language as a source of both clarity and confusion: analysis, evaluation, refutation, and construction of inductive and deductive arguments; detection of fallacies and evasive/manipulative language in advertising, politics, and the media.

Prerequisite: ENGL 1A

Course advisory: LIBR 50 (may be taken concurrently)

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area A3; IGETC, Area 1B; MPC, Area A2

ENGL 17 INTRODUCTION TO SHAKESPEARE

3 units • LG-C/NC • Three hours lecture

Students read a selected number of Shakespeare's histories, tragedies and sonnets. Emphasis on the reading of Shakespeare for enjoyment, leading to an understanding of good theatre, an appreciation of the beauty of his language and an awareness of the values of his plays for our time.

Prerequisite: Eligibility for ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 18 THE BIBLE AS LITERATURE

3 units • LG-C/NC • Three hours lecture

An introduction to the Bible as a literary document with attention to its literary forms.

Prerequisite: Eligibility for ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 22 INTRODUCTION TO POETRY

3 units • LG-C/NC • Three hours lecture

Students read selected poems for analysis and enjoyment. Designed to give students an introduction to the study of poetry and to provide them with some approaches needed for their future exploration and appreciation of poetry, modern or traditional. (CAN ENGL 20)

Prerequisite: Eligibility for ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 24 INTRODUCTION TO SHORT STORY

3 units • LG-C/NC • Three hours lecture

A survey of the short story as a literary form. Selected short stories read, discussed and evaluated in terms of conventional norms for the genre. Emphasis placed upon representative modern short stories from both Europe and America.

Prerequisite: Eligibility for ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 31 CREATIVE WRITING I

3 units • LG-C/NC • Three hours lecture

The course is designed to provide a critical forum in Creative Writing. Works are shared seminar-style with occasional lecture. Forms and techniques of Creative Writing in the genres of fiction and poetry will be explored. Not a substitute for the English composition requirement for a Bachelor's degree. (CAN ENGL 6)

Prerequisite: ENGL 111 or ENSL 10

Credit transferable: CSU, UC

ENGL 32 CREATIVE WRITING II

3 units • LG-C/NC • Three hours lecture

This course provides a critical forum for the emerging writer in a variety of modes: short story, novel, poetry and autobiography. Works are shared seminar-style with occasional lecture. Students receive instruction on editing and structuring a sustained body of work. Not a substitute for the English composition requirement for a Bachelor's degree.

Prerequisite: ENGL 111 or ENSL 10

Credit transferable: CSU, UC

ENGL 38 LITERARY FORMS – THE CINEMA: MORE OR LESS THAN HUMAN?

3 units • LG-C/NC • Three hours lecture

From *Metropolis* to *The Matrix*, this class investigates classic, historical, popular and contemporary films, TV and associated literary works which ask, "What is a human being and what isn't?" Considerations include representations of utopias and dystopias, computer technologies and networks, artificial intelligence, reproductive technologies, advertising, virtual reality, and genetic engineering. The emphasis will be on how formal qualities affect/effect meaning and interpretation.

Prerequisite: ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 40 AMERICAN LITERATURE

3 units • LG-C/NC • Three hours lecture

A comprehensive survey of American prose and poetry from the seventeenth century to the present, emphasizing Euro-American, Native American, African-American, Hispanic-American, Asian-American and Latino/Latina literary traditions and contributions. Satisfies intercultural studies requirement for the Associate degree at MPC. Also offered online.

Prerequisite: ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C, F

ENGL 42 WRITERS OF MODERN AMERICA

3 units • LG-C/NC • Three hours lecture

A survey of 20th century literature in the United States with emphasis upon the major writers after World War I. (CAN ENGL 16)

Prerequisite: ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 44 MASTERPIECES OF LITERATURE I

3 units • LG-C/NC • Three hours lecture

Designed to develop critical analysis and an appreciation of the works of significant authors from ancient Greece through the Renaissance.

Prerequisite: Eligibility for ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 45 MASTERPIECES OF LITERATURE II

3 units • LG-C/NC • Three hours lecture

Designed to develop critical analysis and an appreciation of the works of significant authors from the Renaissance to the present.

Prerequisite: Eligibility for ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 46 SURVEY OF BRITISH LITERATURE I

3 units • LG-C/NC • Three hours lecture

A survey of outstanding British writers and significant literary trends from Beowulf through the 18th Century. Emphasis on enjoyment and appreciation of such writers as Chaucer, Shakespeare, Spenser, Donne, Ben Jonson, Milton, Dryden, Swift, Addison, Steele, Pope, and Samuel Johnson. (CAN ENGL 8)

Prerequisite: Eligibility for ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 47 SURVEY OF BRITISH LITERATURE II

3 units • LG-C/NC • Three hours lecture

A survey of outstanding British writers and significant literary trends from the beginning of the Romantic Period (1789) to the present. Emphasis on enjoyment and appreciation of such writers as Wordsworth, Coleridge, Shelley, Keats, Tennyson, Browning, Bronte, Hardy, Hopkins, Yeats, Woolf, Joyce, Lawrence, Eliot, and Lessing. (CAN ENGL 10)

Prerequisite: Eligibility for ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 49 THE NOVEL

3 units • LG-C/NC • Three hours lecture

A survey of the novel as a literary type. Selected European and American novels read and discussed. Lectures on criticism and the development of the novel supplement class readings and discussions. Provides the student with basic insights into the novel as a broad and varied literary genre.

Prerequisite: Eligibility for ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

ENGL 111 INTRODUCTION TO COLLEGE WRITING

3 units • LG-C/NC • Three hours lecture

Satisfies the Writing Proficiency Requirement for the associate degree at MPC. Prepares students for English 1A. Enables students to master the basic principles of exposition and syntax; to write 500-word essays that are clearly focused, logically organized, developed with concrete/sensory details, and written in an engaging style; to experience readings that stimulate analytical thinking and writing; to develop sentence variety and style. **WRITING REQUIREMENT:** A minimum of 4,000 words; journal writing may also be required. Concurrent enrollment in ENGL 112 is recommended.

Prerequisite: Qualifying reading and writing assessment results or satisfactory completion of ENGL 301 and 302

General Ed. Credit: MPC, Area A1

ENGL 112 CRITICAL READING

3 units • LG-C/NC • Three hours lecture

Satisfies the Reading Proficiency Requirement for the associate degree at MPC. Instruction in college-level reading with emphasis on reading strategies for more effective comprehension, analysis of written material, and application of flexible reading skills to academic and professional reading. Concurrent enrollment in ENGL 111 is recommended.

Prerequisite: Qualifying reading assessment results or successful completion of ENGL 302

ENGL 113 TECHNICAL WRITING

4 units • LG-C/NC • Four hours lecture

Students will learn technical writing and editing skills, focusing on individual and group assignments. Topics include creating document plans, organizing information, doing technical research, working with subject matter experts, process analysis, page design, correct English usage, style, technical editing, and placement of graphics. Should have the ability to write acceptable sentences and paragraphs.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

ENGL 114 TECHNICAL EDITING

3 units • LG-C/NC • Three hours lecture

Students learn technical and professional editing skills, focusing on copyediting. Instruction includes evaluating graphics, editing for diverse audiences, and working with document production teams. The course also covers developmental and organizational editing, the use of style sheets, author's queries, grammar and usage, and discussion of freelancing and staff opportunities in the technical editing field.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ENGL 231 CREATIVE WRITING FOR PERSONAL GOALS

3 units • LG-C/NC • Three hours lecture

Students will explore personal writing, such as journals and memoirs, and learn appropriate skills, such as diction, imagery, metaphor, and tone. They will share work and discuss it in class.

ENGL 301 ACADEMIC WRITING

4 units • C/NC • Three hours lecture; one hour discussion; two hours lab

Instruction in essay structure with an emphasis on the topic and thesis sentence, methods of essay development, and sentence combining for rhetorical effectiveness. Prepares student for ENGL 111. Writing requirement: 4,000 words. Individualized lab work in the English Center where tutor assistance is available. Concurrent enrollment in ENGL 302 is recommended. It is also recommended that students complete ENGL 322 prior to ENGL 301.

Prerequisite: Qualifying writing assessment results or satisfactory completion of ENGL 321

ENGL 302 ACADEMIC READING

4 units • C/NC • Three hours lecture; one hour discussion; two hours lab

Designed to strengthen and expand reading and study skills. Instruction in reasoning skills; inference and metaphor; vocabulary extension; complex comprehension skills; analysis of literary structure; and key ideas. Written work includes summaries of reading, an analytical reading response journal and a reading log. Individualized lab work in the English Center where tutor assistance is available. Writing requirement: 4,000 words. Concurrent enrollment in ENGL 301 is recommended. It is also recommended that students complete ENGL 321 prior to ENGL 302.

Prerequisite: Qualifying assessment results or successful completion of ENGL 322

ENGL 321 EFFECTIVE WRITING SKILLS

4 units • C/NC • Three hours lecture; one hour discussion; two hours lab

A basic writing course emphasizing sentence structure and sentence variety, grammar and usage, the development of focused paragraphs, and summary writing. Individualized lab work in the English Center where tutor assistance is available. May be taken two times for credit.

Open enrollment: It is recommended that students concurrently enroll in ENGL 322. Students will need to complete the college's English assessment program for advisement regarding this course and others.

ENGL 322 EFFECTIVE READING SKILLS

4 units • C/NC • Three hours lecture; one hour discussion; two hours lab

For students who need to improve their English skills in order to perform college work successfully. Emphasis on: 1) using thinking skills in reading, 2) improving writing, and 3) increasing vocabulary. Individualized lab work in the English Center where tutor assistance is available. May be taken two times for credit.

Open enrollment: It is recommended that students concurrently enroll in ENGL 321. Students will need to complete the College's English assessment program for advisement regarding this course and others.

ENGL 351 PHONEME AWARENESS FOR IMPROVED READING, WRITING AND SPEECH

.5-1 unit • C/NC • One and one-half hours lab by arrangement for each half unit of credit

Students work one-to-one and in small groups to master the fundamental linguistic principles that underlie the English language, using a multi-sensory approach for the development of the auditory, sensory and visual skills necessary for reading, writing and speech. This course is the introduction to the Lindamood® Program. Concurrent enrollment in an English, English as a Second Language or lecture course in any discipline is strongly recommended. May be taken to a maximum of one unit.

Prerequisite: Individualized assessment of reading and spelling skills

ENGL 352 COMPREHENSION AND CRITICAL THINKING SKILLS

.5 unit • C/NC • One and one-half hours lab by arrangement

This course is for students who want to improve their language comprehension and critical thinking skills for reading textbooks, writing essays, preparing presentations, taking exams and conducting research. Students work one-to-one or in small groups, using innovative methods, including Visualizing and Verbalizing®, to build retention of course material while improving vocabulary and writing skills. Concurrent enrollment in an English, English as a Second Language or lecture course in any discipline is strongly recommended.

Prerequisite: ENGL 351

ENGLISH AND STUDY SKILLS CENTER

ENGL 50 WRITING WITH COMPUTERS

1 unit • C/NC • Sixteen hours by arrangement

Instruction using computers to compose, analyze, edit, and revise papers.

Course advisory: ENGL 111 or ENSL 10

Credit transferable: CSU

ENGL 300 INDIVIDUALIZED ENGLISH AND STUDY SKILLS

.5-3 units • C/NC • Forty-eight hours lab by arrangement for each unit of credit

For all students who want to improve their English skills in any area for college or career by working with an instructor and instructional assistants on an individualized program of study. Computers available. Workshops scheduled regularly. May be taken four times for credit.

ENGL 320 PRACTICAL READING

2 units • C/NC • One hundred two hours lab by arrangement

This class utilizes a multi-sensory CD-ROM reading program that takes a process-centered, problem-solving approach to reading. The goal of the lessons is to equip learners with specific skills and strategies to use the variety of print materials they encounter in daily life as workers, parents, job seekers, consumers, and citizens.

ENGL 325 BASIC ENGLISH GRAMMAR

1 unit • C/NC • Sixteen hours lab by arrangement

Reviews the basic grammar and punctuation of English and focuses on improving sentence structure.

ENGL 326 INTERMEDIATE ENGLISH GRAMMAR FOR WRITING

1 unit • C/NC • Sixteen hours lab by arrangement

Reviews English grammar in detail, with a focus on writing more sophisticated and complex sentence structures that are grammatically sound and show understanding of both English structure and rules of punctuation.

ENGL 330 READING IN CONTEXT

1 unit • C/NC • Fifty-one hours lab by arrangement

This class utilizes a multi-sensory CD-ROM reading program. The goal of this program is to teach reading strategies and skills within the context of literature, general science, and American history; in this way, the learning incorporates an exposure to both the vocabulary and basic concepts of these subject areas.

ENGL 335 BUILDING A BETTER VOCABULARY

1 unit • C/NC • Sixteen hours lab by arrangement

Designed to help students understand the meanings of words from context clues and to help them to understand basic word parts and meanings. Words in a broad range of areas are defined and used in shortessays.

ENGL 400 INDIVIDUALIZED ENGLISH AND STUDY SKILLS

0 units • Hours by arrangement

This course is for all students who want to improve their English skills in any area for college or career by working with an instructor and instructional assistants on an individualized program of study. Computers available. Workshops scheduled regularly.

ENGLISH AS A SECOND LANGUAGE

LEVEL 1

ENSL312/412 INTENSIVE BEGINNING ENGLISH

12 units/0 units • C/NC • Twelve hours lecture

This is the most basic course for the non-native speaker, emphasizing listening, speaking, pronunciation and vocabulary.

LEVEL 2

ENSL320/420 INTENSIVE HIGH-BEGINNING ENGLISH

6.5 units/0 units • C/NC • Six hours lecture; two hours lab

This is a basic course for the non-native speaker, emphasizing grammar, listening, speaking, vocabulary, writing, and American culture. This course includes two hours per week of computer-based assignments in the ESL Center.

ENSL321/421 HIGH-BEGINNING ENGLISH I

4 units/0 units • C/NC • Four hours lecture

This is a basic course for the non-native speaker, emphasizing grammar, listening, speaking, vocabulary, writing, and American culture. This course is normally offered in the evening and is taken in lieu of the first half of ENSL 320/420.

ENSL322/422 HIGH-BEGINNING ENGLISH II

4 units/0 units • C/NC • Four hours lecture

This is a continuation of ENSL 321/421, emphasizing grammar, listening, speaking, vocabulary, writing and American culture. This course is normally offered in the evening and is taken in lieu of the second half of ENSL 320/420.

Prerequisites: ENSL 321/421

ENSL325/425 HIGH-BEGINNING READING, VOCABULARY AND CONVERSATION

6 units/0 units • C/NC • Six hours lecture

This is a basic course for the non-native speaker, emphasizing reading, vocabulary development, listening comprehension, and conversation skills. May be taken two times for credit.

ENSL326/426 ENGLISH SKILLS FOR SUCCESS I

3-4 units/0 units • C/NC • Total hours: Sixteen hours lecture for one unit of credit

This is a course at the high beginning or low intermediate level for the non-native speaker, emphasizing listening and conversation. This course is normally offered during the intersessions. May be taken two times for credit.

LEVEL 3

ENSL330/430 INTENSIVE INTERMEDIATE ENGLISH

8 units/0 units • C/NC • Eight hours lecture

This is an intermediate course for non-native speakers, emphasizing grammar, speaking, listening, and writing.

Course advisories: ENSL 320/420 or ENSL 322/422

ENSL331/431 INTERMEDIATE ENGLISH I

4 units/0 units • C/NC • Four hours lecture

This is an intermediate course for the non-native speaker, emphasizing grammar, speaking, listening, and writing. This course is normally offered in the evening and is taken in lieu of the first half of ENSL 330/430.

Course advisories: ENSL 320/420 or ENSL 322/422

ENSL332/432 INTERMEDIATE ENGLISH II

4 units/0 units • C/NC • Four hours lecture

This is a continuation of ENSL 331/431 emphasizing grammar, speaking, listening, and writing. This course is normally offered in the evening and is taken in lieu of the second half of ENSL 330/430.

Course advisories: ENSL 331/431

ENSL335/435 INTERMEDIATE READING, VOCABULARY, AND CONVERSATION

4.5 units/0 units • C/NC • Four hours lecture; two hours lab

This is an intermediate course for the non-native speaker, emphasizing intensive reading, vocabulary, speaking, and listening. This course includes two hours per week of computer-based assignments in the ESL Center.

Course advisories: ENSL 320/420 or ENSL 322/422

ENSL336/436 ENGLISH SKILLS FOR SUCCESS II

3-4 units/0 units • C/NC • Total hours: Sixteen hours lecture for each unit of credit

This is a course at the low-intermediate level for the non-native speaker, emphasizing listening, speaking, grammar, and writing. This course is normally offered during intersessions. May be taken two times for credit.

Course advisories: ENSL 320/420 or ENSL 322/422

LEVEL 4**ENSL 342 INTENSIVE HIGH-INTERMEDIATE READING, WRITING, AND GRAMMAR**

7.5 units • C/NC • Seven hours lecture; two hours lab

This is a high-intermediate course for the non-native speaker, emphasizing both the strategies and techniques of academic reading, and the organization and development of ideas of writing. It thoroughly reviews English grammar and teaches students how to edit their own writing for grammatical correctness. This course includes two hours per week of computer-based assignments in the ESL Center.

Course advisories: ENSL 330/430 or ENSL 332/432

ENSL 343 HIGH-INTERMEDIATE READING AND WRITING

3 units • C/NC • Three hours lecture

This is a high-intermediate course for the non-native speaker, emphasizing strategies for effective reading and logical writing. This course is normally offered in the evening or during the summer session. It may be taken in lieu of the reading and writing component of ENSL 342. Students who will take ENSL 10 must also successfully complete ENSL 344.

Course advisories: ENSL 330/430 or ENSL 332/432

ENSL 344 HIGH- INTERMEDIATE GRAMMAR

4 units • C/NC • Four hours lecture

This is a high-intermediate course for the non-native speaker, emphasizing the English grammatical system, sentence combining, and self-editing. This course is normally offered in the evening or during the summer session. It may be taken in lieu of the grammar component of ENSL 342. Students who will take ENSL 10 must also successfully complete ENSL 343.

Course advisories: ENSL 330/430 or ENSL 332/432

ENSL 345 HIGH-INTERMEDIATE SPEAKING AND LISTENING

3 units • C/NC • Three hours lecture

This is a high-intermediate course for the non-native speaker, emphasizing pronunciation and intonation, preparation and presentation of short oral compositions, listening and note taking.

Course advisories: ENSL 330/430 or ENSL 332/432

ENSL346/446 AMERICAN CULTURE (ESL)

3 units/0 units • C/NC • Three hours lecture

This is a high-intermediate course for the non-native speaker, designed to increase the cultural literacy of the non-native speaker of English through lessons in American customs, history, sports, etc.

Course advisories: ENSL 330/430 or ENSL 332/432

ENSL348/448 CROSS-CULTURAL COMMUNICATION AND ADJUSTMENT

3 units/0 units • C/NC • Three hours lecture

This is a high-intermediate course for the non-native speaker, exploring how culture influences communication and ways to achieve effective language and life adjustment in a multicultural America. Students complete a combination of reading, writing, speaking and listening tasks designed to develop critical reasoning, problem-solving, values clarification, and cross-cultural communication skills.

Course advisories: ENSL 330/430 or ENSL 332/432

LEVEL 5**ENSL10 ADVANCED COMPOSITION**

4.5 units • LG-C/NC • Four hours lecture; two hours lab

This is an advanced course for the non-native speaker, preparing students for ENGL 1A. This course satisfies the Writing Proficiency Requirement for the Associate degree. It enables students to master the basic principles of exposition and syntax; to write essays that are clearly focused and logically organized; to overcome resistance to writing; and to review sentence structure, grammar, and pronunciation.

Prerequisites: ENSL 342, or ENSL 343 and 344

Corequisite: ENSL 55

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C3

ENSL55 ADVANCED READING

3 units • LG-C/NC • Three hours lecture

This is an advanced course for the non-native speaker, emphasizing vocabulary development, comprehension improvement, and reading strategies. This course satisfies the Reading Proficiency Requirement for the Associate degree and prepares students to read at the college level.

Prerequisite: ENSL 342 or 343

Credit transferable: CSU

OTHER**ENSL328/428 LINDAMOOD PROGRAM: FOUNDATIONS OF SPELLING AND READING**

4 units/0 units • C/NC • Four hours lecture

This is a course for beginning and intermediate students including a systematic introduction to understanding, pronouncing, spelling, and reading English with emphasis on speech from individual sounds through multisyllable words.

ENGLISH AS A SECOND LANGUAGE CENTER**ENSL300/400 INDIVIDUALIZED STUDY IN ENGLISH**

.5-3 units/0 units • C/NC • Twenty-four hours lab for each half unit of credit

This is a course is for the non-native speaker wishing to improve English skills in any area for college, career, or personal development by working with an instructor and instructional assistants. Computer, video, and audio resources available. May be taken four times for credit.

ENSL305/405 COMPUTER LAB: READING/VOCABULARY

.5-9 units/0 units • C/NC • Total hours: Twenty-four hours lab for each one-half unit of credit

This is a course of individualized study for the non-native speaker, using computer software and print materials, emphasizing reading skills and vocabulary development. Students will work by arrangement and at their own pace in the computer lab/ESL Center. Students may enroll at any time during the semester. May be taken up to three units per semester, for a total of nine units.

ENSL306/406 COMPUTER LAB: GRAMMAR AND WRITING

.5-9 units/0 units • C/NC • Total hours: Twenty-four hours lab for each one-half unit of credit

This is a course of individualized study for the non-native speaker, using computer software and print materials, emphasizing grammar and self-correction of written discourse. Students will work by arrangement and at their own pace in the computer lab/ESL Center. Students may enroll at any time during the semester. May be taken up to three units per semester, for a total of nine units.

ENSL307/407 COMPUTER LAB: LISTENING AND PRONUNCIATION

.5-9 units/0 units • C/NC • Total hours: Twenty-four and one-half hours lab for each one-half unit of credit

This is a course of individualized study for the non-native speaker using computer software and print materials, emphasizing listening and pronunciation skills. Students will work by arrangement and at their own pace in the Computer Lab/ESL Center. Students may enroll at any time during the semester. May be taken up to three units per semester, for a total of nine units.

ETHNIC STUDIES**ETNC 5 AFRICAN-AMERICAN ARTS AND JAZZ**

3 units • LG-C/NC • Three hours lecture

Designed to make the student an articulate member of the African-American aesthetics movement, interested in the ideas and art forms inherited from the African-American culture.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ETNC 10 INTERCULTURAL RELATIONS IN AMERICAN SOCIETY

3 units • LG-C/NC • Three hours lecture

A study of intercultural relations in American society. Considers the origins and explanatory models of differential status; sociological profile of American ethnic groups, major issues of intercultural and race relations.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D3; IGETC, Area 4; MPC, Area D, F

ETNC 11 AFRICAN-AMERICANS IN AMERICAN HISTORY

3 units • LG-C/NC • Three hours lecture

An introduction to the role of the African-American in the development of the United States. Emphasis on the African-American's contribution to life in the United States. Satisfies the CSU American History and Institutions requirement. Also offered as History 11; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D3, D6; IGETC, Area 3B, 4; MPC, Area D

ETNC 16 AFRICAN-AMERICANS IN AMERICAN GOVERNMENT

3 units • LG-C/NC • Three hours lecture

Functions and organizations of American government, current problems and policies in historical perspective, with emphasis on civil rights. Stresses the participation and contributions of African Americans. Satisfies the CSU American Institutions requirement. Also offered as Political Science 16; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D3, D8; IGETC, Area 4; MPC, Area D

ETNC 18 LATINOS IN U.S. SOCIETY

3 units • LG-C/NC • Three hours lecture

This course provides a historical survey of Latinos in the United States in light of the political events and cultural processes both in the U.S. and in Latin America. Special emphasis is given to the Mexican-origin population in the Southwest by focusing on its relations to American society since the 1848 Treaty of Guadalupe Hidalgo.

Credit transferable: CSU, UC

General Ed. Credit: IGETC, Area 4C; MPC, Area D

ETNC 20 NORTH AMERICAN INDIANS

3 units • LG-C/NC • Three hours lecture

For course description see Anthropology 20. Also offered as Anthropology 20; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1, D3; IGETC, Area 4; MPC, Area D

ETNC 21 ANCIENT CULTURES OF MEXICO AND CENTRAL AMERICA

3 units • LG-C/NC • Three hours lecture

For course description see Anthropology 21. Also offered as Anthropology 21; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1; IGETC, Area 4; MPC, Area D

ETNC 30 WOMEN IN CROSS CULTURAL PERSPECTIVE

3 units • LG-C/NC • Three hours lecture

This course explores the female experience in Africa, Asia, the Middle East, and Latin America, focusing on the ways in which women work for freedom and justice. Class interest determines the geographical areas to be stressed. Also offered as Anthropology 30 and Women's Studies 30; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1, D3, D4; IGETC, Area 4; MPC, Area D

ETNC 31 NATIVE AMERICAN WOMEN

3 units • LG-C/NC • Three hours lecture

This course explores the history, culture, and current issues of native women of North and Central America. Also offered as Anthropology 31 and Women's Studies 31; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1, D3, D4; IGETC, Area 4; MPC, Area D

ETNC32 AFRICAN-AMERICAN WOMEN

3 units • LG-C/NC • Three hours lecture

This course will cover African-American women's experience, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Women's Studies 32; credit may be earned only once.

Advisories: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D3, D4; IGETC, Area 4; MPC, Area D

ETNC33 MEXICAN-AMERICAN WOMEN

3 units • LG-C/NC • Three hours lecture

This course will cover Mexican-American women's experience, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Women's Studies 33; credit may be earned only once.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: IGETC, Area 4C, 4D; MPC, Area D

ETNC34 ASIAN-AMERICAN WOMEN

3 units • LG-C/NC • Three hours lecture

This course will cover the experience of Asian-American women, including Chinese, Japanese, Korean, Filipina, Indonesian, Southeast and South Asian women, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Women's Studies 34; credit may be earned only once.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: IGETC, Area 4C, 4D; MPC, Area D

FAMILY AND CONSUMER SCIENCE

FACS52 CONSUMER AWARENESS: BUSINESS AND PERSONAL PERSPECTIVES

2 units • LG-C/NC • Two hours lecture

This course is a survey of the development of the consumer movement, exploration of personal consumer styles and buying behavior, customer service concerns, specific approaches for lodging complaints, identification of resources and consumer protection services.

Credit transferable: CSU

FACS56 LIFE MANAGEMENT

3 units • LG-C/NC • Three hours lecture

Skills to effectively manage and balance personal, family and work life including decision making, goal setting, conflict management, resource management, techniques for improving self-understanding and interpersonal relationships.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: CSU, Area E; MPC, Area E

FACS161 FAMILY DEVELOPMENT AND WORKER SELF-EMPOWERMENT

1.5 units • LG-C/NC • One and one-half hours lecture

This course is part of the Family Development Certificate of Completion program focusing on empowerment skills for family workers. The emphasis is on moving Human Services away from crisis-oriented, fragmented services toward a family strength-based approach. This course focuses on family development as a sustainable route to self-reliance. It also focuses on worker self-empowerment and personal growth.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

FACS163 BUILDING MUTUALLY RESPECTFUL RELATIONSHIPS WITH FAMILIES: COMMUNICATION WITH SKILL AND HEART

1.5 units • LG-C/NC • One and one-half hours lecture

This course is part of the Family Development Certificate of Completion program focusing on empowerment skills for family workers. The emphasis is on moving Human Services away from crisis-oriented, fragmented services toward a family strength-based approach. This course focuses on building mutually respectful relationships with families and the communication skills necessary to make relationships work effectively.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

FACS165 CULTURAL COMPETENCE

1 unit • LG-C/NC • One hour lecture

This course is part of the Family Development Certificate of Completion program focusing on empowerment skills for family workers. The emphasis is on moving Human Services away from crisis-oriented, fragmented services toward a family strength-based approach. This course focuses on understanding cultures, barriers to working effectively with diversity and expanding multicultural competence.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

FACS167 ONGOING ASSESSMENT AND HOME VISITING

1.5 units • LG-C/NC • One and one-half hours lecture

This course is part of the Family Development Certificate of Completion program focusing on empowerment skills for family workers. The emphasis is on moving Human Services away from crisis-oriented, fragmented services toward a family strength-based approach. This course focuses on principles of empowerment-based assessment and a family development approach to home visiting.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

FACS169 SPECIALIZED SERVICES FOR FAMILIES

1 unit • LG-C/NC • One hour lecture

This course is part of the Family Development Certificate of Completion program focusing on empowerment skills for family workers. The emphasis is on moving Human Services away from crisis-oriented, fragmented services toward a family strength-based approach. This course focuses on identifying special needs and making appropriate referrals to promote a family's goals for self-reliance.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

FACS171 FACILITATION SKILLS AND COLLABORATION

1 unit • LG-C/NC • One hour lecture

This course is part of the Family Development Certificate of Completion program focusing on empowerment skills for family workers. The emphasis is on moving Human Services away from crisis-oriented, fragmented services toward a family strength-based approach. This course focuses on facilitating family conferences, support groups and community meetings as well as collaboration skills.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

FACS173 PORTFOLIO DEVELOPMENT AND SKILLS APPLICATION

1 unit • LG-C/NC • One-half hour lecture; one and one-half hours lab

This course is part of the Family Development Certificate of Completion program focusing on empowerment skills for family workers. The emphasis is on moving Human Services systems away from crisis-oriented, fragmented services toward a family strength-based approach. A portfolio of work demonstrating achievement of outcomes will be compiled. Fieldwork with families is included in the course.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

FASHION

FASH15 TEXTILES

3 units • LG-C/NC • Three hours lecture

This course is a study of plant, animal, and manufactured fibers and fabrics, textile products, weaves, designs and finishes. An overview of historic textiles is included. (CAN HEC 6)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

FASH50 INTRODUCTION TO FASHION

3 units • LG-C/NC • Three hours lecture

This course addresses the creation, production, marketing and merchandising of fashion. Included are business aspects and socio-economic, political, international and technological influences on fashion. Emphasis is placed on all levels of the fashion industry.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

FASH52 HISTORY OF FASHION

3 units • LG-C/NC • Three hours lecture

This course is a study of historic costume as it affects practical fashion usage and theatrical and cinematic costume design. The evolution and recurrence of genre and high fashion apparel are integrated into the course.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

FASH53 APPAREL ANALYSIS AND SELECTION

3 units • LG-C/NC • Three hours lecture

This course is designed to assist students in developing expertise in personal clothing choices relating personal appearance to nonverbal messages perceived by the observer. The course also lays a foundation of knowledge for students who plan to pursue a career in the fashion industry. Topics include design elements and principles, apparel quality, selection and care, and influences on consumer apparel selection.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

FASH54A HISTORIC TEXTILES: PRIMITIVE THROUGH RENAISSANCE

1.5 units • LG-C/NC • One and one-half hours lecture

Explores world-wide historical and ethnic textiles from the pre-cloth period through the Renaissance. Materials, methods and aesthetics will be covered as well as cultural, economic, political, and historical ramifications.

Credit transferable: CSU

FASH54B HISTORIC TEXTILES: SEVENTEENTH CENTURY - TWENTIETH CENTURY

1.5 units • LG-C/NC • One and one-half hours lecture

Explores world-wide historical and ethnic textiles from the Seventeenth Century through the Twentieth Century. Materials, methods and aesthetics will be covered as well as cultural, economic, political, and historical ramifications.

Credit transferable: CSU

FASH55 PROFESSIONAL IMAGE

1 unit • LG-C/NC • One hour lecture

This course is designed to prepare students for job opportunities and/or advancement by enhancing self-image and personal effectiveness through visual presentation, appropriate body language and behavior, and professionalism.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

FASH56 FASHION ACCESSORIES

1 unit • LG-C/NC • One hour lecture

Students will study classifications, terminology and quality indicators of men's and women's accessories from the merchandiser's and consumer's viewpoints. Preparation of a portfolio is included.

Advisories: Eligibility of ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

FASH61 CLOTHING

3 units • LG-C/NC • Three hours lecture

This course presents a study of clothing materials, construction, and design. Included are the selection and use of sewing equipment and tools, fabrics and patterns, quality indicators, and cost-effective clothing production methods.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

FASH63 TAILORING

3 units • LG-C/NC • Three hours lecture

Tailoring and pressing techniques for jackets, coats, career wear for men and women.

Credit transferable: CSU

General Ed. Credit: MPC, Area E

FASH65 COUTURE TECHNIQUES

1.5 units • LG-C/NC • One hour lecture; two hours lab

Students learn apparel construction and embellishment concepts which go beyond commercial patterns. Included are a review of techniques adopted from successful designers, and application of new skills to create couture level work.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

FASH68 FLAT PATTERN DESIGN

3 units • LG-C/NC • Three hours lecture; one-half hour lab

This course is an introduction to the principles of pattern making used to translate design into original garments. Terminology, structure of the apparel industry and design workrooms, and introduction to computer-assisted apparel design included. Individualized computer lab hours by arrangement in the CAD Lab

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit Transferable: CSU

FASH71 FITTING AND PATTERN ALTERATION

1 unit • LG-C/NC • Total hours: Twelve hours lecture; twenty-four hours lab

Students learn figure evaluation, body measurements, selecting patterns, methods of pattern alteration. Construction of a personal sloper is addressed as well.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit Transferable: CSU

FASH73 CONTEMPORARY TAILORING

1 unit • LG-C/NC • Total hours: Twelve hours lecture; twenty-four hours lab

Custom clothing construction emphasizing precision sewing and pressing, personalized fitting and applied shaping (fusible) technology. Students construct a tailored garment using contemporary materials and design.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit Transferable: CSU

FASH75 SEWINGSPECIALTYFABRICS

1 unit • LG-C/NC • Total hours: Twelve hours lecture; twenty-four hours lab

Special construction techniques for sheer and silky fabrics, special occasion fabrics, faux fabrics and knits are addressed in this course. Students will design and construct apparel using specialty fabrics.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

FASH80 TEXTILE DESIGN

3 units • LG-C/NC • Two hours lecture; two hours lab

This studio course is an overview of surface design and fabric manipulated techniques to enhance textiles. Painting, printing, batiking, appliqueing, tucking, quilting, smocking, stitching, and embellishments will be included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit Transferable: CSU

FASH81 BUSINESS AND MARKETING PRACTICES

3 units • LG-C/NC • Three hours lecture

This course is a study of business and marketing practices for the secondary and tertiary (wholesale and retail) soft goods industry. Concepts and application include establishing and operating a soft goods business, merchandise planning, marketing and promotion.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit Transferable: CSU

FASH82 FASHION ILLUSTRATION

2 units • LG-C/NC • Two hours lecture

This course is a study of flat sketching for the fashion industry, costume illustration for the theatre, and drawing techniques for fashion communication. A variety of media is explored and students develop a portfolio.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit Transferable: CSU

FASH84 PORTFOLIO PRESENTATION

1 unit • LG-C/NC • One hour lecture

This course is designed to be a culminating course for the Interior Design, Fashion Design, Fashion Production and Fashion Merchandising certificate programs. Students will compile a portfolio based on their area of interest. Portfolios will include such items as work philosophy, career goals, resume, work samples, letters of recommendation and community service, with a particular emphasis on work samples for the areas of design, production and merchandising.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

FASH116 SPINNING & DYEING

1.5 units • LG-C/NC • One hour lecture; one and one-half hours lab
Preparation and production of yarn. Drop spindle and spinning wheel methods. Dyeing techniques using natural, native, and historically important methods. May be taken three times for credit.

FASH126 SPECIALIZED SEWING OPTIONS

.5-1 unit • C/NC • Three hours lab per week for each unit of credit
This course is an opportunity for students with intermediate/advanced sewing skills to complete individual projects and improve professional skills in supervised lab setting. Students may enter up to mid-semester for a half unit of credit. May be taken four times for credit.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

FASH186 CAD FOR APPAREL LABORATORY

1-4 units • LG-C/NC • Three hours lab per one unit of credit
This course is supervised lab practice in using design software for apparel and soft goods. Students will experience the development and creation of basic slopers, markers and styles through the use of computer-manipulated graphics. Previous computer experience is helpful but not required. This course is offered for only one unit per semester and may be taken for a maximum of four units.

Advisory: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

FIRE ACADEMY**FACD129 CONFINED SPACE OPERATIONS**

.5 unit • C/NC • Total hours: Twenty-four hours laboratory
Provides fundamental information regarding the history and philosophy of confined space rescue, organization and operation of a confined space rescue, use of codes, identification and correction of confined space rescue hazards, and the relationship of fire rescue safety education and monitoring systems.

FACD130 COMMAND 2A: COMMAND TACTICS AT MAJOR FIRES

2 units • C/NC • Total hours: Forty hours lecture
Designed for chief officers and company officers. It prepares the student to use management techniques and the student command system when commanding multiple alarms or large numbers of suppression forces. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit.

FACD131 COMMAND 2B: COMMAND OF MAJOR HAZ MAT INCIDENTS

2 units • C/NC • Total hours: Forty hours lecture
Managing serious hazardous materials incidents. Information and databases; organizations, agencies and institutions involved in hazardous materials response and research. Planning for haz mat problems. Legislation, litigation, and liabilities of haz mat responses. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit.

FACD132 COMMAND 2C: COMMAND OF HIGH-RISE EMERGENCIES

2 units • C/NC • Total hours: Forty hours lecture
Commanding suppression forces in high-rise incidents. Pre-fire planning, building inventory, problem identification, ventilation, water, elevators, life safety. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit.

FACD133 COMMAND 2D: DISASTER PLANNING

2 units • C/NC • Total hours: Forty hours lecture
Planning for large-scale disasters. Principles of disaster planning and management, fire service emergency plans, emergency operations centers, roles of local, state, and federal emergency management agencies. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit.

FACD134 COMMAND 2E: WILDLAND FIRE COMMAND

2 units • C/NC • Total hours: Forty hours lecture
Wildland fire safety, weather effects, wildland fuels, fire behavior, initial attack methods, using support equipment, topographic maps, strategy and tactics, ICS as it applies to wildland fire incidents. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit.

FACD135 MANAGEMENT 2A: ORGANIZATIONAL DEVELOPMENT AND HUMAN RELATIONS

2 units • C/NC • Total hours: Forty hours lecture
Making the transition from supervisor to manager. Internal/external influences, personality traits of firefighters, managing human relations, group dynamics and conflict resolution. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit.

FACD136 MANAGEMENT 2B: FINANCE FOR CHIEF OFFICERS

2 units • C/NC • Total hours: Forty hours lecture
Provides insight into the intricacies of fire service finance. Business management, budgets, accounting, revenues, and legislation. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit.

FACD137 FIRE MANAGEMENT 2C

2 units • C/NC • Total hours: Forty hours lecture
Intended primarily for supervisory/management personnel, this course provides current information and training in the management of public services personnel, labor relations, diversity (affirmative action) policies, safety issues and workers' compensation. May be taken every few years, for updating purposes, to a maximum of four times.

FACD138 MANAGEMENT 2D: MASTER PLANNING

2 units • C/NC • Total hours: Forty hours lecture
Program planning, master planning, forecasting, systems analysis, and policy analysis. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit.

FACD139 MANAGEMENT 2E: MANAGEMENT ISSUES AND CONCEPTS

2 units • C/NC • Total hours: Forty hours lecture
Relationships with legislative bodies, organizational techniques, goal setting, civilians in the fire service, development of department programs, fire employees contractual systems. Applies to CHIEF OFFICER and is accredited by CFSTES. May be taken three times for credit.

FACD140 PREVENTION 2A: FIRE PROTECTION SYSTEMS AND BUILDING COMPONENTS

2 units • C/NC • Total hours: Forty hours lecture
Laws and regulations pertaining to fire protection and detection systems; descriptions, installations and problems relating to systems. Applies to FIRE PREVENTION OFFICER II and is accredited by CFSTES. May be taken three times for credit.

FACD141 PREVENTION 2B: INTERPRETING UBC, CCR-TITLE 19 AND 2

2 units • C/NC • Total hours: Forty hours lecture
Extensive, in-depth information about the fire and life safety standards of buildings as they relate to the UBC and Titles 19 and 24. Types of construction; occupancy classifications, egress, interior finishes. Applies to FIRE PREVENTION OFFICER II and is accredited by CFSTES. May be taken three times for credit.

FACD142 PREVENTION 2C: SPECIAL HAZARD OCCUPANCIES

2 units • C/NC • Total hours: Forty hours lecture
Special fire prevention challenges. Industrial ovens, cleaning and finishing processes, welding, refrigeration systems, medical gases. Applies to FIRE PREVENTION OFFICER II and is accredited by CFSTES. May be taken three times for credit.

FACD143 PREVENTION 3A: HYDRAULIC SPRINKLER CALCULATIONS

2 units • C/NC • Total hours: Forty hours lecture
Explanation and analysis of the functions and capabilities of a hydraulically calculated sprinkler system. Applies to FIRE PREVENTION OFFICER III and is accredited by CFSTES. May be taken three times for credit.

FACD144 PREVENTION 3B: PLAN CHECKING

2 units • C/NC • Total hours: Forty hours lecture
Hands-on training for plans reviewers. Codes, standards and local amendments; site plan review; building construction; fire protection equipment; plan review of various occupancy classifications. Applies to FIRE PREVENTION OFFICER III and is accredited by CFSTES. May be taken three times for credit.

FACD145 INVESTIGATION 2A: CRIMINAL AND LEGAL PROCEDURES

2 units • C/NC • Total hours: Forty hours lecture
Investigation, apprehension and conviction of arsonists. Legal preparation required to develop criminal case. Interviewing, search and seizure, search warrants, courtroom demeanor. Applies to FIRE INVESTIGATOR II and is accredited by CFSTES. May be taken three times for credit.

FACD146 FIRE INSTRUCTOR 2A: TECHNIQUES OF EVALUATION

2 units • C/NC • Total hours: Forty hours lecture
Techniques of evaluation. Construction of tests, test planning, test analysis, test security and evaluation of test results to determine student and instructor effectiveness. Applies to FIRE INSTRUCTOR II, and is accredited by CFSTES. May be taken three times for credit.

FACD147 FIRE INSTRUCTOR 2B: GROUP DYNAMICS AND PROBLEM SOLVING

2 units • C/NC • Total hours: Forty hours lecture
Designed to develop leadership skills. Group dynamics, problem solving techniques, and interpersonal relations are developed and utilized. Conducting staff meetings, brainstorming sessions, formal conferences and public meetings. Applies to FIRE INSTRUCTOR II and is accredited by CFSTES. May be taken three times for credit.

FACD148 FIRE INSTRUCTOR 2C: EMPLOYING AUDIO-VISUAL AIDS

2 units • C/NC • Total hours: Forty hours lecture
Principles of media in the instructional process; selection of A/V and media; use of computers in the instructional process; individualized instruction programs. Applies to FIRE INSTRUCTOR II and is accredited by CFSTES. May be taken three times for credit.

FACD149 FIRE INSTRUCTOR 3: MASTER INSTRUCTOR

2 units • C/NC • Total hours: Forty hours lecture
This course familiarizes students with information necessary to conduct Fire Training Techniques 1A and 1B and gives additional instruction in classroom communications. Applies to FIRE INSTRUCTOR III and is accredited by CFSTES. May be taken three times for credit.

FACD154 INVESTIGATION 2B: CASE STUDIES

2 units • C/NC • Two hours lecture
Advanced instruction in fire science investigation, case preparation and courtroom presentation. Review of fire scene photography, sketching evidence collection, interviewing and interrogation. Use of simulation for developing and presenting an arson case. May be taken three times for credit.

FACD155 EMT-1 INSTRUCTOR ORIENTATION

2 units • C/NC • Total hours: Forty hours lecture
Familiarizes the student with information necessary to teach EMT-1 and provides additional information in classroom communication. May be repeated provided there has been a change in the code or regulations as documented by the department.

FACD156 SELF-ASSESSMENT PRACTICES AND ORGANIZATIONAL EVALUATION

2 units • C/NC • Total hours: Forty hours lecture
Provides information on the self-assessment process used to evaluate community's fire defenses; performance indicators used to define level of service; methods of analysis used to evaluate effectiveness and efficiency of fire service operations.

FACD157 PRACTICAL APPLICATIONS OF FIRE BEHAVIOR THEORY

2 units • C/NC • Total hours: Forty hours lecture
Knowledge of range wildfire's intensity variation; observation method used to determine range of intensity variation of wildfires; fire behavior; topography; fire behavior predictions; methods of key-phrases fire behavior language. May be repeated provided there has been a change in the code or regulations as documented by the department.

FACD158 FIRE MITIGATION PRACTICES IN THE STRUCTURAL/WILDLAND INTERMIX

2 units • C/NC • Total hours: Forty hours lecture
Information on urban wildland interface problems; legal factors involved in increasing levels of defensibility of structures; methods of analyzing high fire risk severity zones and area mitigation plans; designing and implementing site specific fire resistive defensible space, adoption codes; standards/guidelines for community fire prevention support groups. May be repeated provided there is a change in the code or regulations as documented by the department.

FACD159 DESIGNING/EVALUATING STANDARDS COVER FOR EMERGENCY RESPONSES

2 units • C/NC • Total hours: Forty hours lecture
Provides information on the factors involved in siting of fire stations and deployment of fire apparatus according to contemporary standards in the U.S. Fire Service. May be repeated provided there has been a change in the code or regulations as documented by the department.

FACD160 ALTERNATIVE METHODS OF FIRE PROTECTION DELIVERY

2 units • C/NC • Total hours: Forty hours lecture
Intended primarily for fire service managers, elected officials, labor and community representatives, this course will focus on evaluation and implementation of alternative ways of providing fire and emergency services to jurisdictions. Course will include an historical perspective, overview of evolving alternative methods, feasibility studies, tools for planners and decision makers in documenting and implementing alternative systems for the delivery of fire and emergency services.

FACD165 LEADERSHIP IN EMS MANAGEMENT

2 units • C/NC • Total hours: Forty hours lecture
Intended primarily for supervisory/management personnel, this course provides current information on the changes in health care delivery systems and the dynamics affecting pre-hospital care. Industry trends and community needs assessment will be the focus for course activities. May be taken every few years, for updating purposes, to a maximum of four times.

FIRE PROTECTION TECHNOLOGY**FIRE100 FIRE PROTECTION ORGANIZATION**

3 units • LG-C/NC • Three hours lecture
Philosophy and history of fire protection, history of loss of life and property by fire. Organization and function of fire protection agencies. Survey of career opportunities and development of job seeking skills.
General Ed. Credit: MPC, Area E

FIRE101 FIRE BEHAVIOR AND CONTROL

3 units • LG-C/NC • Three hours lecture
Characteristics and behavior of fire; fire hazard properties of ordinary materials; extinguishing agents; fire suppression organization and equipment.

FIRE102 FIRE HYDRAULICS

3 units • LG-C/NC • Three hours lecture
Review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculation to hydraulic problems; water supply problems; underwriter's requirements for pumps.

FIRE104 WILDLAND FIRE CONTROL

3 units • LG-C/NC • Three hours lecture
This course provides fire personnel with a fundamental knowledge of factors affecting wildland fire behavior, control and prevention techniques. Emphasis is on initial attack and urban/wildland interface firefighting.

FIRE109 FIRE ALARM AND DETECTION SYSTEMS

3 units • LG-CR/NC • Three hours lecture
This course is designed to provide detailed code requirements for fire alarm and detection systems design and installation. The National Fire Alarm (NFPA-72) will be reviewed in depth, as well as the relationship of national standards to the Uniform Fire Code and the California Fire Code. Students may repeat this course periodically for updating purposes when the active edition of NFPA-72 changes.
Credit transferable: CSU

FIRE110 STRATEGY FIRE COMMAND 1A: COMMAND PRINCIPLES FOR COMPANY OFFICERS

3 units • LG-C/NC • Three hours lecture
Review of fire chemistry, equipment and manpower; basic fire fighting tactics and strategy; emergency scene management; initial fireground resources; and fireground simulation scenarios designed for first-in officer. Applies to FIRE OFFICER and is accredited by CFSTES.

FIRE111 COMMAND 1B: HAZ MAT COMMAND FOR COMPANY OFFICERS

3 units • LG-C/NC • Three hours lecture
Company level scene management for incidents involving chemicals and other hazardous materials. Applies to FIRE OFFICER and is accredited by CFSTES.

FIRE112 MANAGEMENT I: MANAGEMENT FOR COMPANY OFFICERS

3 units • LG-C/NC • Three hours lecture
Key concepts of supervision and management; decision making for supervisors; leadership styles; time and stress management; personnel appraisal and counseling guidelines. Applies to FIRE OFFICER and is accredited by CFSTES.

FIRE113 FIRE PREVENTION 1A: FIRE INSPECTION PRACTICES

3 units • LG-C/NC • Three hours lecture
General fire inspection practices; responsibilities of fire prevention personnel, flammable liquids and gases; properties of hazardous materials; labeling and placarding; fire extinguishers, fixed fire protection systems. Applies to FIRE OFFICER and is accredited by CFSTES.

FIRE114 PREVENTION 1B: CODE ENFORCEMENT

3 units • LG-C/NC • Three hours lecture
Fire and building codes, building construction and occupancy classifications, exiting requirements, sprinkler systems, electrical hazards, and detection systems. Applies to FIRE OFFICER and is accredited by CFSTES.

FIRE115 FIRE INVESTIGATION 1A: FIRE ORIGIN AND CAUSE DETERMINATION

3 units • LG-C/NC • Three hours lecture
Techniques required for incendiary, accidental, fatal, vehicle, wild-land and juvenile fire investigation; report writing and evidence collection. Applies to FIRE OFFICER and is accredited by CFSTES.

FIRE116 FIRE INSTRUCTOR 1A: INSTRUCTIONAL TECHNIQUES PART 1

3 units • LG • Three hours lecture
The occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, psychology of learning and evaluation of effectiveness. Applies to FIRE OFFICER and is accredited by CFSTES.

FIRE117 FIRE INSTRUCTOR 1B: INSTRUCTIONAL TECHNIQUES PART 2

3 units • LG • Three hours lecture
Preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans. Fundamentals of testing and measurement. Applies to FIRE OFFICER and is accredited by CFSTES.

FIRE120 PREVENTION 1C: FLAMMABLE LIQUIDS AND GASES

3 units • LG-C/NC • Three hours lecture
Special hazards associated with flammable and combustible liquids and gases. Inspection of gasoline stations and other facilities. Accredited by CFSTES.

FIRE121 FIRE INVESTIGATION 1B: TECHNIQUES OF FIRE INVESTIGATION

3 units • LG-C/NC • Three hours lecture
Juvenile firesetters; report writing; evidence collection and preservation procedures. Review of fire cause determination. Accredited by CFSTES.

FIRE122 PUBLIC FIRE EDUCATION I

3 units • LG-C/NC • Three hours lecture
This course provides the student with the ability to develop a systematic planning process for public education including analysis of local fire problems, communications skills, program evaluation, media relations, programs and counseling juvenile firesetters.

FIRE211 PUBLIC FIRE EDUCATION PLANNING

1 unit • LG-C/NC • One hour lecture
Developing public education plans. Designed for volunteer fire officers with public information and public education responsibilities. Accredited by CFSTES.

FIRE212 FIREFIGHTER SAFETY AND SURVIVAL

1 unit • C/NC • Total hours: Sixteen hours lecture
This course will depict and explain common causes of injuries to firefighters, and emphasizes responsibilities of company officers for firefighter safety and survival.

FIRE220 FIREFIGHTER I A

3 units • LG-C/NC • Three hours lecture
Technical skills required to perform the task of firefighter. First of two courses covering the specific tasks identified by the State Board of Firefighter I certification. Accredited by CFSTES.

FIRE221 FIREFIGHTER 1B

3 units • C/NC • Three hours activity
Manipulative skills required to perform the task of firefighter. Upon completion of FIRE 225 and this course, the student may apply for State Firefighter I certification if otherwise qualified. Accredited by CFSTES.

FIRE222 VOLUNTEER FIREFIGHTER

3 units • C/NC • Total hours: Twenty-four hours lecture; seventy-two hours lab
This course will fulfill the State Board of Fire Services educational requirements, with the exception of EMT-1 or First Responder, for certification as Volunteer Firefighter. Accredited by CFSTES.

FIRE225 BASIC FIREFIGHTER ACADEMY

6 units • C/NC • Three hours lecture; nine hours lab
This course is designed to provide the participant with the minimum skills required for employment as a firefighter in the State of California. Upon successful completion of this academy, the student may be eligible to apply for a State Firefighter I Certificate.

FIRE230 CLIFF RESCUE TECHNIQUES

3 units • C/NC • Nine hours activity
Designed to provide the student with the knowledge and abilities required to set up for quick descent in emergency situations, including cliff, high rise building, caves, and other rescue scenes. Safety, rope construction, knots, hardware, anchors, anchor points. Rescue helicopter operations, hoisting and helicopter safety.

FOREIGN LANGUAGES

AMERICAN SIGN LANGUAGE

SIGN 1A ELEMENTARY AMERICAN SIGN LANGUAGE I

5 units • LG-C/NC • Four hours lecture; one hour seminar; one hour lab
This course provides students with a systematic introduction to receptive and expressive language skills used in American Sign Language and to the culture of the Deaf community. Initial emphasis is placed on communication skills in the classroom, then extended to wider cultural contexts. Individualized work in the Foreign Language Lab is required.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

SIGN 1B ELEMENTARY AMERICAN SIGN LANGUAGE II

5 units • LG-C/NC • Four hours lecture; one hour seminar; one hour lab
A continuation of SIGN 1A, this course provides students with further instruction in the systematic introduction to receptive and expressive language skills used in American Sign Language and to the culture of the Deaf community. Individualized work in the Foreign Language Lab is required.

Prerequisite: SIGN 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 6; MPC, Area C

SIGN 2A INTERMEDIATE AMERICAN SIGN LANGUAGE

5 units • LG-C/NC • Four hours lecture; one hour seminar; one hour lab
This course provides a review and completion of grammatical structures used in American Sign Language. Conversational practice includes discussion of Deaf culture readings. Individualized work in the Foreign Language Lab is required.

Prerequisite: SIGN 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

ARABIC

ARAB 1A ELEMENTARY ARABIC I

5 units • LG-C/NC • Four hours lecture; two hours lab
Systematic introduction to understanding, speaking, reading and writing the Arabic language. Emphasis on communication skills, first in the classroom, then extending to wider cultural contexts.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 6; MPC, Area C

ARAB 1B ELEMENTARY ARABIC II

5 units • LG-C/NC • Four hours lecture; two hours lab
Continuation of ARAB 1A.

Prerequisite: ARAB 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC Area C

CHINESE

CHIN 1A ELEMENTARY MANDARIN CHINESE I

5 units • LG-C/NC • Four hours lecture; two hours lab
Systematic introduction to understanding, speaking, reading and writing the Chinese language. Emphasis on communication skills, first in the classroom, then extending to wider cultural contexts.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 6; MPC, Area C

CHIN 1B ELEMENTARY MANDARIN CHINESE II

5 units • LG-C/NC • Four hours lecture; two hours lab
A continuation of CHIN 1A.

Prerequisite: CHIN 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

FOREIGN LANGUAGE

FLAN 50 FOREIGN LANGUAGE NET LAB

1 unit • LG-C/NC • Three hours by arrangement

This course provides individualized use of the Internet in the Foreign Language Computer Lab to connect students with speakers and text of the target language. Students will use authentic and instructional Web sites for communicative activities (reading, listening, speaking, writing) to strengthen their language skills and understanding of culture. This course is designed for students currently or recently enrolled in a foreign language course. Familiarity with the Internet is recommended.

Credit transferable: CSU

FRENCH

FREN 1A ELEMENTARY FRENCH I

5 units • LG-C/NC • Four hours lecture; two hours lab

Systematic introduction to understanding, speaking, reading and writing the French language. Emphasis on communication skills, first in the classroom, then extending to wider cultural contexts. (CAN FREN 2)

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 6; MPC, Area C

FREN 1B ELEMENTARY FRENCH II

5 units • LG-C/NC • Four hours lecture; two hours lab

A continuation of FREN 1A. (CAN FREN 4)

Prerequisite: FREN 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

FREN 2A INTERMEDIATE FRENCH

5 units • LG-C/NC • Four hours lecture; two hours lab

A review and completion of all basic grammatical structures with oral and written exercises. Conversational practice with everyday vocabulary. Readings related to French culture. (CAN FREN 8)

Prerequisite: FREN 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

FREN 2B ADVANCED FRENCH

5 units • LG-C/NC • Four hours lecture; two hours lab

Grammar extension and review with addition of literary tenses. Readings of prose and poetry from the literature and of contemporary cultural materials. Conversational practice. (CAN FREN 10)

Prerequisite: FREN 2A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

GERMAN

GERM 1A ELEMENTARY GERMAN I

5 units • LG-C/NC • Four hours lecture; two hours lab

Systematic introduction to understanding, speaking, reading and writing the German language. Emphasis on communication skills, first in the classroom, then extending to wider cultural contexts. (CAN GERM 2)

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 6; MPC, Area C

GERM 1B ELEMENTARY GERMAN II

5 units • LG-C/NC • Four hours lecture; two hours lab

A continuation of GERM 1A. (CAN GERM 4)

Prerequisite: GERM 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

GERM 2A INTERMEDIATE GERMAN

5 units • LG-C/NC • Four hours lecture; two hours lab

Detailed recapitulation of German grammar, including discussions of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic constructions. Readings from German prose. (CAN GERM 6)

Prerequisite: GERM 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

GERM 2B ADVANCED GERMAN

5 units • LG-C/NC • Four hours lecture; two hours lab

Continuing grammar review with addition of literary tenses. Reading of a literary classic and of contemporary cultural materials. Conversation practice. (CAN GERM 10)

Prerequisite: GERM 2A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

ITALIAN

ITAL 1A ELEMENTARY ITALIAN I

5 units • LG-C/NC • Four hours lecture; two hours lab

Systematic introduction to understanding, speaking, reading and writing the Italian language. Emphasis on communication skills, first in the classroom, then extending to wider cultural contexts.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 6; MPC, Area C

ITAL 1B ELEMENTARY ITALIAN II

5 units • LG-C/NC • Four hours lecture; two hours lab

A continuation of ITAL 1A.

Prerequisite: ITAL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

JAPANESE

JPNS 1A ELEMENTARY JAPANESE I

5 units • LG-C/NC • Four hours lecture; two hours lab

Systematic introduction to understanding, speaking, reading and writing the Japanese language. Emphasis on communication skills, first in the classroom, then extending to wider cultural contexts.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 6; MPC, Area C

JPNS 1B ELEMENTARY JAPANESE II

5 units • LG-C/NC • Four hours lecture; two hours lab

A continuation of JPNS 1A.

Prerequisite: JPNS 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

JPNS 2A INTERMEDIATE JAPANESE

5 units • LG-C/NC • Four hours lecture; two hours lab

A review and completion of all grammatical structures with oral and written exercises. Conversational practice with everyday vocabulary. Readings related to Japanese culture.

Prerequisite: JPNS 1B

Credit transferable: CSU

General Ed. Credit: IGETC, Area 3B

RUSSIAN

RUSS 1A ELEMENTARY RUSSIAN I

5 units • LG-C/NC • Four hours lecture; two hours lab

Systematic introduction to understanding, speaking, reading and writing the Russian language. Emphasis on communication skills, first in the classroom, then extending to wider cultural contexts.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 6; MPC, Area C

RUSS 1B ELEMENTARY RUSSIAN II

5 units • LG-C/NC • Four hours lecture; two hours lab

A continuation of RUSS 1A.

Prerequisite: RUSS 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

SPANISH

SPAN 1A ELEMENTARY SPANISH I

5 units • LG-C/NC • Four hours lecture; two hours lab

Systematic introduction to understanding, speaking, reading and writing the Spanish language. Emphasis on communication skills, first in the classroom, then extending to wider cultural contexts. (CAN SPAN 2)

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 6; MPC, Area C

SPAN 1B ELEMENTARY SPANISH II

5 units • LG-C/NC • Four hours lecture; two hours lab

A continuation of SPAN 1A. (CAN SPAN 4)

Prerequisite: SPAN 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

SPAN 2A INTERMEDIATE SPANISH

5 units • LG-C/NC • Four hours lecture; two hours lab

A review and completion of all basic grammatical structures with oral and written drills. Conversational practice with everyday vocabulary. Readings relating to Hispanic culture. (CAN SPAN 8)

Prerequisite: SPAN 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

SPAN 2B ADVANCED SPANISH

5 units • LG-C/NC • Four hours lecture; two hours lab

Review of grammar, active vocabulary growth through oral and written composition. Conversational practice using Hispanic culture readings. (CAN SPAN 10)

Prerequisite: SPAN 2A or four years of high school Spanish

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; MPC, Area C

SPAN 5 LITERATURE OF THE SPANISH-SPEAKING WORLD

3 units • LG-C/NC • Three hours lecture; one hour lab

This course will introduce students to the form and structure of various genres of literature in Spanish and to the concept of literary analysis through selections of prose, poetry, drama and film from Spain and the Americas. This course will reinforce reading, writing and speaking in Spanish. The class is conducted in Spanish; therefore, it is recommended that students demonstrate Spanish 2B level proficiency before enrolling in this course.

Credit transferable: CSU

SPAN 35A SPANISH FOR SPANISH SPEAKERS I

4 units • LG-C/NC • Three hours lecture; two hours lab

Instruction in standard Spanish usage, for those with limited formal training in Spanish in oral, reading, and writing skills. Awareness of Mexican and other Hispanic cultures through appropriate readings and class discussions.

Advisory: Speaking and comprehension ability at the SPAN 2A level

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C

SPAN 35B SPANISH FOR SPANISH SPEAKERS II

4 units • LG-C/NC • Three hours lecture; two hours lab

A continuation of SPAN 35A. Further development of all language skills in Spanish and increased awareness of the Hispanic cultures.

Prerequisite: SPAN 35A

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C

SPAN 55A SPANISH CONVERSATION I

1-5 units • LG-C/NC • One hour lecture per week for each unit of credit; two hours lab per week for each unit of credit

Conversational Spanish for practical purposes including job and travel situations. Students may enter or exit at five points during the course.

Prerequisite: One semester of college-level Spanish

Credit transferable: CSU

General Ed. Credit: MPC, Area C

SPAN 55B SPANISH CONVERSATION II

1-5 units • LG-C/NC • One hour lecture per week for each unit of credit; two hours lab per week for each unit of credit

A continuation of SPAN 55A. Conversational Spanish for practical purposes including job and travel situations. Students may enter or exit at five points during the course. Students must complete a minimum of nineteen hours lecture/lab for each unit of credit.

Prerequisite: SPAN 55A

Credit transferable: CSU

General Ed. Credit: MPC, Area C

SPAN 225A BASIC CONVERSATIONAL SPANISH I

2.5 units • C/NC • Two and one-half hours lecture

Introduces students to basic patterns of Spanish conversation in realistic situations. Provides foundation for SPAN 1A.

General Ed. Credit: MPC, Area C

SPAN 225B BASIC CONVERSATIONAL SPANISH II

2.5 units • C/NC • Two and one-half hours lecture

A continuation of SPAN 225A. Patterns of conversation in realistic situations. Provides foundation for SPAN 1A or 1B.

General Ed. Credit: MPC, Area C

FRENCH

See **FOREIGN LANGUAGES.**

GARDENING

See **ORNAMENTAL HORTICULTURE.**

GENEALOGY

See **LIBRARY SERVICES.**

GENETICS

See **BIOLOGY 30.**

GENTRAIN

GENT 1 PREHISTORY AND EARLIEST CIVILIZATIONS (to 1200 B.C.)

1 unit • LG-C/NC • Total hours: Sixteen hours lecture

The course begins with a brief look at human origins and the earliest cave paintings, and then moves on to study the history, literature, religion and art of two of the earliest cultures on the planet: Sumeria and Egypt.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

GENT 2 FOUNDATIONS OF THE CLASSICAL WORLD (1200-500 B.C.)

1 unit • LG-C/NC • Total hours: Sixteen hours lecture

The course studies the Minoan culture and then the concurrent cultures of the Mycenaean Greeks and the Old Testament Hebrews, focusing on the history, art, religion and literature of all three. Heroes of the Greek and Hebrew cultures provide the theme for the course. Not open to students with credit in GENT 20.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

GENT 3 THE GOLDEN AGE OF GREECE (500-300 B.C.)

1 unit • LG-C/NC • Total hours: Sixteen hours lecture

The course studies the two centuries which shaped all subsequent Western history: the Golden Age of Greece. The Persian and Peloponnesian Wars, the rise of Greek democracy, the beginnings of philosophy (and Plato and Aristotle), and Greek theater and art are some of the topics treated. Not open to students with credit in GENT 20.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

**GENT 4 THE RISE AND FALL OF ROME
(300-B.C.-400A.D.)**

1 unit • LG-C/NC • Total hours: Sixteen hours lecture
The course examines the great civilization of law, engineering, warfare, and political administration. Beginning with the rise of Rome from a small agricultural city state, the course traces its rise to become a world empire, and then its fall back to an agricultural city. Its art, philosophy, and literature are also considered in the light of the arc of its history. Not open to students with credit in GENT 20.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

GENT 5 THE MEDIEVAL WORLD: PART I (400-1100)

1 unit • LG-C/NC • Total hours: Sixteen hours lecture
The course begins with a look at the Western world after the collapse of Rome. It then traces the incursion of the Germanic tribes into the West and the culture which was produced by the combination of Roman, Christian and Germanic elements: its theology, its art and architecture, and its literature. A brief excursion into the Byzantine world relieves the gloom of the darkest ages in Western history. Not open to students with credit in GENT 21.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

GENT 6 THE MEDIEVAL WORLD: PART II (1100-1350)

1 unit • LG-C/NC • Total hours: Sixteen hours lecture
The course studies the period sometimes called "the first Renaissance" in Europe, the great Christian age of Europe: the age of Thomas Aquinas, cathedrals, the Crusades, courtly love and Dante. It is also an age of economic recovery, the growth of towns and cities, and the establishment of the great universities of Europe. Not open to students with credit in GENT 21.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

GENT 7 THE EARLY RENAISSANCE (1350-1520)

1 unit • LG-/CNC • Total hours: Sixteen hours lecture
The course examines the changes in Western life and thought that resulted from the rediscovery of the classical ages of Greece and Rome. It features many of the places, figures, and events that define the Renaissance, including Florence, the Medici, the growth of trade and cities, new music, literature, art and philosophy, Machiavelli, the Hundred Years War, Chaucer, and the beginnings of the great art of the Renaissance: Leonardo da Vinci and Raphael. Not open to students with credit in GENT 21.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

**GENT 8 LATE RENAISSANCE AND REFORMATION
(1520-1600)**

1 unit • LG-C/NC • Total hours: Sixteen hours lecture
The course examines the events and some of the consequences of the Protestant Reformation in Northern Europe, while Southern Europe is in the last flowering of the Renaissance, in literature, art, philosophy and music. The works of Michelangelo, Cervantes and Shakespeare are featured.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

**GENT 9 FOUNDATIONS OF THE MODERN WORLD
(1600-1690)**

1 unit • LG-C/NC • Total hours: Sixteen hours lecture
The course considers both rearguard and vanguard in the making of the modern world, including the devastating religious wars and the creation of the absolute state by Louis XIV (and the building of Versailles as a symbol of that state), but also the emergence of democracy in England, the revolutionary philosophies of Descartes and Hobbes, the art of Rubens, Rembrandt and Vermeer, and the poetry of the ultimate Protestant and democrat, John Milton.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

GENT 10 THE AGE OF REASON (1690-1775)

1 unit • LG-C/NC • Total hours: Sixteen hours lecture
The course deals with the age of rationalism in Western history, based on the philosophies of Leibniz, Locke, Hume and Berkeley. It also examines the triumph of the bourgeoisie in English politics in the modifications of the social contract theory (which likewise becomes the basis for the American Declaration of Independence), the beginnings of the novel, the reaction to all of this in the great Evangelical Movements across Europe and America, and the foundations – in war and economics – for the French Revolution. Not open to students with credit in GENT 22.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

GENT 11 REACTION AND REVOLUTION (1775-1815)

1 unit • LG-C/NC • Total hours: Sixteen hours lecture
The course studies the causes, events, central figures, and consequences of the French Revolution and the Napoleonic Age, and it likewise examines some of the most important ideological bases and expressions of the turbulent age in philosophy, literature and art, including such figures as Rousseau, Kant, Wordsworth, Goethe, Goya, and Beethoven. The Romantic Movement ties together both the political and cultural events of the period. Not open to students with credit in GENT 22.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

GENT 12 THE AGE OF PROGRESS (1815-1870)

1 unit • LG-C/NC • Total hours: Sixteen hours lecture
The course is an examination of the Industrial Revolution and some of its most important consequences, positive and negative. It also looks at the second generation of Romanticism in music, art, and literature, in part as a response to industrialization, and the way the disillusionments of Romanticism led into the age of realism in the arts. Not open to students with credit in GENT 22.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D3; MPC, Area C, D

GENT 13 THE END OF INNOCENCE (1870-1918)

1 unit • LG-C/NC • Total hours: Sixteen hours lecture
The course gives a portrait of Europe leading up to and including World War I. It is also the age of "isms": impressionism, realism, naturalism, cubism, futurism, Marxism, and Freudianism. It culminates with World War I and the Russian Revolution. Not open to students with credit in GENT 23.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

GENT 14 BETWEEN THE WARS (1918-1945)

1 unit • LG-C/NC • Total hours: Sixteen hours lecture

The course is a look at the period between, leading up to, and including World War II. It examines such topics as Communism and Stalinism and the rise of fascism, the impact of the Great Depression, and cultural responses to the challenges of the period, including radical new kinds of art, literature and philosophy. Not open to students with credit in GENT 23.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

GENT 15 WORLD WAR II TO THE PRESENT (1945-PRESENT)

1 unit • LG-C/NC • Total hours: Sixteen hours lecture

The course examines selected aspects of the Western World in the past half century, including such topics as the Cold War and the succession of wars that followed World War II, and the rapid development of movements in art, literature, and philosophy in response to a changing world. Not open to students with credit in GENT 23.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; MPC, Area C, D

GENT 20 THE CLASSICAL WORLD (1200 B.C.-400 A.D.)

3 units • LG-C/NC • Three hours lecture

This course traces the history, philosophy, literature, and art of the Greco-Roman world from the fall of Mycenae in about 1200 B.C. to the fall of the Western Roman Empire in 476 A.D. Not open to students with credit in GENT 2, 3, or 4.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; IGETC, Area 3B, 4; MPC, Area C, D

GENT 21 MEDIEVAL AND RENAISSANCE EUROPE (400-1520)

3 units • LG-C/NC • Three hours lecture

This course examines the history, philosophy/religion, literature, and art of Europe from the fall of the Western Roman Empire in 476 through the Middle Ages and early Renaissance to the eve of the Protestant Reformation in 1520. Not open to students with credit in GENT 5, 6, or 7.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; IGETC, Area 3B, 4; MPC, Area C, D

GENT 22 THE AGE OF REVOLUTION (1690-1870)

3 units • LG-C/NC • Three hours lecture

This course studies the history, philosophy, literature, and art of the period of the great revolutions in European history: the Enlightenment, the American and French Revolutions, and the Industrial Revolution. Not open to students with credit in GENT 10, 11, or 12.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2, D6; IGETC, Area 3B, 4; MPC, Area C, D

GENT 23 THE MODERN WORLD (1870 TO PRESENT)

3 units • LG-C/NC • Three hours lecture

This course studies the history, philosophy, literature, and art of the Western world from about 1870 to the present, stressing the immense dislocations caused to the entire social, economic, religious, intellectual, and political fabric caused by the end of colonialism, two world wars, pollution, and overpopulation. Not open to students with credit in GENT 13, 14, and/or 15.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2, D6; IGETC, Area 3B, 4; MPC, Area C, D

GENT 209 THE SEVENTEENTH CENTURY (1600-1690)

1 unit • LG-C/NC • One hour lecture

The course considers both rearguard and vanguard in the making of the modern world, including the devastating religious wars and the creation of the absolute state by Louis XIV (and the building of Versailles as a symbol of that state), but also the emergence of democracy in England, the revolutionary philosophies of Descartes and Hobbes, the art of Rubens, Rembrandt, and Vermeer, and the poetry of the ultimate Protestant and democrat, John Milton. Not open to students with credit in Gentrain 9.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

GENT 210 THE ENLIGHTENMENT (1690-1775)

1 unit • LG-C/NC • One hour lecture

The course deals with the age of rationalism in Western history, based on the philosophies of Leibniz, Locke, Hume and Berkeley. It also examines the triumph of the bourgeoisie in English politics in the modifications of the social contract theory (which likewise becomes the basis for the American Declaration of Independence), the beginnings of the novel, the reaction to all of this in the great Evangelical Movements across Europe and America, and the foundations – in war and economics – for the French Revolution. Not open to students with credit in GENT 10 or 22.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

GENT 211 THE REVOLUTIONARY AGE (1775-1815)

1 unit • LG-C/NC • One hour lecture

The course studies the causes, events, central figures, and consequences of the French Revolution and the Napoleonic Age, and it likewise examines some of the most important ideological bases and expressions of the turbulent age in philosophy, literature and art, including such figures as Rousseau, Kant, Wordsworth, Goethe, Goya, and Beethoven. The Romantic Movement ties together both the political and cultural events of the period. Not open to students with credit in GENT 11 or 22.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

GENT 212 THE INDUSTRIAL REVOLUTION (1815-1870)

1 unit • LG-C/NC • One hour lecture

The course is an examination of the Industrial Revolution and some of its most important consequences, positive and negative. It also looks at the second generation of Romanticism in music, art, and literature, in part as a response to industrialization, and the way the disillusionments of Romanticism lead into the age of realism in the arts. Not open to students with credit in Gentrain 12 or 22.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**GENT 213 FIN DE SIECLE AND WORLD WAR I
(1870-1918)**

1 unit • LG-C/NC • One hour lecture

The course gives a portrait of Europe leading up to and including World War I. It is also the age of "isms": impressionism, realism, naturalism, cubism, futurism, Marxism, and Freudianism. It culminates with World War I and the Russian Revolution. Not open to students with credit in Gentrain 13 or 23.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

GENT 214 THE CALM BETWEEN STORMS (1918-1945)

1 unit • LG-C/NC • One hour lecture

The course is a look at the period between, leading up to, and including World War II. It examines such topics as Communism and Stalinism and the rise of fascism, the impact of the Great Depression, and cultural responses to the challenges of the period, including radical new kinds of art, literature, and philosophy. Not open to students with credit in Gentrain 14 or 23.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**GENT 215 THE CONTEMPORARY WORLD
(1945-PRESENT)**

1 unit • LG-C/NC • One hour lecture

The course examines selected aspects of the Western World in the past half century, including such topics as the Cold War and the succession of wars that followed World War II, and the rapid development of movements in art, literature, and philosophy in response to a changing world. Not open to students with credit in Gentrain 15 or 23.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**GENT 401 PREHISTORY AND EARLIEST CIVILIZATIONS
(to 1200 B.C.)**

0 units • Total hours: Sixteen hours lecture

This course begins with a brief look at human origins and the earliest cave paintings, and then moves on to study the history, literature, religion and art of two of the earliest cultures on the planet: Sumeria and Egypt.

**GENT 402 FOUNDATIONS OF THE CLASSICAL WORLD
(1200-500 B.C.)**

0 units • Total hours: Sixteen hours lecture

The course studies the Minoan culture and then the concurrent cultures of the Mycenaean Greeks and the old Testament Hebrews, focusing on the history, art, religion and literature of all three. Heroes of the Greek and Hebrew cultures provide the theme for the course.

GENT 403 THE GOLDEN AGE OF GREECE (500-300 B.C.)

0 units • Total hours: Sixteen hours lecture

The course studies the two centuries which shaped all subsequent Western history: the Golden Age of Greece. The Persian and Peloponnesian Wars, the rise of Greek democracy, the beginnings of philosophy (and Plato and Aristotle), and Greek theater and art are some of the topics treated.

**GENT 404 THE RISE AND FALL OF ROME
(300 B.C.-400 A.D.)**

0 units • Total hours: Sixteen hours lecture

The course examines the great civilization of law, engineering, warfare and political administration. Beginning with the rise of Rome from a small agricultural city state, the course traces its rise to become a world empire, and then its fall back to an agricultural city. Its art, philosophy and literature are also considered in the light of the arc of its history.

GENT 405 MEDIEVAL WORLD: PART I (400-1100)

0 units • Total hours: Sixteen hours lecture

The course begins with a look at the Western world after the collapse of Rome. It then traces the incursion of the Germanic tribes into the West and the culture which was produced by the combination of Roman, Christian and Germanic elements: its theology, art and architecture, and literature. A brief excursion into the Byzantine world relieves the gloom of the darkest ages in Western history.

GENT 406 THE MEDIEVAL WORLD: PART II (1100-1350)

0 units • Total hours: Sixteen hours lecture

The course studies the period sometimes called "the first Renaissance" in Europe: The great Christian age of Europe – the age of Thomas Aquinas, cathedrals, the Crusades, courtly love and Dante. It is also an age of economic recovery, the growth of towns and cities and the establishment of the great universities of Europe.

GENT 407 THE EARLY RENAISSANCE (1350-1520)

0 units • Total hours: Sixteen hours lecture

The course examines the changes in Western life and thought that resulted from the rediscovery of the classical ages of Greece and Rome. It features many of the places, figures and events that define the Renaissance, including Florence, the Medici, the growth of trade and cities, new music, literature, art, philosophy, Machiavelli, the Hundred Years War, Chaucer, and the beginnings of the great art of the Renaissance: Leonardo da Vinci and Raphael.

**GENT 408 LATE RENAISSANCE AND REFORMATION
(1520-1600)**

0 units • Total hours: Sixteen hours lecture

The course examines the events and some of the consequences of the Protestant Reformation in Northern Europe, while Southern Europe is in the last flowering of the Renaissance in literature, art, philosophy and music. The works of Michelangelo, Cervantes and Shakespeare are featured.

**GENT 409 FOUNDATIONS OF THE MODERN WORLD
(1600-1690)**

0 units • Total hours: Sixteen hours lecture

The course considers both rearguard and vanguard in the making of the modern world, including the devastating religious wars and the creation of the absolute state by Louis XIV (and the building of Versailles as a symbol of that state), but also the emergence of democracy in England, the revolutionary philosophies of Descartes and Hobbes, the art of Rubens, Rembrandt and Vermeer, and the poetry of the ultimate Protestant and democrat, John Milton.

GENT 410 THE AGE OF REASON (1690-1775)

0 units • Total hours: Sixteen hours lecture

The course deals with the age of rationalism in Western history, based on the philosophies of Leibniz, Locke, Hume and Berkeley. It also examines the triumph of the bourgeoisie in English politics in the modifications of the social contract theory (which likewise becomes the basis for the American Declaration of Independence), the beginnings of the novel, the reaction to all of this in the great Evangelical Movements across Europe and America and the foundations – in war and economics – for the French Revolution.

GENT 411 REACTION AND REVOLUTION (1775-1815)

0 units • Total hours: Sixteen hours lecture

The course studies the causes, events, central figures and consequences of the French Revolution and the Napoleonic age, and it likewise examines some of the most important ideological bases and expressions of the turbulent age in philosophy, literature and art, including such figures as Rousseau, Kant, Wordsworth, Goethe, Goya and Beethoven. The Romantic Movement ties together both the political and cultural events of the period.

GENT 412 THE AGE OF PROGRESS (1815-1870)

0 units • Total hours: Sixteen hours lecture

The course is an examination of the Industrial Revolution and some of its most important consequences, positive and negative. It also looks at the second generation of Romanticism in music, art and literature, in part as a response to industrialization, and the way the disillusionments of Romanticism led into the age of realism in the arts.

GENT 413 THE END OF INNOCENCE (1870-1918)

0 units • Total hours: Sixteen hours lecture

The course gives a portrait of Europe leading up to and including World War I. It is also the age of "isms": impressionism, realism, naturalism, cubism, futurism, Marxism and Freudianism. It culminates with World War I and the Russian Revolution.

GENT 414 BETWEEN THE WARS (1918-1945)

0 units • Total hours: Sixteen hours lecture

The course is a look at the period between, leading up to, and including World War II. It examines such topics as Communism and Stalinism and the rise of fascism, the impact of the Great Depression, and cultural responses to the challenges of the period, including radical new kinds of art, literature and philosophy.

GENT 415 WORLD WAR II TO THE PRESENT (1945-Present)

0 units • Total hours: Sixteen hours lecture

The course examines selected aspects of the Western World in the past half century, including such topics as the Cold War and the succession of wars that followed World War II, and the rapid development of movements in art, literature and philosophy in response to a changing world.

GENT 416 GENTRAIN SPECIAL TOPICS

0 units • Total hours: Four to twelve hours lecture

This course explores in greater depth the subjects treated in the Gentrain survey courses. See the current schedule for specific offerings.

GEOGRAPHY

GEOG 2 INTRODUCTION TO PHYSICAL GEOGRAPHY

3 units • LG • Three hours lecture

Analysis of the physical environment stressing the earth's movements, weather-climate, ecosystems, tectonics, soils, land forms, gradation, glaciation, the oceans, place-geography, and the use of the atlas. (CAN GEOG 2)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D5; IGETC, Area 4; MPC, Area D

GEOG 4 INTRODUCTION TO CULTURAL GEOGRAPHY

3 units • LG • Three hours lecture

Cultural elements of geography: population distribution, general settlement and land use patterns, and economies. Correlation with the physical elements. Delimitation of the major geographic regions of the world. (CAN GEOG 4)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D5; IGETC, Area 4; MPC, Area D

GEOG 5 WORLD REGIONAL GEOGRAPHY

3 units • LG • Three hours lecture

Geography of world regions: physical, cultural, historical, and economic facets.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D5; IGETC, Area 4; MPC, Area D

GEOLOGY

GEO 2 INTRODUCTORY GEOLOGY

3 units • LG-C/NC • Three hours lecture

This is an introduction to geology including stream valleys, volcanoes, folded mountains, glaciers, faults, rocks, minerals, fossils, map reading, earthquakes, land slides, weathering, erosion, groundwater and plate tectonics. Also offered in the Living Room Series. (CAN GEO 2)

Co-requisite: GEOL 2L

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: (GEO 2 & 2L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

GEO 2L INTRODUCTORY GEOLOGY LAB

1 unit • LG-C/NC • Three hours lab

This course offers fundamental laboratory studies and examination of the topics introduced in GEO 2. Local field trips are required. Also offered in the Living Room Series.

Co-requisite: GEOL 2

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: (GEO 2 & 2L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

GEO 8 EARTH CATASTROPHES AND DISASTERS

4 units • LG-C/NC • Three hours lecture; three hours lab

This course covers the application of basic principles of Earth processes, including tectonics, erosion, climate and wind to issues of catastrophic and disastrous events from a global perspective. Topics will include earthquakes, landslides, floods, severe weather, tsunamis, and volcanoes. Two weekend field trips are required.

Credit transferable: CSU, UC

GERMAN

See FOREIGN LANGUAGES.

HEALTH

HLTH 4 HEALTHY LIVING

3 units • LG-C/NC • Three hours lecture

This class covers significant aspects of personal and community health and principles of healthful living. Students will study body functions with respect to anatomy, physiology, nutrition, exercise, weight control, stress management, alcohol, narcotics and diseases.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area E; MPC, Area E

**HLTH 5 ADVANCED FIRST AID AND
EMERGENCY CARE**

2 units • LG-C/NC • One hour lecture; three hours lab
This class is the American Red Cross training course for the care of victims of accidents or sudden illness. Splinting, CPR, hemorrhage, and emergency childbirth are covered. American Red Cross Advanced First Aid and Red Cross CPR cards are given for performances at the letter grade "C" or better.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

HLTH 7 WOMEN'S HEALTH ISSUES

3 units • LG-C/NC • Three hours lecture
Specific women's health concerns, including reproductive health, birth control and birthing, female anatomy and physiology, preventive medicine, and making alternative medicine choices. Also offered as Women Studies 7; credit may be earned only once.

Credit Transferable: CSU, UC

General Ed. Credit: CSU Area E; MPC, Area E

**HLTH 205 CARDIO-PULMONARY RESUSCITATION
FOR HEALTH PROFESSIONALS**

.5 unit • LG-C/NC • Total hours: Eight hours lecture
Basic life support for Health Care Providers. One- and two-rescuer CPR on adult, child, infant, and airway obstruction. Use of resuscitation masks with one-way valves. May be taken four times for credit.

HLTH 210 STRESS MANAGEMENT

1.5 units • C/NC • One and one-half hours lecture
Stress Management is designed to teach students to recognize symptoms of stress, to understand the physiological and psychological effects of stress, and to manage stress effectively.

HISTORY

HIST 2 GREAT CIVILIZATIONS OF ASIA

3 units • LG-C/NC • Three hours lecture
Examination of the process of historical transformation in four Asian cultural areas up to the Mongol invasions of the 13th century: China, Japan, India and the Muslim Empire.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGTEC, Area 3B, 4; MPC, Area D

HIST 4 HISTORY OF WESTERN EUROPE I

3 units • LG-C/NC • Three hours lecture
The study of the growth of European civilization from the earliest times to the development of strong national states at the time of Louis XIV. (CAN HIST 2)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGTEC, Area 3B, 4; MPC, Area D

HIST 5 HISTORY OF WESTERN EUROPE II

3 units • LG-C/NC • Three hours lecture
A study of European civilization from the time of Louis XIV to the present day. Emphasis upon the importance of national states, the French Revolution, the Industrial Revolution, World Wars I and II and the post-war period. (CAN HIST 4)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGTEC, Area 3B, 4; MPC, Area D

**HIST 11 AFRICAN AMERICANS IN AMERICAN
HISTORY**

3 units • LG-C/NC • Three hours lecture
An introduction to the role of the African-American in the development of the United States. Emphasis on the African-American's contribution to life in the U.S. Satisfies the CSU American History and Institutions requirement. Also offered as Ethnic Studies 11; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGTEC, Area 3B, 4, 7B; MPC, Area D

HIST 12 WOMEN IN AMERICAN HISTORY

3 units • LG-C/NC • Three hours lecture
Native American, African-American, Asian-American, Chicana, and immigrant women heroines and "ordinary" women who have shaped American culture. Satisfies the CSU American History requirement. Also offered as Women's Studies 12; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D4, D6; IGTEC, Area 3B, 4D, 4F, 7B; MPC, Area D, F

HIST 13 WOMEN IN HISTORY

3 units • LG-C/NC • Three hours lecture
Women's public and private contributions to history, beginning with the protoliterate worship of the Mother Goddess, moving through the ancient Near-East, Greece, Rome, Medieval and Renaissance Europe, and the Industrial era in the U.S. Also offered as Women's Studies 13; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D4, D6; IGTEC, Area 3B, 4; MPC, Area D

HIST 15 HISTORY OF CALIFORNIA

3 units • LG-C/NC • Three hours lecture
An examination of California as a microcosm of the problems of the 20th Century through study of physical, ethnic, cultural, social, political and economic forces that have influenced California's development from the American Indian period to the present.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGTEC, Area 3B, 4; MPC, Area D

HIST 17 HISTORY OF THE UNITED STATES I

3 units • LG-C/NC • Three hours lecture
Ethnic, physical, political, economic, social and cultural influences on development of the United States from colonial times to the Reconstruction era. Emphasis on legacies derived from this earlier period of U.S. history. Satisfies the CSU American History requirement. (CAN HIST 8)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGTEC, Area 3B, 4, 7B; MPC, Area D

HIST 18 HISTORY OF THE UNITED STATES II

3 units • LG-C/NC • Three hours lecture
A study of the political, social and economic factors influencing U.S. development from 1877 to the present. Emphasis on the impact of ethnic diversity, the quests for social reform and justice, World Wars I and II, the Cold War, and the modern presidency. Satisfies the CSU American History requirement. (CAN HIST 10)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGTEC, Area 3B, 4; MPC, Area D

HIST20 HISTORY OF MEXICO

3 units • LG-C/NC • Three hours lecture
 History of Mexico from pre-Columbian times to the present. Special emphasis will be placed on the physical, ethnic, cultural, social, political and economic forces that have shaped Mexico's history. Emphasis on the War for Independence in the 19th Century and the Revolution of the 20th Century.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGETC, Area 3B, 4; MPC, Area D

HIST36 HISTORY OF RUSSIA 1917-PRESENT

3 units • LG-C/NC • Three hours lecture
 Designed to reveal and illuminate cultural patterns, plus the many political, economic and social facets of contemporary civilization in Russia, while providing historical perspective. One of the central themes of the course is the rise and fall of the Soviet Union, and the challenges of the post-Communist era in Russia. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGETC, Area 3B, 4; MPC, Area D

HIST40 THE AFRICAN EXPERIENCE

3 units • LG-C/NC • Three hours lecture
 Surveys current geography, history, culture, politics, and economics of Africa south of the Sahara, and the relationship between Africa and the U.S.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGETC, Area 3B, 4; MPC, Area D

HIST48 HISTORY OF THE MIDDLE EAST: 19TH CENTURY TO THE PRESENT

3 units • LG-C/NC • Three hours lecture
 The study of contemporary Middle East and North Africa from 1878 to the present, with emphasis on the rise of nationalism and Islamic fundamentalism and their impact on social, political, and economic changes in the area.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGETC, Area 3B, 4; MPC, Area D

HIST49 INTRODUCTION TO SOCIAL SCIENCE RESEARCH METHODOLOGY

4 units • LG-C/NC • Three hours lecture; three hours lab
 For course description see Social Science 49. Also offered as Anthropology 49, Economics 49, Political Science 49, Psychology 49, Social Science 49, and Sociology 49; credit may be earned only once.

Prerequisites: Completion of any first semester Social Science course and MATH 263 or equivalent

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

HIST50 AMERICAN HISTORY

3 units • LG-C/NC • Three hours lecture
 A survey course exploring physical, political, economic, social and cultural forces that have shaped U.S. development from pre-colonial times to the present, and their implications for the future. Satisfies the CSU American History requirement. Not open to students with credit in HIST 17 or 18.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: CSU, Area D6; MPC, Area D

HIST55 HISTORY OF MONTEREY COUNTY

3 units • LG-C/NC • Three hours lecture
 The historical development of Monterey County from pre-history to the present.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

HOSPITALITY

See also NUTRITION.

HOSP 51 INTRODUCTION TO THE HOSPITALITY INDUSTRY

3 units • LG-C/NC • Three hours lecture
 This course is a survey of the hospitality industry including lodging, resorts, food and beverage service, management, travel and tourism. Career opportunities and industry trends are reviewed.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

HOSP 52 GUEST SERVICES MANAGEMENT

3 units • LG-C/NC • Three hours lecture; one-half hour lab
 This course covers all aspects of front office management. Areas of emphasis include an overview of the hotel industry as well as guest expectations, reservations, front office management, check in and check out, and guest accounting. Site visits to hotel properties are included. Individualized computer lab hours by arrangement in the CAD Lab.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

HOSP 53 FOOD SERVICE MANAGEMENT

3 units • LG-C/NC • Three hours lecture
 Aspects of profitable food and beverage operations including purchasing, receiving and storage, preparation and service are studied. Topics include menu planning, forecasting and sales analysis, food production, sanitation, equipment, layout, maintenance and total management.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

HOSP 54 BEVERAGE SERVICE MANAGEMENT

3 units • LG-C/NC • Three hours lecture
 This course is designed to provide students with the practical knowledge needed to manage a bar or beverage operation. Topics include bar set-up, federal regulations, history and identification of beers, wines, coffees, and teas. Field trips are included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

HOSP 55 LODGING OPERATIONS

3 units • LG-C/NC • Three hours lecture
 This course develops understanding and appreciation of housekeeping, security and related guest service operations. Systematic procedures of in-room maintenance and quality control are included. Relevant equipment, furnishings and supplies, cost benefits, inventory management, OPL and storage are studied. Hiring and supervision of housekeeping staff and site visits to hotel properties are included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

HOSP 56 INTRODUCTION TO HOSPITALITY SALES AND MARKETING

1.5 units • LG-C/NC • One and one-half hours lecture
This course will cover aspects of basic marketing including sales, advertising, promotion, public relations, research and planning focused on creating and maintaining satisfied customers for hospitality and tourism businesses.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

HOSP 58 SANITATION, SAFETY, EQUIPMENT

3 units • LG-C/NC • Three hours lecture
This course studies basic concepts of personal and institutional sanitation; safety procedures and programs; and concepts of safety and sanitation related to the selection, layout and use of equipment. Also offered as Nutrition and Food 58; credit may be earned only once.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

HOSP 60 SPECIAL EVENTS MANAGEMENT

1.5 units • LG-C/NC • One and one-half hours lecture
This course studies the planning, implementing and evaluating of special events at a basic level. An overview of small- and large-scale events including sports, festivals, fundraisers, educational and corporate events and celebrations is included. Students will plan an event as a team project.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

HOSP 61 INTRODUCTION TO PROFESSIONAL MEETING PLANNING

1.5 units • LG-C/NC • One and one-half hours lecture
Course will review competencies, skills and characteristics of the career meeting planner. Basic logistical, tactical and strategic elements in effective overall planning, on-site meeting management, contract review, financial management and adult learning styles will be covered.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

HOSP 62 PROFESSIONAL MEETING PLANNING II

1.5 units • LG-C/NC • One and one-half hours lecture
This course will cover basic meeting venue contracts, subcontractor agreements, negotiation techniques, marketing and promotion, financial management and return on investment principals, evaluation analysis, meeting formats and environments and resource development for the professional meeting planner.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

HOSP 63 HOSPITALITY SUPERVISION

1.5 units • LG-C/NC • One and one-half hours lecture
This course will help potential and current hospitality supervisors understand basic principles of management and apply them while managing the resources of a lodging or food service operation. Effective communication, supervisory responsibilities including evaluating and coaching, managing productivity and controlling labor costs, managing conflict and change, and problem solving are topics that will be included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

HOSP 64 CUSTOMER SERVICE

1 unit • LG-C/NC • One hour lecture
This course includes techniques for providing service to meet customers' needs and for enhancing customer satisfaction. Customer service as the essence, not just the function, of an organization is emphasized. Communication, problem solving, motivation and dealing with challenging customers are studied.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

HOSP 65 LEGAL ISSUES IN HOSPITALITY

.5 unit • LG-C/NC • One-half hour lecture
This course gives a brief introduction to hospitality law governing the legal rights of owners/operators and their responsibilities to consumers of their products and services. Preventing legal problems and ensuring that the workplace is in compliance with laws and regulations will be covered.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

HOSP 66 PRACTICES IN HOSPITALITY

1 unit • LG-C/NC • One hour lecture
This course provides an opportunity for students to participate in job shadowing and to develop a portfolio of their work in the hospitality curriculum and field. Students discuss how to prepare for a job and the professional requirements for success in a hospitality career. Job site visits required.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

HOSP 67 ACCOUNTING FOR HOSPITALITY MANAGERS

1 unit • LG-C/NC • One hour lecture
This course prepares the hospitality supervisor to manage his/her department budget, read and interpret revenue and income statements, and relate employee productivity to the bottom line.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

HOSP 72 CULINARY ARTS BASICS

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab
This course includes food preparation techniques and equipment, food processing methods, knife skills, holding and storage of food, cooking methods, standardized recipes, and recipe conversions. Lab included.

Credit transferable: CSU

HOSP 73 STOCKS, SOUP, SAUCES

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab
This course includes the use of seasonings, thickening agents, categories of soups, preparation of classical sauces, emulsions. Lab included.

Credit transferable: CSU

HOSP 74 VEGETABLES, RICE AND PASTA

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab
This course is the study of vegetable characteristics and cooking methods, including rice and pasta variations, flavor, color and texture retention. Lab included.

Credit transferable: CSU

HOSP 75 FISH, POULTRY, MEAT

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab
This course includes selection, handling, preparation and safety of fish, shellfish, poultry, beef, veal, lamb and pork. Lab included.

Credit transferable: CSU

HOSP 76 GARDE MANGER

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab
 This course includes cold food preparation and presentation of salads, garnishes, salad dressings and appetizers. Lab included.
Credit transferable: CSU

HOSP 77 BAKESHOP: YEASTED AND NON-YEASTED BREADS

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab
 Students will be introduced to baking processes and ingredients, batters and doughs, yeast breads and rolls. Lab included.
Credit transferable: CSU

HOSP 78 BAKESHOP: BASIC BAKING TECHNIQUES

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab
 Students learn baking processes, mixing methods, and function of ingredients needed to produce a variety of specialty cakes, cookies, and pastries. Lab included.
Credit transferable: CSU

HOSP 79 MENU PLANNING AND PRESENTATION FOR FOOD SERVICE PROFESSIONALS

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab
 This course includes menu structure and balance, nutrition, portion size, costing a menu, plate and buffet presentation, styles of service. Lab included.
Credit transferable: CSU

HOSP 80 FOOD SAFETY AND SANITATION

1 unit • C/NC • One hour lecture
 Students will be introduced to food safety principles and practices, sources of foodborne organisms, the Hazard Analysis Critical Control Point (HACCP) system, and cleaning and sanitation techniques for food service.
Credit transferable: CSU

HOSP 81 BAKESHOP: PIES AND TARTS

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab
 Students learn baking processes and ingredients used to produce professional pastry-shop-quality pies and tarts. Dessert presentation skills will be discussed, demonstrated and practiced. It is recommended that students have some basic baking experience.
Credit transferable: CSU

HOSP 82 BAKESHOP: CAKES, TORTES AND DECORATING TECHNIQUES

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab
 Students learn ingredients, proportions and chemical reactions in the production of cakes and icings. Mixing methods for preparing butter cakes, genoise, roulade, chiffon, angel food, flourless, mousse cakes, charlottes and cheesecakes are demonstrated. Basic decorating techniques for icing and piping, poured glaze, ganaches and rolled icings are discussed as well. It is recommended that students have some basic baking experience.
Credit transferable: CSU

HOSP 83 BAKESHOP: FRENCH PASTRIES AND RESTAURANT STYLE DESSERTS

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab
 This course expands on basic pastry skills to produce a stunning variety of intricate French pastries and restaurant-style desserts. Petits fours, mini-pastries, creme brulee, creme caramel, tiramisu, frozen souffle, sauce production and dessert garnishes will be covered. Previous baking courses or experience recommended.
Credit transferable: CSU

HOSP 180 FOOD SAFETY CERTIFICATION

.5 unit • C/NC • Total hours: Eight hours lecture
 This course prepares students for the Food Safety Certification exam. Food safety practices, prevention of foodborne illness, personal hygiene guidelines, and the HACCP system are addressed. Effective Jan. 1, 2000, food facilities handling or serving unpackaged foods must have an employee on staff who has a food safety certificate. Exam available as part of the course.

HUMANITIES**HUMA 1 INTRODUCTION TO WOMEN'S STUDIES**

3 units • LG-C/NC • Three hours lecture
 A multidisciplinary introduction to the purpose and subject matter of Women's Studies. Perspectives on many social issues affecting women. Also offered as Women's Studies 1; credit may be earned only once.
Advisory: Eligibility for ENGL 111 or ENSL 10
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

HUMA 4 IMAGES OF WOMEN IN WESTERN CULTURE

3 units • LG-C/NC • Three hours lecture
 Examines women in the visual arts in Western culture, emphasizing American culture over the past three hundred years. Describes the visual arts made by women and the relationship of women artists to society. Also offered as Art 4 and Women's Studies 4; credit may be earned only once.
Advisory: Eligibility for ENGL 111 or ENSL 10
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area C1, C2; IGETC, Area 3A, 3B; MPC, Area C

HUMA 10 EXPLORATION OF VALUES IN LIVING

3 units • LG-C/NC • Three hours lecture
 Explores the humanities as a guide to living. Examines diverse attitudes toward art, science and technology, philosophy, religion, mythology and ethics. Emphasizes self-knowledge, critical thinking, and responsible value choices.
Advisory: Eligibility for ENGL 1A
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

HUMA 30 HUMANITIES IN THE MELTING POT

3 units • LG-C/NC • Three hours lecture
 Examines underlying philosophies and worldviews of American Indians, European Americans, African Americans, Asian Americans as expressed in literature, fine arts, music, dance, drama, architecture, on three major Humanities themes: Freedom, Love, Nature.
Advisory: Eligibility for ENGL 1A
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area F

HUMA 40 INTRODUCTION TO FEMINIST THEORY

3 units • LG-C/NC • Three hours lecture
 This course encourages students to reflect on historical and present-day images of women and men through readings in philosophy, psychology, and history by both male and female authors. It will engage students in critical analysis of the readings and the changes that the feminist theory has undergone, as well as its relationship to other theories. Also offered as Women's Studies 40 and Philosophy 40; credit may be earned only once.
Advisory: Eligibility for ENGL 1A
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

HUMAN SERVICES

HUMS 50 INTRODUCTION TO HUMAN SERVICES

3 units • LG-C/NC • Three hours lecture

This course is a general overview of the field of Human Services including origins, techniques and methods of helping individuals and groups in need, and laws and codes of ethics. Career options with opportunity for the student to explore his/her own needs, interests and capabilities in relation to job expectations are emphasized.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

HUMS 51 INTRODUCTION TO HOME VISITATION

1.5 units • LG-C/NC • One and one-half hours lecture

This course is designed to introduce the student to the field of home visitation as a means to help families develop effective life skills. Topics include dynamics of family interaction, community resources, child development, child and elder abuse as they relate to the role of the home visitor or Human Services paraprofessional.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

HUMS 53A COUNSELING TECHNIQUES FOR THE PARAPROFESSIONAL I

1.5 units • LG-C/NC • One and one-half hours lecture

This course covers concepts and methods of interview-counseling techniques appropriate for paraprofessionals in human service settings. Primary emphasis is on the use of facilitating skills and group dynamics. Orientation to campus and community resources and referral process for human services workers are addressed.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

HUMS 53B COUNSELING TECHNIQUES FOR THE PARAPROFESSIONAL II

1.5 units • LG-C/NC • One and one-half hours lecture

This course provides an in-depth study of those aspects of counseling theory and practice that are applicable to paraprofessional placements where the paraprofessional human services worker as the primary provider of service must have advanced problem solving and intervention skills. Topics include grief and loss, group counseling, conflict resolution, suicide prevention, depression, drug and alcohol abuse, and mental illness.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

HUMS 57 CASE MANAGEMENT

1.5 units • LG-C/NC • One and one-half hours lecture

This course introduces basic concepts and skills of case management including intake, assessment, resource development and referrals, documentation, and report writing.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

HUMS 60 PRACTICES IN HUMAN SERVICES

1 unit • LG-C/NC • One hour lecture

This course provides advanced study and opportunity to share concerns regarding experience in public and private agencies offering human services. Students apply concepts, values and skills acquired in other core courses to the process of helping others.

Prerequisite: HUMS 50

Corequisite: COOP 91.39

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INDEPENDENT STUDY

Independent Study courses (numbered 90, and titled Independent Study, Independent Activity, or Independent Projects) permit students to explore areas of interest independent of the usual classroom or laboratory instructional setting. Student and instructor agree upon a program of study, research, reading, or activity which is typically individually tailored to needs and interests of the student.

The agreed-upon program is pursued by the student independent of the sustained contact with the instructor which a lecture class or laboratory afford. However, the instructor is responsible for providing advice and guidance as required, and for evaluating student performance.

Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course, according to the following formula:

.5 unit = 24 hours per semester

1 unit = 48 hours per semester

2 units = 96 hours per semester

3 units = 144 hours per semester

4 units = 192 hours per semester

Independent Study courses are available through most departments. Independent Study may be taken four times in a single department, provided there is no duplication of topics. Once the student has identified an instructor willing to supervise his/her Independent Study program, the agreement is recorded upon a form available at the Admissions and Records Office.

INTERDISCIPLINARY STUDIES

INDS 370 FOUNDATIONS OF KNOWLEDGE: SUMMER QUEST

1.5 units • C/NC • 4.2 hours lab

A problem-solving investigation of a theme from perspectives such as culture (including language), technology, and science and/or math.

INDS 430 MONTEREY BAY MARITIME HISTORY AND ART

0 units • C/NC • Total hours: Eighty-four hours lecture

Origins of the maritime history and arts of the Monterey Bay Area, designed primarily for those wishing to serve as docents at the Monterey Maritime Museum.

INDS 440 INTRODUCTION TO THE MONTEREY STATE HISTORICAL PARK

0 units • C/NC • Total hours: Eighty-four hours lecture

Introduction to the Monterey State Historical Park sites and collections. Designed primarily for those wishing to serve as docents within the boundaries of the Park.

INTERIOR DESIGN

INTD 50A INTERIOR DESIGN I

3 units • LG-C/NC • Three hours lecture

This course for consumer and pre-professionals alike includes studying the fundamental principles of making a home comfortable, attractive, and appropriate for its inhabitants. Students will work with floor plans, color, and design principles. Furniture and accessory selection, furniture arrangement and surfaces will be studied.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 50B INTERIOR DESIGN II

3 units • LG-C/NC • Three hours lecture

This course is organized as though students are associates in a large design firm. Each student will be involved in a minimum of three projects. Team participation and universal design are important elements. Basic drafting skills are needed. Projects involve developing practical, creative concepts and specifying materials and components.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 51 HUMAN ENVIRONMENTS

3 units • LG-C/NC • Three hours lecture

This class includes construction, architectural styles, alternative housing, location and site, and landscaping as well as kitchen, bathroom and storage planning, traffic patterns and energy conservation.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 52 FUNDAMENTALS OF LIGHTING

2 units • LG-C/NC • Two hours lecture

Students will explore residential, commercial and institutional lighting systems including concepts of psychology, perception, color, lamps, luminaries and design. New technologies and energy conservation will be emphasized.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 53 COLOR

1.5 units • LG-C/NC • One and one-half hours lecture

This course explores color and color theory, emphasizing problem solving to achieve increased satisfaction in living and working with color. The course stresses skills to enable students to be successful with the color selection of the NCIDQ examination.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 54 BASIC MATERIALS AND FINISHES

1.5 units • LG-C/NC • One and one-half hours lecture

This course relates the nature of design to basic building materials and finishes of wood, masonry, ceramics, glass, metals, and plastics. Considerations of these materials includes appropriateness, quality, aesthetics, and integrity.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 55 BUSINESS PRACTICES

1.5 units • LG-C/NC • One and one-half hours lecture

This course covers essential business procedures for interior designers, including contracts, charges, and business forms.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 56 SURVEY OF FURNITURE

3 units • LG-C/NC • Three hours lecture

This course surveys period furniture styles from Egyptian to 20th Century Victorian. Also included are architecture, textiles, motifs, and the decorative arts as they complement each furniture period.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 57 CONTEMPORARY FURNITURE AND DESIGN

3 units • LG-C/NC • Three hours lecture

This course traces the development and interrelationship of 20th Century furniture, design and architecture from the English Arts and Crafts movement through Post-modernism.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 58 FOUR CENTURIES OF AMERICAN FURNITURE

3 units • LG-C/NC • Three hours lecture

This course surveys distinctive and new forms, characteristics of design, and techniques of decoration. Beginning with Colonial America, the class will explore regional traits, cabinetmakers, signatures, and social influences.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 60 INTERIOR DESIGN WORKSHOP

1 unit • C/NC • Total hours: Eight hours lecture; twenty-four hours lab

This course is structured to give design students practical experience in measuring, estimating and specifying. Topics covered include paint, wallpaper, floor coverings, walls and windows. Finishing details and quality are emphasized.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 93 INTERIOR DESIGN PRACTICUM

1 unit • LG-C/NC • One hour lecture

This culminating course prepares students to work with professionals in interior design-related businesses and to prepare for the NCIDQ exam. Students will acquire and perfect skills, including effective office communications, informational/professional log keeping, and attaining employment.

Corequisite: COOP 91.23 (1 unit)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

INTD 200 INTERIOR DESIGN UPDATE

.5 unit • C/NC • Total hours: Eight hours lecture

Interior design specialists present current topics of importance. May be taken four times for a maximum of two units provided there is a change in content for each lecture series.

ITALIAN

See **FOREIGN LANGUAGES**

JAPANESE

See **FOREIGN LANGUAGES**

LEARNING SKILLS

LNSK 9 PERSONAL FITNESS: ADAPTED

.5-2.5 units • LG-C/NC • Two hours activity per week for each unit of credit

This course will provide information and activities designed to increase the personal fitness level of disabled students. May be taken four times for credit. Further repetition may be allowed based on measurable progress as documented in the student's Individual Education Plan. A current exercise referral signed by a physician or authorized health specialist is required prior to initiating the exercise plan.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

LNSK 13 PHYSICAL EDUCATION: ADAPTED

.5-2.5 units • LG-C/NC • Two hours activity per week for each unit of credit

Designed for students who are unable to profit from a regular physical education class. May be taken four times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan. A current exercise referral signed by physician or authorized health specialist is required prior to initiating the exercise plan.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

LNSK 14 ADAPTED AEROBICS

1.5 units • LG-C/NC • Three hours activity

Non-impact creative rhythmic activities to music which promote fitness and improved range of motion. May be taken four times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan. A current exercise referral signed by physician or authorized health specialist is required prior to initiating the exercise plan.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

LNSK 15 HEART HEALTHY EXERCISE

2.5 units • LG-C/NC • Two hours activity per week for each unit of credit

Exercise for cardiac patients and high risk populations (high blood pressure, obesity, stress). Emphasis on positive lifestyle changes including diet, stress management, and exercise. May be taken four times for credit. After that, may be repeated based on measurable progress as documented in the student's Individualized Education Plan. A current exercise referral signed by physician or authorized health specialist is required prior to initiating the exercise plan.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

LNSK 16 FLEXIBILITY AND MOVEMENT TECHNIQUES

.5-2.5 units • LG-C/NC • Two hours activity per week for each unit of credit

The student will learn stretching exercises and movement principles related to flexibility for the disabled. May be taken four times for credit. Further repetition may be allowed based on measurable progress as documented in the student's Individual Education Plan. A current exercise referral signed by a physician or authorized health specialist is required prior to initiating the exercise plan.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

LNSK 17 ADAPTED SWIMMING

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

This course provides swimming and water exercise using adapted techniques. May be taken four times for credit. Further repetition may be allowed based on measurable progress as documented in the student's Individual Education Plan. A current exercise referral signed by a physician or authorized health specialist is required prior to initiating the exercise plan.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

LNSK 92 TEACHING AIDE - SPECIAL EDUCATION

1-3 units • LG-C/NC • Two hours activity per week for each unit of credit

Designed for those students who have been very successful in an activity and who wish to serve as teaching aides for other students. May be taken four times for credit.

Enrollment Limitation: Completion of the Teaching Aide agreement must be filed with the supervising instructor and division chairperson prior to the fourth week of instruction.

Credit transferable: CSU

LNSK 301 WORKABILITY: JOB SEARCH STRATEGIES

2 units • C/NC • Two hours lecture

Designed for students with disabilities interested in transition to work. Training in job search, interviewing techniques, and analysis of career and employment options.

LNSK 302 INDEPENDENT LIVING SKILLS

1-5 units • C/NC • Three hours lab per week for each unit of credit

Assist high functioning students with developmental disabilities to reach their maximum potential for independent living. Topics include: housekeeping, hygiene, health and safety, academic, and vocational development. May be repeated based on measurable progress as documented in the student's Individual Education Plan.

LNSK 303 FUNCTIONAL READING

1 unit • C/NC • Three hours activity

This course is designed to assist students with developmental disabilities, who are high-functioning, to be more independent in daily life activities by increasing survival vocabulary and providing structured reading practice. Student should possess basic reading, writing, and math skills to benefit from content of class. May be taken four times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan.

LNSK 304 CONSUMER MATH I

1 unit • C/NC • Three hours activity

This course is designed to assist students with developmental disabilities, who are high-functioning, to build math competencies related to daily living and independence. Student should possess basic reading, writing, and math skills to benefit from content of class. Topics to include: consumer awareness, money management, banking, purchasing, and basic computation. May be taken four times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan.

LNSK 305 CONSUMER MATH II

1 unit • C/NC • Three hours activity

This course is designed to assist students with developmental disabilities, who are high-functioning, to build math competencies related to daily living and independence. Student should possess basic reading, writing, and math skills to benefit from content of class. Topics to include: consumer awareness, money management, banking, purchasing, reading and interpreting pay checks, budgeting, interest, tax, tip and other calculations. May be taken four times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan.

LNSK 306 STRATEGIES FOR SUCCESS FOR ATTENTION DEFICIT DISORDER

2 units • C/NC • Two hours lecture

This course allows students with attention deficits and/or learning disabilities to receive instruction in developing and applying compensatory strategies for attention, concentration and organization problems. The class assists students in developing skills necessary to prepare them for and support them in classes and employment. May be taken two times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan.

LNSK 307 COMPUTER ACCESS EVALUATION

.5 unit • C/NC • One-half hour lecture

In-depth computer access evaluation to determine an appropriate environment for a student with a disability or multiple disabilities.

LNSK 308 COMPUTER KEYBOARDING: ADAPTED

1-2 units • C/NC • Two hours activity; three hours lab per week for additional unit

Designed to fit needs of the learning, communicative, and physically disabled students. Introduction to computer keyboarding. Touch system for alphanumeric keys and ten-key calculator number pad. May be taken four times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan.

LNSK 309 COMPUTER KEYBOARDING II: ADAPTED

1-2 units • C/NC • Two hours activity; three hours lab per week for additional unit of credit

Continuation of LNSK 308. Emphasis on production typing of varied business letters and forms. Continued development of speed and accuracy. May be taken four times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan.

Prerequisite: LNSK 308

LNSK 320 MODIFIED WORD PROCESSING I

2 units • C/NC • Three hours lecture/lab

Designed for anyone with physical, communicative, and/or learning disabilities, this course introduces students to word processing using adapted computer technology for learning word processing terminology, commands and functions, and how to keyboard and print business documents including letters, memorandums, and reports. May be taken three times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan. Students should complete LNSK 309 prior to enrolling.

LNSK 325 MODIFIED COMPUTER APPLICATIONS

2 units • C/NC • Three hours lecture/lab

Instruction in one or more of the following using adapted computer technology: word processing, database management, spreadsheet, operating systems, Windows and other microcomputer applications. May be taken three times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan. Students should complete LNSK 320 prior to enrolling.

LNSK 329 MODIFIED COMPUTER PROJECTS

1 unit • C/NC • Three hours lab

Provides opportunity for students to use their computer knowledge in completing approved projects independently under supervision of the instructor. May be taken three times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan. Students should complete LNSK 320 prior to enrolling.

LNSK 330 LEARNING SKILLS ASSESSMENT

1 unit • C/NC • One hour lecture

Intensive learning skills assessment for students with potential learning disabilities. Assessment of specific academic and learning style, achievement, cognitive ability, and the development of an Individual Education Plan, outlining learning objectives.

LNSK 331.1 PRESCRIPTIVE LEARNING LAB: LEARNING STRATEGIES

.5-1 unit • C/NC • Three hours lab per week for each unit of credit

Intense prescriptive learning instruction for students with disabilities requiring specialized assistance in order to pursue regular courses. Stresses academic and learning modality strengths and weaknesses based on the student's Individual Education Plan. The prerequisite for each specialized laboratory is LNSK 330 or 350 or equivalent. Specialized learning laboratories are offered in addition to Learning Strategies including Math Strategies, Memory Strategies, Reading Strategies and Study Skills, Thinking and Reasoning Skills and Writing Strategies.

LNSK 332 READING SKILLS DEVELOPMENT

2 units • C/NC • Two hours lecture

Designed for students with disabilities to develop and increase basic reading skills, comprehension and vocabulary. Stresses a multi-sensory approach. May be taken three times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan. Students should complete LNSK 330 or 350 before enrolling.

LNSK 333 WRITING SKILLS DEVELOPMENT

2 units • C/NC • Two hours lecture

Basic writing skills for students with disabilities who require specialized assistance in order to pursue regular courses. Content may include basic grammar, sentence structure, brain-storming, mind-mapping, paragraph development and organization of short five-paragraph essays. May be taken three times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan. Students should complete LNSK 330 or 350 before enrolling.

LNSK 334 MATHEMATICS SKILLS DEVELOPMENT

2 units • C/NC • Two hours lecture

Designed for students with disabilities to develop and increase basic mathematics skills, using a multi-sensory individualized approach. May be taken four times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan. It is recommended that students complete LNSK 330 or 350 before enrolling.

LNSK 337 BECOMING A MASTER STUDENT / LEARNING STYLES AWARENESS

3 units • C/NC • Three hours lecture

Specific tools, techniques, hints, ideas, instruction, methods, processes, skills and resources for college success by the learning disabled student. May be repeated based on measurable progress as documented in the student's Individual Education Plan.

LNSK 338 BECOMING A CRITICAL THINKER*2 units • C/NC • Two hours lecture*

Designed for students who need to develop critical thinking skills. Recommended for those students who plan on transferring to a four-year college and need preparation for English Composition, Philosophy 1, or Speech. May be repeated based on measurable progress as documented in the student's Individual Education Plan.

LNSK 350 SPEECH/LANGUAGE ASSESSMENT*.5-3 units • C/NC • One hour lecture per week for each unit of credit*

Assessment of speech, hearing or language disorders, or acquired brain injuries. Individualized instruction appropriate to assessed needs. May be repeated based on measurable progress as documented in the student's Individual Education Plan.

LNSK 351 SPEECH PRODUCTION SKILLS*2 units • C/NC • Two hours lecture*

Small group instruction in speech production skills related to articulation, fluency, and/or voice disorders. May be taken four times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan. Students should complete LNSK 350 before enrolling.

**LNSK 352 THINKING AND REASONING SKILLS:
ACQUIRED BRAIN INJURED***2 units • C/NC • Two hours lecture*

Designed to provide instruction in basic thinking skills and reasoning strategies. Work in fundamental skills of attention, memory, logic, categorization, association, deductive/inferential reasoning and analysis of information. Emphasis on the use of strategies for encoding and decoding information. May be taken four times for credit. After that, may be repeated based on measurable progress as documented in the student's Individual Education Plan. Students should complete LNSK 350 before enrolling.

**LNSK 370 VOCATIONAL ASSESSMENT:
DISCOVERING THE RIGHT CAREER***1 unit • C/NC • Two hours lecture/lab*

Designed specifically for students with disabilities who need individualized assistance defining specific vocational and academic goals.

**LNSK 371.1 INTERPERSONAL SKILLS:
NEEDS AND BEHAVIOR***1 unit • C/NC • Three hours lab*

This course is designed to assist students with developmental disabilities who are high-functioning to be more successful in interpersonal relationships by recognizing needs and practicing behaviors associated with social competence. Students should possess basic reading, writing, and math skills to benefit from content of class. May be repeated based on progress as documented in the student's Individual Education Plan.

**LNSK 371.2 INTERPERSONAL SKILLS:
SELF-AWARENESS AND COMMUNICATION***1 unit • C/NC • Three hours lab*

This course is designed to assist students with developmental disabilities who are high-functioning to be more successful in interpersonal relationships by increasing self-awareness and practicing communication skills. Students should possess basic reading, writing, and math skills to benefit from content of class. May be repeated based on progress as documented in the student's Individual Education Plan.

**LNSK 371.3 INTERPERSONAL SKILLS: PROBLEM-
SOLVING AND CONFLICT MANAGEMENT***1 unit • C/NC • Three hours lab*

This course is designed to assist students with developmental disabilities who are high-functioning to be more successful in interpersonal relationships by using problem-solving strategies to resolve conflicts. Students should possess basic reading, writing, and math skills to benefit from content of class. May be repeated based on progress as documented in the student's Individual Education Plan.

**LNSK 371.4 INTERPERSONAL SKILLS:
TEAM BUILDING AND SELF-ACTUALIZATION***1 unit • C/NC • Three hours lab*

This course is designed to assist students with developmental disabilities who are high-functioning to be more successful in interpersonal relationships by acquiring positive behaviors that support team-building and self-empowerment. Students should possess basic reading, writing, and math skills to benefit from content of class. May be repeated based on progress as documented in the student's Individual Education Plan.

LIBRARY SERVICES**LIBR 50 INTRODUCTION TO BASIC LIBRARY
RESEARCH***1 unit • C/NC • Three hours lab*

Introduction to the general use of academic libraries including how to define a topic and how to use various indexes to locate periodicals and books. Development of skills to execute simple research strategies to write papers and give speeches and find and evaluate information.

*Advisory: Eligibility for ENGL 111 or ENSL 10**Credit transferable: CSU**General Ed. Credit: MPC, Area E***LIBR 60 FAMILY RESEARCH STUDIES: GENEALOGY I***3 units • LG-C/NC • Three hours lecture*

Students are introduced to family history research methods and sources (1850-2000), including basic Internet and library sources as well as research methodologies for locating their families. Students are taught fundamental organization skills for preserving family materials by assembling a family history archival notebook. Basic knowledge of the Internet is recommended. Also offered online.

*Credit transferable: CSU***LIBR 61 FAMILY RESEARCH STUDIES: GENEALOGY II***5 units • LG-C/NC • Five hours lecture*

This course addresses research methods, Internet and library sources (1790-1850). The course covers critical thinking, surname-locality approach, and other research methodologies, including searching pre-1850 census, tax, probate, land, property, newspapers, biographies, and military records. Students will also prepare a family history. Also offered online.

*Prerequisite: LIBR 60**Credit transferable: CSU***LIBR 62 FAMILY RESEARCH STUDIES: GENEALOGY III***5 units • LG • Five hours lecture*

Students learn advanced research methods, Internet, and library sources for researching foreign records and resources. This course also addresses methodologies for extending family lines beyond the U.S. and for preparing genealogical reports and books on research results. Students learn how to produce a family book. Also offered online.

*Prerequisite: LIBR 61**Credit transferable: CSU*

LIBR70 THE INTERNET: AN INTRODUCTION

.5 unit • C/NC • Total hours: Four hours lecture; eight hours lab
 Overview and basic hands-on knowledge for obtaining INTERNET access and basic skills to begin using the INTERNET. Focus on GO-PHERS, TELNET, various e-mail programs, Listservs and the World Wide Web.

Credit transferable: CSU

General Ed. Credit: MPC, Area E

LIBR71 THE INTERNET: INTERMEDIATE SEARCHING

1 unit • C/NC • Total hours: Eight hours lecture; sixteen hours lab
 Designed for students with prior INTERNET experience. Students will explore, retrieve, compare and evaluate information using appropriate gophers and search engines that navigate the INTERNET.

Course advisory: LIBR 70

Credit transferable: CSU

MARINE SCIENCE and TECHNOLOGY**MATE 10 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS), GLOBAL POSITIONING SYSTEMS (GPS) AND CARTOGRAPHY**

4 units • LG-C/NC • Three hours lecture; three hours lab
 This course is an introduction to the fundamentals of Geographic Information Systems (GIS), Global Positioning Systems (GPS) and computer cartography. Students will define a problem and use GIS (ArcView) and GPS to develop a methodology to study, analyze, and develop solutions toward solving it. It is recommended that the student has taken a course in Computer Science (CSIS 1) and/or be familiar with Windows operating systems.

Advisories: Completion of MATH 263; eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area A2

MATE 11 SPATIAL ANALYSIS AND ADVANCED GIS TECHNIQUES

4 units • LG-C/NC • Three hours lecture; three hours lab
 This course is designed to expand upon the skills learned in MATE 10. Students will work with raster and vector data in greater depth to create spatial models to analyze and solve complex geographic problems. Completion of MATE 10 or 6-months experience with ArcView software is strongly recommended prior to enrollment in this course.

Advisories: Completion of MATH 263; eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

MATE 12 REMOTE SENSING AND IMAGE PROCESSING

4 units • LG-C/NC • Three hours lecture; three hours lab
 Students are introduced to remote sensing technologies used to image the earth, atmosphere and oceans. Students will use image processing techniques to analyze remote sensing data in a Geographic Information Systems (GIS) environment. Completion of MATE 10 or 6-months experience with ArcView software is strongly recommended prior to enrollment in this course.

Advisories: Completion of MATH 263; eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

MATE 20 FIELD METHODS IN MARINE SCIENCE AND TECHNOLOGY

4 units • LG-C/NC • Three hours lecture; three hours lab
 The course focus will be on sampling and monitoring the coastal and marine environment, marine regulations, policy and management. Water quality assessment will also be emphasized. These topics will be presented in terms of what students should be able to know and do to work intelligently, safely, and responsibly in the marine environment.

Advisories: Completion of MATH 263; eligibility for ENGL 1A

Credit transferable: CSU

MATE 31 INTRODUCTION TO MARINE SCIENCE AND TECHNOLOGY

2 units • LG-C/NC • One hour lecture; two hours lab; one hour by arrangement

Students are introduced to the fields of marine science and technology and career opportunities in these fields. Emphasis will be placed on the general and technical skills, and knowledge and abilities employers find most valuable. Field trips required.

Credit transferable: CSU

MATE 32 AQUATIC HUSBANDRY: AQUARIUM TECHNOLOGY

2 units • LG-C/NC • One and one-half hours lecture; one and one-half hours lab

The course introduces students to the science of keeping fresh and salt water plants and animals in captivity: in labs for research; on farms for food; on display in public aquariums; and as pets in homes and aquarium stores. Students will learn animal husbandry, disease control, water chemistry, methods of filtration, and aquarium cleaning and maintenance.

Credit transferable: CSU

MATE 33 AQUATIC HUSBANDRY: AQUACULTURE & MARICULTURE

2 units • LG-C/NC • One and one-half hours lecture; one and one-half hours lab

This course is an introduction to aquaculture, the farming of marine and freshwater plant and animals such as fish, shrimp and abalone. Aquaculture is the fastest growing segment of American agriculture.

Credit transferable: CSU

MATE 34 RESEARCH DIVING AND SAFETY

4 units • LG-C/NC • Three hours lecture; three hours lab
 Students are introduced to: diving techniques for working underwater; safety guidelines; research and dive planning; physics and physiology of diving; and the marine environment. Upon successful completion, students can obtain: 1) NAUI Master Diver Certification and/or 2) approved training by American Academy of Underwater Sciences in Scientific Diving (OSHA approved). Requires advanced diving certification or equivalent experience prior to enrollment.

Credit transferable: CSU, UC

MATE 47 MAP MAKING AND FIELD STUDIES IN THE EARTH AND MARINE SCIENCES

4 units • LG-C/NC • Three hours lecture; three hours lab
 This course provides an introduction to field work in the Earth and Marine Sciences. Students will construct and use topographic and planimetric maps, use the Brunton compass to measure planar and linear features of geologic interest, record field observations and measurements in a notebook and on a map, and interpret bathymetric and side-scan sonar maps of the seafloor. It is recommended that students have taken an Earth Sciences course similar to GEOL 2, or OCEN 2 before taking this course.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

MATE51 PRACTICAL MARINE OPERATIONS AND SAFETY

2 units • LG-C/NC • One and one-half hours lecture; one and one-half hours lab

Students are introduced to practical requirements for working aboard vessels on the water. Students obtain a working knowledge of onboard organization, an understanding of basic vessel operations and limitations, and an introduction to some of the procedures and equipment used to maintain safe and productive work environments at sea.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

MATE55 INTRODUCTION TO SUBMERSIBLE TECHNOLOGY

4 units • LG • Three hours lecture; three hours lab

This course provides basic knowledge of submersible technologies, including Remotely Operated Vehicles (ROVs). Safety, mechanical, electronic, hydraulic, computer, and communication skills are discussed. Subjects on sonar, instrumentation and piloting are included. Test equipment, diagnostics and record keeping are covered. This survey course sets the foundation for further training.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

MATE60 INTRODUCTION TO ENVIRONMENTAL REGULATIONS

2 units • LG-C/NC • Two hours lecture

This course provides a broad perspective on environmental regulations including a history of environmental regulations, citizen involvement in the environmental movement, and federal compliance and regulatory mechanisms of the U.S. government.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

MATE 201 EXPLORING MARINE SCIENCE AND TECHNOLOGY OPPORTUNITIES

.5 unit • C/NC • Total hours: Eight hours lecture

This course introduces students to career opportunities in the marine science and technology fields. Students will be exposed to educational programs at 2-year and 4-year colleges and universities in support of marine careers.

MATHEMATICS

MATH 10 MATHEMATICS FOR GENERAL EDUCATION

3 units • LG • Four hours lecture/discussion

An historical study of elementary mathematics. Philosophic differences of ancient and modern mathematics. Topics from modern mathematics, such as set theory, symbolic logic, modular systems and the axioms of various number systems. (CAN MATH 2)

Prerequisite: MATH 263 or equivalent

Advisories: Prerequisite completed within the last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B4; IGETC, Area 2; MPC, Area A2

MATH 13 PRE-CALCULUS

4 units • LG • Five hours lecture/discussion

Review of polynomial, exponential, and logarithmic functions; trigonometric functions, theory of equations, binomial theorem, conic sections, inverse functions, trigonometric equations. Additional topics from coordinate geometry and DeMoivre's Theorem. It is recommended that students complete MATH 262 prior to MATH 13.

Prerequisite: MATH 263 or equivalent

Advisories: MATH 262 and Math 263 or equivalent completed within the last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B4; IGETC, Area 2; MPC, Area A2

MATH 14 FORTRAN FOR SCIENTIFIC AND MATHEMATICAL PROGRAMMING

2 units • LG • One hour lecture; two hours lab

Programming of mathematical and scientific problems using the FORTRAN language. Also offered as Computer Science and Information Systems 14 and Engineering 14; credit may be earned only once.

Co-requisite: MATH 18 or 20A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B4

MATH 16 ELEMENTARY STATISTICS

3 units • LG-C/NC • Four hours lecture/discussion

Elementary probability, descriptive measures of central tendency, dispersion and correlation, statistical inference, tests of hypotheses using z, t, Chi-square and F distributions. Examples drawn from applications in the social sciences, biological sciences and business. (CAN STAT 2)

Prerequisite: MATH 263 or equivalent

Advisories: Prerequisite completed within last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B4; IGETC, Area 2; MPC, Area A2

MATH 17 FINITE MATHEMATICS

3 units • LG • Four hours lecture/discussion

Suitable for students of mathematics, philosophy, biological and behavioral sciences, business and economics. Includes selections from symbolic logic, sets, linear programming, probability theory, statistics and game theory, with selected applications from business, social sciences, biological science and behavioral science. (CAN MATH 12)

Prerequisite: MATH 263 or equivalent

Advisories: Prerequisite completed within the last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B4; IGETC, Area 2; MPC, Area A2

MATH 18 CALCULUS AND ANALYTIC GEOMETRY FOR BIOLOGY/SOCIALSCIENCE/BUSINESS

4 units • LG • Five hours lecture/discussion

Functions, graphs, limits, derivatives, differentiation techniques, and applications of the derivative, exponential and logarithmic functions, integration and applications of the integral, functions of several variables, and partial derivatives. Designed for students in biology, social sciences and business. This course will not substitute for MATH 20A. (CAN MATH 30)

Prerequisite: MATH 263 or equivalent

Advisories: Prerequisite completed within the last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B4; IGETC, Area 2; MPC, Area A2

MATH 20A CALCULUS WITH ANALYTIC GEOMETRY I

4 units • LG • Five hours lecture/discussion
 Elementary analytic geometry, functions (including trigonometric functions), limits, continuity, derivatives, curve sketching and other applications of the derivative, integration and applications of integration. (CAN MATH 18)

Prerequisite: MATH 13 or equivalent

Advisories: Prerequisite completed within the last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B4; IGETC, Area 2; MPC, Area A2

MATH 20B CALCULUS WITH ANALYTIC GEOMETRY II

4 units • LG • Five hours lecture/discussion
 Exponential and logarithmic functions, hyperbolic functions, inverse trigonometric and inverse hyperbolic functions, conic sections, parametric equations and polar coordinates, techniques of integration, indeterminate forms and infinite series. (CAN MATH 20)

Prerequisite: MATH 20A or equivalent

Advisory: Prerequisite completed within the last two years

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B4; IGETC, Area 2

MATH 20C CALCULUS OF SEVERAL VARIABLES

4 units • LG • Five hours lecture/discussion
 Vectors in two and three dimensions, solid analytic geometry, partial derivatives, multiple integrals, line integrals, surface integrals and the theorems of Green, Gauss and Stokes. (CAN MATH 22)

Prerequisite: MATH 20B or equivalent

Advisory: Prerequisite completed within the last two years

Credit transferable: CSU, UC

MATH 31 LINEAR ALGEBRA

3 units • LG • Four hours lecture/discussion
 Systems of linear equations, matrices, determinants, vector spaces, inner product spaces, linear transformation, eigenvalues, eigenvectors. (CAN MATH 26)

Prerequisite: MATH 20A or equivalent

Advisory: Prerequisite completed within the last two years

Credit transferable: CSU, UC

MATH 32 DIFFERENTIAL EQUATIONS

3 units • LG • Three hours lecture/discussion
 Ordinary differential equations, classical solutions, Laplace transforms, series solutions. (CAN MATH 24)

Prerequisite: MATH 20C or equivalent

Advisories: Prerequisite completed within the last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

MATH 40 DISCRETE MATHEMATICS

3 units • LG • Four hours lecture
 An introduction to discrete mathematical systems. Topics will include logic, recursion, induction; sets, equivalence and order relations, functions; introduction to trees, graph theory, proofs, circuit minimization techniques, network models, combinatorics, complexity; algebraic structures; coding machines. Also offered as Computer Science and Information Systems 40; credit may be earned only once.

Prerequisite: MATH 20A or equivalent

Advisories: English 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

MATH 261 BEGINNING ALGEBRA

4 units • LG • Five hours lecture/discussion; one hour problem
 A first course in algebra which satisfies a first-year high school algebra requirement. Includes an introduction to basic algebraic principles, simple linear equations, positive and negative numbers, and the four basic arithmetic operations using monomials and polynomials, literal equations, reading and constructing graphs, systems of linear equations, and applications of principles to verbal problems, factoring, fractions and equations containing fractions, square roots and radicals, quadratic equations and ratios and proportion.

Advisories: MATH 351; eligibility for ENGL 111 and 112 or ENSL 10 and 55

General Ed. Credit: MPC, Area A2

MATH 262 PLANE GEOMETRY

3 units • LG • Four hours lecture/discussion
 Covers basic facts of plane geometry and formal proofs; includes congruent triangles, parallel lines, parallelograms, areas, ratio and proportion, similarity, circles, inequalities, loci, regular polygons.

Prerequisite: MATH 261 or equivalent

Advisories: Prerequisite completed within the last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55

General Ed. Credit: MPC, area A2

MATH 263 INTERMEDIATE ALGEBRA AND COORDINATE GEOMETRY

4 units • LG • Five hours lecture/discussion
 Properties of real numbers, complex numbers, polynomials, exponential and logarithmic functions, first- and second-degree equations and inequalities, systems of equations, progressions, graphs of conics, determinants, introduction to coordinate geometry.

Prerequisite: MATH 261 or equivalent

Advisories: Prerequisite completed within the last two years; eligibility for ENGL 111 and 112 or ENSL 10 and 55

General Ed. Credit: MPC, Area A2

MATH 351 PRE-ALGEBRA

3 units • C/NC • Four hours lecture/discussion; one hour problem
 Review of basic arithmetic operations, plus an introduction to elementary topics in algebra.

Advisories: MATH 360; eligibility for ENGL 111 and 112 or ENSL 10 and 55

MATH 360 ARITHMETIC AND BASIC MATHEMATICS

3 units • C/NC • Four hours lecture/discussion; one hour problem
 Designed for students who require review and reinforcement in the arithmetic of numbers. Includes the arithmetic of whole numbers, fractions, decimal numbers, basic measurements and percentage.

Advisories: Completion of seventh grade; eligibility for ENGL 111 and 112 or ENSL 10 and 55

MATH STUDY CENTER

The Math Study Center offers an individualized program of study to assist those students who are currently enrolled in mathematics classes. The student may work with an instructor and tutor.

MATH 440 INDIVIDUALIZED STUDY IN MATHEMATICS SKILLS

0 units • NC • Hours as needed

Course designed to provide individualized instruction for students concurrently enrolled in lower level mathematics courses.

Co-requisite: Mathematics course

MEDICAL ASSISTING

MEDA 100 INTRODUCTION TO HEALTH CAREERS

1 unit • LG-C/NC • One hour lecture

This course is a history and development of the medical professions, health care organizations, and medical specialties. It assists students in identifying aptitude for health careers.

Advisory: Eligibility for ENGL 111

General Ed. Credit: MPC, Area E

MEDA 101 MEDICAL ETHICS AND LAW

2 units • LG • Two hours lecture

This course is a study of medical ethics, jurisprudence, and professional relations relative to medical office practice. Open to non-majors.

Advisory: Eligibility for ENGL 111

MEDA 105 MEDICAL TERMINOLOGY

4 units • LG • Four hours lecture

This course surveys the structure of the language of medicine. Emphasis is on the analysis of components, meaning, spelling and pronunciation. Students build a medical vocabulary applicable to the body systems, health care, medical procedures and diseases.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

MEDA 110 MEDICAL OFFICE MANAGEMENT

3 units • LG • Two hours lecture; three hours lab

In this course students learn medical office administrative systems and procedures with emphasis on scheduling, telephone, patient flow, financial and collection practices, record-keeping and personnel management

MEDA 112 MEDICAL OFFICE FINANCES & COMPUTER APPLICATIONS

2 units • C/NC • One hour lecture; two hours lab

This course is a general introduction to medical office financial procedures with emphasis on banking, pegboard bookkeeping systems and computer applications for financial transactions and billing. Open to non-majors.

MEDA 113 MEDICAL PROCEDURE CODING

3 units • LG-C/NC • Two hours lecture; three hours lab

This course will introduce the student to theory and procedure of accurately and legally coding for medical procedures, an increasingly essential healthcare communication system. Using simulated medical/ billing records, the CPT-4, HCPCS and HCFA guidelines will be broadly utilized to develop practical skills and proficiency. It is strongly recommended that students complete Medical Assisting 105 or have a working knowledge of medical terminology and be eligible for English 111 and 112 or ENSL 10 and 55. May be repeated provided there has been a change in the codes as documented by the department.

MEDA 114 MEDICAL INSURANCE MANAGEMENT

2 units • LG • One hour lecture; two hours lab

This course is a study and application of procedural/diagnostic coding systems; insurance programs; and effective claim preparation and control.

Pre- or co-requisites: MEDA 105; 35 wpm typing skills

MEDA 115 MEDICAL DIAGNOSTIC CODING

2 units • LG-C/NC • One hour lecture; three hours lab

This course will introduce the student to theory and procedure of accurately and legally coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. Using simulated patient medical records, the two-volume ICD-9 will be broadly utilized to develop practical skills and proficiency. It is recommended that students complete MEDA 105 or have a working knowledge of medical terminology and be eligible for English 111 and 112 or ENSL 10 and 55. May be repeated provided there has been a change in the codes as documented by the department.

MEDA 116 MEDICAL RECORDS AND TRANSCRIPTION

2 units • LG-C/NC • One hour lecture; two hours lab

This course is a study of medical record compilation and transcription, including medical histories, correspondence and surgical, lab and X-ray reports. Open to non-majors.

MEDA 118 PHARMACOLOGY AND HUMAN DISEASES

3 units • LG • Three hours lecture

This course offers a survey of human diseases and the drugs commonly used in the medical field. Open to non-majors.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

MEDA 120 MEDICAL OFFICE CLINICAL TECHNIQUES

3 units • LG • Two hours lecture; three hours lab

This course is a study and practice of the techniques used in assisting the physician with patient education, vital signs, exams and treatment, nutrition, instrument care, sterile technique, and safety.

MEDA 121 ADVANCED MEDICAL OFFICE CLINICAL TECHNIQUES

3 units • LG • Two hours lecture; three hours lab

This course is a study and practice of techniques of patient preparation for diagnostic procedures, routine urinalysis and hematologic tests, radiography theory, electrocardiography, and office emergencies.

Prerequisite: MEDA 105

Co-requisites: MEDA 114 and 118; ANAT 5

MEDA 124 MICROBIOLOGY FOR MEDICAL ASSISTANTS

2 units • LG • One and one-half hours lecture; one and one-half hours lab

This course surveys applied microbiology techniques as related to medical office practice.

MEDA 128 ADMINISTRATION OF MEDICATIONS

1 unit • C/NC • Total hours: Eight hours lecture; sixteen hours lab

This course addresses the theory and practice of administration of medication by injection.

Prerequisite: Completion of Medical Assisting Certificate Program (except MEDA 130), with a grade of "C" or better in each course

MEDA 130 MEDICAL ASSISTING EXTERNSHIP

4 units • C/NC • Two-hundred hours served in local medical facilities

This course emphasizes the practical application of skills and knowledge acquired in medical assisting program. Students gain practical experience in medical offices or clinics.

Prerequisite: Completion of all Medical Assisting certificate course work with grades of "C" or better and Program Director clearance

MEDA 250 VENIPUNCTURE THEORY AND TECHNIQUE

1.5 units • LG • Total hours: Twenty hours lecture; twenty hours lab

This course provides the knowledge and skills to competently and safely perform standard phlebotomy/blood withdrawal procedures. Certificate available upon successful completion.

Prerequisite: Medical Assisting Certificate of Achievement

**MEDA 270A PRACTICAL MEDICAL OFFICE
MANAGEMENT I**

1 unit • C/NC • One hour lecture
Designed for the practicing medical office employee, this basic management course covers practical organizational skills, current personnel issues, physician/staff responsibilities to patients, practice marketing techniques, insurance coding and denied claim troubleshooting.

**MEDA 270B PRACTICAL MEDICAL OFFICE
MANAGEMENT II**

1 unit • C/NC • One hour lecture
Designed for the practicing medical office employee, this basic management course covers record keeping (patient and practice records), personnel management (discipline/communication/termination), stress management, management styles, problem solving and responsibilities toward patients.

Course advisory: MEDA 270A

MUSIC

MUSI 1 MUSIC APPRECIATION

3 units • LG-C/NC • Three hours lecture
This is an introductory course to assist the general student through guided listening in understanding the literature of the art of music as it is presented in concert, radio, television and recordings.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

MUSI 2 INTRODUCTION TO BROADWAY MUSICALS

3 units • LG-C/NC • Three hours lecture
This course offers guided listening in understanding the history and development of the American musical stage. Emphasis is on music by American composers. Also offered in the Living Room Series. (CAN MUS 2)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

MUSI 3 INTRODUCTION TO JAZZ AND POP

3 units • LG-C/NC • Three hours lecture
This course traces the development of American jazz music with emphasis on musical elements, major innovators, stylistic changes, and the criteria to rate a good performance. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

MUSI 4 THE CONTEMPORARY MUSICAL THEATRE

3 units • LG-C/NC • Three hours lecture
This course assists the student through guided listening/viewing to facilitate understanding the contemporary Broadway musical with emphasis on the non-American composers. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C

MUSI 10A MUSICIANSHIP

4 units • LG-C/NC • Five hours lecture/discussion
This course offers the study of elementary theory, dictation and music reading.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

MUSI 10B DIATONIC HARMONY I

4 units • LG-C/NC • Five hours lecture/discussion
This course provides the study and application of aspects of diatonic harmony. (CAN MUS 4)

Prerequisite: MUSI 10A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

MUSI 10C DIATONIC HARMONY II

4 units • LG-C/NC • Five hours lecture/discussion

A continuation of MUSI 10B.

Prerequisite: MUSI 10B

Credit transferable: CSU, UC

MUSI 10D CHROMATIC HARMONY

4 units • LG-C/NC • Five hours lecture/discussion
A continuation of MUSI 10C with emphasis on chromatic chords and modulation.

Prerequisite: MUSI 10C

Credit transferable: CSU, UC

MUSI 11 SIGHT SINGING AND EAR TRAINING

1 unit • LG-C/NC • Two hours lecture/discussion
Exercises to develop the ability to read and interpret symbols of music at sight are offered. May be taken two times for credit.

Credit transferable: CSU, UC

MUSI 12 COMPUTER APPLICATIONS IN MUSIC

3 units • LG • Three hours lecture
This course provides an overview of computer applications in music with emphasis on notation programs, sampling and digital editing technologies. It is recommended that students take MUSI 10A and 10B or demonstrate to the instructor an intermediate knowledge of music notation.

Credit transferable: CSU, UC

MUSI 14A RECORDING ARTS I

3 units • LG-C/NC • Two hours lecture; three hours lab
This is an introduction to multi-track recording. The emphasis is on small studio setup and techniques. Lecture and labs will cover the physics of sound, studio design, microphone applications, mixing, signal processing, the principles of digital recording, and careers in audio.

Credit transferable: CSU

MUSI 14B RECORDING ARTS II

3 units • LG-C/NC • Two hours lecture; three hours lab
A continuation of MUSI 14A, with emphasis on current industry production techniques, including digital recording and mastering. Individual projects are required.

Prerequisite: MUSI 14A

Credit transferable: CSU

MUSI 17A JAZZ ARRANGING AND COMPOSITION I

2 units • LG-C/NC • Two hours lecture
This is an introduction to music notation, jazz theory and the basics of small ensemble arranging. May be taken two times for credit.

Prerequisite: MUSI 10B

Credit transferable: CSU

MUSI 17B JAZZ ARRANGING & COMPOSITION II

2 units • LG-C/NC • Two hours lecture

A continuation of MUSI 17A with emphasis on composing and arranging for larger jazz ensembles.

Prerequisite: MUSI 17A and/or MUSI 10B

Credit transferable: CSU

MUSI 20 CHORUS I

1-3 units • LG-C/NC • Two hours rehearsal/performance per week for each unit of credit

This course offers a standard repertoire of vocal ensemble from Palestrina to modern composers. It emphasizes a cappella and accompanied work done with emphasis on tone production, phrasing and intonation. Open to men and women. Attendance at public performances and on field trips are required. May be taken four times for credit.

Advisory: Ability to match pitch

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

MUSI 21 CHORUS II: I CANTORI

1 unit • LG-C/NC • Three hours rehearsal/performance

This course consists of rehearsal and performance of choral-orchestral music of European and American composers. May be taken four times for credit.

Advisory: Intermediate music reading ability. Audition only.

Credit transferable: CSU, UC

MUSI 22 CHAMBER SINGERS

1 unit • LG-C/NC • Three hours rehearsal/performance

This course is a study and performance of vocal chamber music from the sixteenth century to the contemporary period, to include jazz and American musicals. May be taken four times for credit.

Advisory: Vocal ensemble experience/music reading ability

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

MUSI 30 CONCERT/COMMUNITY BAND

1-2 units • LG-C/NC • Three hours rehearsal/performance for each unit of credit

This course is a survey, study and performance of appropriate music ranging from the works of the Baroque masters to those of modern composers with emphasis on successful group participation. Credit is conditional upon attendance at public performances normally required of a college band. Field trips are required. It is recommended that students demonstrate instrumental ability before enrolling. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

MUSI 31 PIANO ENSEMBLE

1 unit • LG • Two hours rehearsal/performance

Ensemble repertoire; baroque, classical, romantic, and contemporary. One piano four hands and two pianos. May be taken four times for credit.

Prerequisite: Intermediate music reading ability

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

MUSI 32 JAZZ ENSEMBLE

1 unit • LG-C/NC • Three hours rehearsal/performance

Study and performance of contemporary jazz literature. Emphasis on understanding basic concepts of style, phrasing, and interpretation. Field trips required. May be taken four times for credit.

Enrollment Limitation: Demonstration of instrumental ability

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

MUSI 33 STUDIO REHEARSAL BAND

.5-1 unit • LG-C/NC • One and one-half hours rehearsal/performance for each .5 unit of credit

Study and performance of contemporary jazz literature. Performance goals are those of a professional organization and a high degree of competency in the execution and interpretation of the literature is required. May be taken four times for credit.

Enrollment Limitation: Demonstration of instrumental ability

Credit transferable: CSU

General Ed. Credit: MPC, Area E

MUSI 34 SWING BAND

1 unit • LG-C/NC • Three hours rehearsal/performance

Study and performance of swing/dance music from the era of "Big Bands." Performance goals are those of a professional organization. It is recommended that students demonstrate instrumental ability before enrolling. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

MUSI 40 VOICE FUNDAMENTALS

1 unit • LG-C/NC • Two hours rehearsal/performance

Designed to assist in the development of the solo voice. Attention given to the fundamentals of voice production. Songs in standard literature for solo voice studies. May be taken four times for credit.

Credit transferable: CSU, UC

MUSI 41 VOICE LITERATURE

1 unit • LG-C/NC • Three hours rehearsal/performance

A survey of literature for the solo voice. Particular attention given to problems of voice production, diction, stage presence and repertoire as it pertains to solo singing. May be taken four times for credit.

Advisory: Intermediate vocal ability

Credit transferable: CSU, UC

MUSI 43 BRASS INSTRUMENTS

1 unit • LG-C/NC • Two hours rehearsal/performance

Materials and techniques of appropriate level studied in detail. Study offered in horn, trumpet, trombone, tuba and baritone. May be taken four times for credit.

Credit transferable: CSU, UC

**MUSI 44 WOODWIND INSTRUMENT:
FLUTE-BEGINNING/INTERMEDIATE**

1 unit • LG-C/NC • Two hours rehearsal/performance

Materials and techniques of appropriate level studied in detail. May be taken four times for credit.

Credit transferable: CSU, UC

MUSI 45 WOODWIND INSTRUMENT: SAX, CLARINET

1 unit • LG-C/NC • Two hours rehearsal/performance

Materials and techniques of appropriate level studied in detail. May be taken four times for credit.

Credit transferable: CSU, UC

MUSI 46 PERCUSSION INSTRUMENTS

1 unit • LG-C/NC • Two hours rehearsal/performance

Materials and techniques of appropriate level studied in detail. Study offered in standard percussion instruments. May be taken four times for credit.

Credit transferable: CSU, UC

MUSI 47 STRING INSTRUMENTS: BASS

1 unit • LG-C/NC • Two hours rehearsal/performance

Materials and techniques of appropriate level studied in detail. May be taken four times for credit.

Credit transferable: CSU, UC

**MUSI 48A STRING INSTRUMENTS:
BEGINNING GUITAR**

1 unit • LG-C/NC • Two hours rehearsal/performance
Materials and techniques of appropriate level studied in detail. A combination of MUSI 48A and 48B may be taken four times for credit.
Credit transferable: CSU, UC

**MUSI 48B STRING INSTRUMENTS:
INTERMEDIATE GUITAR**

1 unit • LG-C/NC • Two hours rehearsal/performance
Continuation of MUSI 48A. Combinations of MUSI 48A and 48B may be taken four times for credit.
Prerequisite: MUSI 48A
Credit transferable: CSU, UC

**MUSI 49 STRING INSTRUMENTS:
VIOLIN, VIOLA, CELLO**

1 unit • LG-C/NC • Two hours rehearsal/performance
Study of basic technical skills and problems of string playing. Methods include demonstration, discussion, relaxation exercises and study of etudes and string literature.
Credit transferable: CSU

MUSI 50A BEGINNING PIANO I

1 unit • LG-C/NC • Two hours rehearsal/performance
Piano instruction for the beginning student. Emphasis on keyboard familiarity; basic note and chord reading, with some ear-training.
Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

MUSI 50B BEGINNING PIANO II

1 unit • LG-C/NC • Two hours rehearsal/performance
A continuation of MUSI 50A. It is recommended that students complete MUSI 50A or demonstrate to the instructor the equivalent keyboard skills. May be taken four times for credit.
Credit transferable: CSU, UC

MUSI 50C INTERMEDIATE PIANO

1 unit • LG-C/NC • Two hours rehearsal/performance
A continuation of MUSI 50B. It is recommended that students complete MUSI 50B or demonstrate to the instructor the equivalent keyboard skills. May be taken four times for credit.
Credit transferable: CSU, UC

MUSI 50D ADVANCED PIANO

1 unit • LG-C/NC • Two hours rehearsal/performance
A continuation of MUSI 50C. It is recommended that students complete MUSI 50C or demonstrate to the instructor the equivalent keyboard skills. May be taken four times for credit.
Credit transferable: CSU, UC

**MUSI 52 JAZZ PIANO - BEGINNING AND
INTERMEDIATE**

1 unit • LG-C/NC • Two hours rehearsal/performance
Technique and performance of jazz piano. Basic skills of jazz harmony and improvisation through analysis and performance of scales, chords, and selected literature. May be taken four times for credit.
Prerequisite: MUSI 50A
Credit transferable: CSU, UC

MUSI 55A JAZZ IMPROVISATION

2 units • LG-C/NC • One hour lecture; two hours rehearsal/performance
For the beginning improviser. Provides background in the art of improvisation and knowledge of the basic materials and practices necessary for improvising in the jazz idiom. Emphasis is on ear training, chord and scale construction, form, chord substitution, rhythmic, melodic and harmonic dictation and harmonic progressions. Analysis of songs and performances. Students should demonstrate intermediate ability on their chosen instrument. May be taken two times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

MUSI 55B JAZZ IMPROVISATION II

2 units • LG-C/NC • One hour lecture; two hours rehearsal/performance
A continuation of MUSI 55A with emphasis on individual and/or group performance, and study of past and present improvisational styles. Students should demonstrate intermediate ability on their chosen instrument. May be taken two times for credit.
Credit transferable: CSU, UC

PERFORMANCE WORKSHOPS

The workshops give students an opportunity to prepare for and participate in performing groups in the areas of jazz, concert, and vocal music. Preparation may include arranging, composition, research, and other activities which combine any of these. Students receive instruction in various disciplines but have the opportunity to work on an individual basis or in small groups within the workshop.

MUSI 60.1 PERFORMANCE WORKSHOP: OPERA

1-2 units • LG-C/NC • Two hours rehearsal/performance per week for each unit of credit
Study of opera choruses. Singing and acting as an ensemble for performance of opera choruses. May be taken four times for credit.
Credit transferable: CSU, UC

**MUSI 60.2 PERFORMANCE WORKSHOP:
STRING ENSEMBLE**

1 unit • LG-C/NC • Three hours rehearsal/performance for one unit of credit
An ensemble devoted to the rehearsal and performance of a variety of string literature. It is recommended that students demonstrate instrumental ability before enrolling. May be taken four times for credit.
Credit transferable: CSU, UC

**MUSI 60.3 PERFORMANCE WORKSHOP:
CHAMBER MUSIC**

1 unit • LG-C/NC • Two hours rehearsal/performance
Study and performance of chamber music literature. Ensembles include strings, pianos and woodwind instruments. May be taken four times for credit.
Advisory: Intermediate music reading ability. Audition only.
Credit transferable: CSU, UC

MUSI 93.1 PRACTICUM: VOICE LITERATURE

1 unit • LG-C/NC • Three hours rehearsal/performance
Supervised study of more advanced vocal and choral performance techniques. May be taken four times for credit.
Prerequisite: Four semesters of MUSI 41
Credit transferable: CSU

MUSI 93.2 PRACTICUM: CHAMBER SINGERS

.5-1 unit • LG-C/NC • Three hours rehearsal/performance per week for each unit of credit

Supervised study of more advanced vocal and choral performance techniques. May be taken four times for credit.

Prerequisite: Four semesters of MUSI 22

Credit transferable: CSU

MUSI 93.3 PRACTICUM: CHORUS

1-2 units • LG-C/NC • Two hours rehearsal/performance for each unit of credit

Supervised study of more advanced vocal and choral performance techniques. May be taken four times for credit.

Prerequisite: Four semesters of MUSI 20

Credit transferable: CSU

MUSI 93.4 PRACTICUM: CHORUS II (I CANTORI)

.5-1 unit • LG-C/NC • Three hours rehearsal/performance per week for each unit of credit

Supervised study of more advanced vocal and choral performance techniques. May be taken four times for credit.

Prerequisite: Four semesters of MUSI 21

Credit transferable: CSU

MUSI 93.5 PRACTICUM: CONCERT BAND

.5-1 unit • LG-C/NC • Three hours rehearsal/performance per week for each unit of credit

Supervised study of more advanced instrumental and concert performance techniques. May be taken four times for credit.

Prerequisite: Four semesters of MUSI 30

Credit transferable: CSU

MUSI 93.6 PRACTICUM: PIANO

1 unit • LG-C/NC • Two hours rehearsal/performance

Supervised study of more advanced piano techniques. May be taken four times for credit.

Prerequisites: MUSI 50A, 50B, 50C, 50D or 52

Credit transferable: CSU

MUSI 93.7 PRACTICUM: STUDIO REHEARSAL JAZZ BAND

1 unit • LG-C/NC • Three hours rehearsal/performance

Supervised study of more advanced instrumental technique and rehearsal. May be taken four times for credit.

Prerequisite: MUSI 32, 33, 34, 55A or 55B

Credit transferable: CSU

MUSI 93.8 PRACTICUM: PERFORMANCE

.5-1 units • LG-C/NC • Three hours rehearsal/performance per week for each unit of credit

Supervised study of more advanced instrumental and concert performance techniques. Students should demonstrate at least intermediate music reading ability and technical proficiency on their chosen instruments. May be taken four times for credit.

Credit transferable: CSU

NAUTICAL SCIENCE

See SAILING AND NAVIGATION.

NURSING

ASSOCIATE OF SCIENCE DEGREE IN NURSING

The Maurine Church Coburn School of Nursing offers an Associate of Science degree in nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC) and approved by the California Board of Registered Nursing (BRN). Completion of the program allows graduates to take the National Council Licensure Exam (NCLEX) for Registered Nursing. Graduates are prepared for entry level RN positions. Advanced placement for LVN/LPNs is available. This includes LVNs wishing to be admitted under the Board of Registered Nursing regulations 1429, the 30-unit option. The curriculum provides experiences in a variety of health care settings, including geriatrics, medical, surgical, obstetrics, pediatrics, psychiatric/mental health, clinics, and homes.

NURS 52A NURSING I

8 units • LG • Four hours lecture; twelve hours lab

Concepts basic to nursing within the framework of the nursing process. Focus on assessment of basic human needs. Application of classroom knowledge in laboratory and in structured parent/newborn, acute and long-term care setting.

Enrollment Limitation: Admission to Nursing Program

Credit transferable: CSU

NURS 52B NURSING II

9 units • LG • Four hours lecture; fifteen hours lab

Application of the five steps of the nursing process for clients with altered needs. Focus on planning and incorporation of developmental and cultural factors. Clinical experiences in pediatric and medical surgical settings.

Prerequisite: NURS 52A

Credit transferable: CSU

NURS 52C NURSING III

10 units • LG • Five hours lecture; fifteen hours lab

Application of the nursing process to clients with complex altered needs. Focus on implementation of the plan of care and the evaluation of the effectiveness of interventions. Clinical experience in geriatric, home care, and medical-surgical settings.

Prerequisite: NURS 52B or 65

Credit transferable: CSU

NURS 52D NURSING IV

10 units • LG • Five hours lecture; fifteen hours lab

Integration of all steps of the nursing process for clients with multiple altered needs. Emphasis on management of nursing care for clients in structured psychiatric and leadership settings.

Prerequisite: NURS 52C

Credit transferable: CSU

NURS 65 NURSING ROLE TRANSITION

4 units • LG-C/NC • Two hours lecture; six hours lab

This course is designed for LVN's planning to become registered nurses. Students identify their own learning needs, and are assisted to develop strategies and skills for success in the associate degree curriculum. Includes nursing and study skill development, time management, professional role socialization, and patient care experience in an acute care setting.

Credit transferable: CSU

NURS 70 SUPERVISED NURSING CLINICAL EXPERIENCE

1-4 units • C/NC • Three hours lab per week for each unit of credit
Provides the opportunity for nursing students to apply previously acquired nursing theory and clinical functions in a health care setting. No new skills will be taught; students will refine existing competencies in areas of special interest. May be taken four times for credit.

Prerequisite: NURS 52B

Credit transferable: CSU

NURS 100 PHARMACOLOGY FOR NURSING

1.5 units • LG-C/NC • One hour lecture; one and one-half hours lab
Introduction to the nurse's role in drug therapy, characteristics of drug classifications, calculation of pharmacological dosages, and preparation of medications for administration.

Prerequisite: CHEM 30A

Course advisory: PHSO 1 and 2 strongly recommended

NURS 160 ROLE DEVELOPMENT FOR NURSING STUDENTS

4 units • C/NC • Three hours lecture; three hours lab

This course is designed for nursing students to assist in developing strategies and skills for success in the associate degree curriculum. The course includes nursing and study skill development, time management, and professional role socialization.

NURS 171 ADVANCED CLINICAL EXPERIENCE

2-8 units • C/NC • Six hours lab per week for two units of credit

This course provides the opportunity for nursing students to apply previously acquired nursing theory and clinical skills in an actual health care setting. No new skills will be taught. Students will refine skills and develop advanced skills in content areas and clinical settings of special interest to them.

NURS 180 PROFESSIONAL SKILL DEVELOPMENT

1 unit • C/NC • Three hours lab

Nursing students are provided the opportunity to develop and apply leadership skills through activities associated with the California Nursing Student Association. Included are identification of nursing-related professional issues and problems. Students will plan projects and activities for resolution of these issues. May be repeated periodically provided there is new content and a need for updating.

NURS 201 PREPARATION FOR REGISTERED NURSE LICENSURE EXAM

2 units • C/NC • Total hours: Thirty-two hours lecture

Overview of content required by the California State Board of Registered Nursing for Registered Nurse (RN) licensure. Designed as a review for the National Council Licensure Exam for Registered Nursing (NCLEX-RN). Includes test-taking strategies.

NURS 205 SUPERVISED NURSING SKILLS LAB I

.5-4 units • C/NC • Three hours lab per week per unit of credit

Provides the opportunity for students to review current content and procedures taught in nursing courses, and participate in supervised practice. May be taken four times for credit.

NURS 206 SUPERVISED NURSING SKILLS LAB II

.5-4 units • C/NC • Three hours lab per week per unit of credit

Provides the opportunity for students to review current content and procedures taught in nursing courses and participate in supervised practice. May be taken four times for credit.

Course advisory: NURS 205

NURS 210 NURSING CAREER PATHS

1 unit • C/NC • One hour lecture

Designed to assist students to explore the variety of career options available for Registered Nurses and discover whether a career in Registered Nursing is for them. Includes admissions requirements and process, specifics about the RN curriculum at MPC, job options for RN's, job descriptions, salaries and paths to specialization.

NURS 223 GROUP WORK IN NURSING PRACTICE

.5 unit • C/NC • One and one-half hours lab

Explores group dynamics and the potential for growth and healing within a group setting. Designed to prepare nurses to facilitate client focus groups. Students will learn problem solving and group process concepts as participant-observer in a group. May be taken four times for credit.

NURS 226 NURSING SPECIALTY AREAS: HOME CARE

2 units • C/NC • Total hours: Twenty-four hours lecture; twenty-four hours lab

Designed for nurses and nursing students with special interest in home care nursing. Assessment, planning, intervention and evaluation skills will be adapted for clients and families of all ages and varied ethnic/cultural backgrounds in the home setting. Twenty-four contact hours for California RN license renewal, provider number 00184.

Prerequisite: NURS 52C

NURS 252 PHYSICAL ASSESSMENT

1 unit • LG-C/NC • Total Hours: Sixteen hours lecture

Students will develop skill in systematic physical assessment of clients, including history taking and head-to-toe examination. The focus is on identification of normal and abnormal variations in clients of all ages, genders and ethnic backgrounds. Provides sixteen contact hours for California RN licensure renewal, provider number 00184. May be taken four times periodically for updating skills.

NURS 264 BASIC ARRHYTHMIA AND CORONARY CARE

1 unit • C/NC • Total hours: Sixteen hours lecture

This course provides an introduction to cardiac care, including anatomy and physiology of the heart, ECG interpretation, risk factor reduction, and review of medical and nursing interventions for the coronary care patient. Provides sixteen contact hours for California RN licensure renewal, provider number 00184. May be taken four times for credit periodically for new content or updating.

NURS 265 ADVANCED CARDIAC LIFE SUPPORT (ACLS) PREP I

.5 unit • LG-C/NC • Total hours: Eight hours lecture; eight hours lab

Sixteen-hour course provides the health care professional with the necessary skills and theory to prepare for the American Heart Association Advanced Cardiac Life Support Provider Course. Topics: Basic ABG/s airway control, defibrillation, cardioversion and ACLS algorithms. Sixteen contact hours for California RN licensure renewal, provider number 00184.

Prerequisite: NURS 264 or equivalent

NURS 266 CODE CERTIFICATION

.5 unit • C/NC • Total hours: Eight hours lecture; four hours lab

Theory content and skill development related to advanced cardiac life support for adult and pediatric patients are addressed. The course is designed for health professionals who work with clients at risk for cardiac health problems. Provides twelve contact hours for California RN licensure renewal, provider number 00184. May be repeated periodically for updating and new content.

NURS 267 INTERPRETATION OF 12 LEAD ECG

.5 unit • LG • Total hours: Eight hours lecture

This course is designed for health care professionals who have basic ECG interpretation skills. It provides more advanced skill in interpreting abnormal heart rhythms, including bundle branch blocks, hemiblocks, complex syndromes and myocardial infarctions. Provides 7 CEUs for California RN license renewal, provider number 00184. May be taken four times for credit for periodic updating.

Course advisory: NURS 264

NURS 267A CRITICAL CARE NURSING THEORY

6 units • C/NC • Six hours lecture

This course is designed to prepare registered nurses to work in critical care settings such as ICU, CCU, and Emergency Departments. It includes advanced pathophysiology, assessment of the critically ill client, prioritization, interventions, and evaluation of care. May be repeated periodically provided there is new content and a need for updating.

Course advisory: NURS 264

NURS 267B CRITICAL CARE NURSING CLINICAL

6 units • C/NC • Total hours: Two hundred eight-eight hours lab

This course is designed to provide clinical knowledge and experience for registered nurses interested in working in critical care settings such as ICU, CCU, and Emergency Departments. Students work closely with experienced critical care preceptors in these settings. May be repeated periodically provided there is new content and a need for updating.

Course advisories: HLTH 205 or current CPR certification and NURS 267A (may be taken concurrently)

NURS 271 CRITICAL THINKING: CRITICAL CARE NURSING

.5 unit • C/NC • Total hours: Twenty-four hours lab

Provides the opportunity for registered nurses to expand their nursing knowledge and critical thinking skills in specific critical care nursing content areas. Utilizes computer assisted instruction (CAI) programs and other multimedia technology resources to allow the learner to select topics relevant to the field of critical care nursing. Utilizes an interactive, self-paced format. Twenty-four contact hours for California RN license renewal, provider number 00184. May be taken to a maximum of two units provided there is no duplication of topics.

NURS 272 CRITICAL THINKING: MATERNITY NURSING

.5 units • C/NC • Total hours: Twenty-four hours lab

Provides the opportunity for registered nurses to expand their nursing knowledge and critical thinking skills in specific maternity nursing content areas. Utilizes computer assisted instruction (CAI) programs and other multimedia technology resources to allow the learner to select topics relevant to the field of maternity nursing. Utilizes an interactive, self-paced format. Twenty-four contact hours for California RN license renewal, provider number 00184. May be taken to a maximum of two units provided there is no duplication of topics.

NURS 273 CRITICAL THINKING: MEDICAL SURGICAL NURSING

.5 unit • C/NC • Total hours: Twenty-four hours lab

Provides the opportunity for registered nurses to expand their nursing knowledge and critical thinking skills in specific medical surgical nursing content areas. Utilizes computer assisted instruction (CAI) programs and other multimedia technology resources to allow the learner to select topics relevant to the field of medical surgical nursing. Utilizes an interactive, self-paced format. Twenty-four contact hours for California RN license renewal, provider number 00184. May be taken to a maximum of two units provided there is no duplication of topics.

NURS 274 CRITICAL THINKING: PHARMACOLOGY

.5 unit • C/NC • Total hours: Twenty-four hours lab

Provides the opportunity for registered nurses to expand their nursing knowledge and critical thinking skills in the area of medication administration. Utilizes computer assisted instruction (CAI) programs and other multimedia technology resources to allow the learner to select topics relevant to the field of pharmacology in nursing. Utilizes an interactive, self-paced format. Twenty-four contact hours for California RN license renewal, provider number 00184. May be taken to a maximum of two units provided there is no duplication of topics.

NURS 275 CRITICAL THINKING: PEDIATRIC NURSING

.5 unit • C/NC • Total hours: Twenty-four hours lab

Provides the opportunity for registered nurses to expand their nursing knowledge and critical thinking skills in specific pediatric nursing content areas. Utilizes computer assisted instruction (CAI) programs and other multimedia technology resources to allow the learner to select topics relevant to the field of pediatric nursing. Utilizes an interactive, self-paced format. Twenty-four contact hours for California RN license renewal, provider number 00184. May be taken to a maximum of two units provided there is no duplication of topics.

NURS 276 CRITICAL THINKING: PSYCHIATRIC NURSING

.5 unit • C/NC • Total hours: Twenty-four hours lab

Provides the opportunity for registered nurses to expand their nursing knowledge and critical thinking skills in specific psychiatric nursing content areas. Utilizes computer assisted instruction (CAI) programs and other multimedia technology resources to allow the learner to select topics relevant to the field of psychiatric nursing. Utilizes an interactive, self-paced format. Twenty-four contact hours for California RN license renewal, provider number 00184. May be taken to a maximum of two units provided there is no duplication of topics.

NURS 281 NURSING INFORMATICS: BASIC MULTIMEDIA PRESENTATION

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab

Students will learn to design and develop instructional materials for health education using PowerPoint software for digital presentation. Course provides both instruction and hands-on guided labs. Materials and resources such as samples, graphics, and templates will be nursing and health-related. Keyboarding skills are helpful. Sixteen contact hours for California RN license renewal, provider number 00184.

NURS 282 NURSING INFORMATICS: INTERMEDIATE MULTIMEDIA PRESENTATION

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab

This course provides instruction and hands-on guided labs for the design and development of instructional material for health education using Power Point software for digital presentations. Materials and resources such as samples, graphics, and templates will be nursing-related. This course builds on basic multimedia skills including importing sounds, graphics and photos from other sources and integrating other types of media into the presentations. Sixteen contact hours for California RN renewal, provider number 00184.

NURS 283 NURSING INFORMATICS: BASIC WEB PAGE DEVELOPMENT

.5 unit • C/NC • Total hours: Four hours lecture; twelve hours lab

Students will learn to design and develop instructional material for health education using the Internet. Microsoft Word will be used to create simple and effective pages for Internet publication. Course provides both instruction and hands-on guided labs. Focus is on nursing and health education; materials and word processing skills; designing effective web pages and converting text to HTML. Adding Internet links and simple graphics will be emphasized. Sixteen contact hours for California RN license renewal, provider number 00184.

**NURS 284 NURSING INFORMATICS:
COMPUTERIZED CHARTING**

.5 unit • C/NC • One-half hour lecture

Designed for nurses, nursing students, and other health care workers involved in direct patient care, this course provides students instruction and use of a computer software system to make inquiries, chart, and enter orders for patient care. It is a system currently utilized by nurses and health care workers who chart in patient records at Community Hospital of the Monterey Peninsula. This course provides eight contact hours for California RN licensure renewal, provider number 00184.

NUTRITION AND FOOD

See also **HOSPITALITY**.

NUTF 1 NUTRITION

3 units • LG-C/NC • Three hours lecture

This course is a study of nutrition principles with emphasis on the problem of obtaining and maintaining a good state of nutrition. Study is made of carbohydrates, proteins, fats, minerals and vitamins—their nutritive values and sources. Menus are planned to meet the student's own needs for maximum health. A computer diet analysis is included. (CAN H EC 2)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area E; MPC, Area E

NUTF 51 CREATIVE COOKERY

1.5 units • LG-C/NC • Total hours: Sixteen hours lecture; twenty-four hours lab

This course includes special occasion entertaining aspects such as table settings, etiquette and preparation of gourmet types of dishes and desserts. The use of unusual ingredients and creative combination of menu items is included. Catering and food service careers are explored.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

NUTF 58 SANITATION, SAFETY, EQUIPMENT

3 units • LG-C/NC • Three hours lecture

For course description see Hospitality 58. Also offered as Hospitality 58; credit may be earned only once.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

OCEANOGRAPHY

OCEAN 2 INTRODUCTORY OCEANOGRAPHY

4 units • LG-C/NC • Three hours lecture; three hours lab

Major phenomena in oceanography: wind, waves, currents, coastal processes, seismic waves, ocean atmosphere interactions, plate tectonics, and ocean chemistry. Two Saturday field trips may be required.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

ORNAMENTAL HORTICULTURE

ORNH 51 INTRODUCTION TO ORNAMENTAL HORTICULTURE I

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

Students are introduced to the horticulture industry, career opportunities, and basic skills needed in the field. The topics covered include how plants grow, soils, planting techniques, fertilizers, garden color, and pest, disease and weed control. Field trips included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

ORNH 52 INTRODUCTION TO ORNAMENTAL HORTICULTURE II

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

This course is an introduction to plant types and how to use them, as well as pruning, plant propagation, lawn care, landscape design, indoor plant care, container gardening, and growing vegetables, herbs and fruit trees. Field trips are included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

ORNH 55 TREES

3 units • LG-C/NC • Three hours lecture

This course covers planning, planting methods, maintenance and cultural practices of trees on the Monterey Peninsula. Topics covered are propagation, fertilizing, watering, pruning, pest and disease control, fruit tree care, tree physiology and identification.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ORNH 57 TURFGRASS MANAGEMENT

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

This course covers the identification, culture, and management of turf grass. Topics covered include mowing, watering, fertilizing, aerating, weed control, pests and diseases, and use of common equipment. Field trips are included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ORNH 59 GOLF COURSE MANAGEMENT

3 units • LG-C/NC • Three hours lecture

This course offers a comprehensive summary of the principles and skills required for a career in Golf Course Management. Students are exposed to golf course design and construction techniques, career opportunities, environmental management and personnel management.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ORNH 61 PLANT IDENTIFICATION: SHRUBS, VINES, GROUND COVER

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

This course covers identification, growth habits, cultural requirements and uses of common ornamental and native shrubs, vines, and ground covers. Field trips are included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

**ORNH 62 PLANT IDENTIFICATION:
TREES, ANNUALS, PERENNIALS**

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

Identification, growth habits, cultural requirements and uses of common ornamental and native trees, annuals and perennials are topics covered in the course. Field trips are included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

ORNH 63 PLANT PROPAGATION

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

Principles as well as hands-on experience with plant propagation are included in this course. Propagation methods covered include seeds, cuttings, budding, grafting, layering, division, and tissue culture. Students look at propagation structures, growing media, hormones and basic propagation procedures. Field trips are included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

**ORNH 64 GROWING AND USING CALIFORNIA
NATIVE PLANTS**

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

Students learn how to grow and use California native plants for commercial or private use or for habitat restoration. Propagation methods, growth requirements, specific landscape uses and species identification are covered. This course also includes hands-on work, guest speakers and field trips.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

ORNH 65 BASIC LANDSCAPE DESIGN

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

This course is an introduction to basic drafting principles and techniques of landscape drawings, lettering, and design standards. Basic principles of landscape design, selection of plant materials, and site planning are also covered. Drafting equipment is required. Field trips are included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

ORNH 66 INTERMEDIATE LANDSCAPE DESIGN

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

This course involves further study in landscape design with emphasis on site analysis and details, cost considerations, maintenance specifications, larger scale design, and improved drawing methods. Drafting equipment is required. Field trips are included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

**ORNH 68 HORTICULTURAL SALES AND BUSINESS
PRACTICES**

3 units • LG-C/NC • Three hours lecture

Students learn practical guidelines in the operation of horticultural businesses, including starting up, advertising, employee and customer relations, record keeping, laws and regulations, estimating, sales and services.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

**ORNH 70 IRRIGATION DESIGN AND WATER
ECONOMY**

3 units • LG-C/NC • Three hours lecture

Students learn about sprinkler and drip equipment, automatic control systems, hydraulics, piping, soils, water supplies, water conservation, backflow prevention and irrigation system design. Field trips are included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

ORNH 71 LANDSCAPE IRRIGATION PRACTICES

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

This course covers installation, maintenance and management skills of landscape drip and conventional irrigation systems taught through hands-on activities in the classroom, on campus and in the community. Field trips are included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

ORNH 72 LANDSCAPE CONSTRUCTION

3 units • LG-C/NC • Two and one-half hours lecture; one and one-half hours lab

Students receive instruction in techniques used in landscape construction through lectures and hands-on projects in the field. Topics covered include grading, walls, steps, drainage and irrigation, decks, fences and masonry as well as planning, estimating, use of tools and materials, and safety.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

ORNH 75 BASIC FLORAL DESIGN

2 units • LG-C/NC • One and one-half hours lecture; one and one-half hours lab

This course presents the theory, techniques and skills practiced in the floral design industry. Students receive instruction in basic design techniques, cut flower preparation and care, merchandising, and packaging. Students will furnish their own floral materials each week as instructed.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

ORNH 76 PROFESSIONAL FLORAL DESIGN

2 units • LG-C/NC • One and one-half hours lecture; one and one-half hours lab

Students study and practice flower arranging techniques used by professionals and in the home. Emphasis is placed on design theories, contemporary, holiday, special occasion, wedding and sympathy designs. Business practices for the floral industry are also covered. Students furnish their own floral materials each week as instructed.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

ORNH 78 INSECT PEST MANAGEMENT

3 units • LG-C/NC • Three hours lecture

Students will learn the identification, prevention, and various methods of control of insects, pests, weeds and diseases impacting plants. Techniques for safe and proper pesticide and biological control applications are covered. Continuing education credit is given for licensed commercial pesticide applicators. Field trips included.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU

ORNH 201 PESTICIDE APPLICATION LICENSE EXAM PREPARATION

1 unit • C/NC • One hour lecture

This course is designed to assist students to prepare for and pass the state pesticide commercial applicator's exam. Topics include pesticide laws and regulations, safety, toxicity, spraying, first aid, handling and disposing. Continuing education credit is given for licensed commercial pesticide applicators for their biannual license renewal.

ORNH 202 BEGINNING PRUNING

.5 unit • C/NC • Total hours: Seven hours lecture; three hours lab

Students become familiar with the principles, tools, and basic methods used for pruning ornamental plants. Instruction includes demonstrations and hands-on experience.

ORNH 203 ORGANIC VEGETABLE GARDENING

1 unit • LG-C/NC • Total hours: Sixteen hours lecture

Organic soil preparation, planting, maintenance and pest control for vegetables are presented in this course, along with the use of raised beds and containers.

ORNH 204 ORGANIC GARDENING

2 units • LG-C/NC • One and one-half hours lecture; one and one-half hours lab

Students are instructed in the fundamental organic approach to indoor and outdoor gardening. Topics covered include: soil, planting techniques, fertilizers, irrigation, disease and pest control, composting, garden design and propagation.

PARKS AND RECREATION

PARK 110 PARK SYSTEM ACCOUNTING

.5 unit • C/NC • Total hours: Thirty-two hours discussion

Presents principles of accounting, rules, regulations, and policies relating to the duties of account clerks employed by the California Department of Parks and Recreation.

Course advisory: BUSI 1A or 120A

PARK 115 QUALITY IMPROVEMENT TEAM PROGRAM

.5 unit • C/NC • Total hours: Eight hours lecture; sixteen hours lab

Designed for newly formed TQM process improvement teams, this course reviews TQM theory and, through the application of a variety of team effectiveness tools, assists team members in working effectively. The course also provides opportunities for team members to learn and utilize process improvement tools, including flow charts, surveys, and Pareto charts. Students may repeat after a lapse of several years, for updating purposes, if new learning tools/processes are developed and adopted by California State Parks.

PARK 130 INTRODUCTION TO STATE PARKS

.5 unit • C/NC • Total hours: Twenty-four/twenty-eight/thirty-six hours discussion

Overview of California State Park origin, philosophy, business and personnel practices applicable to the maintenance of park facilities. May be taken four times for credit.

Advisories: Eligibility for ENGL 111 or ENSL 10; MATH 360

Course advisories: BUSI 80, BUSI 120A, and HLTH 4

PARK 133A INTERMEDIATE PARK CARPENTRY SKILLS

1 unit • LG-C/NC • Total hours: Ten hours lecture; twenty-six hours lab

Provides knowledge of carpentry practices and develops skills necessary to make repairs and additions to park structures.

PARK 133B ADVANCED PARK CARPENTRY

1 unit • LG-C/NC • Total hours: Nine hours lab; twenty-seven hours discussion

Continuation of Park Carpentry skills. May be taken two times for credit.

Course advisory: PARK 133A

PARK 134A INTERMEDIATE PARK PLUMBING SKILLS

1 unit • LG-C/NC • Total hours: Ten hours lecture; twenty-six hours lab

Provides knowledge of plumbing systems and develops skills necessary to repair and maintain park facilities.

PARK 134B ADVANCED PARK PLUMBING SKILLS

1 unit • LG-C/NC • Total hours: Nine hours lab; twenty-seven hours discussion

Continuation of Park Plumbing Skills. May be taken two times for credit.

PARK 135A INTERMEDIATE PARK ELECTRICAL SKILLS

1 unit • LG-C/NC • Total hours: Ten hours lecture; twenty-six hours lab

Provides knowledge of electrical systems and develops skills necessary to repair and maintain park facilities.

PARK 135B ADVANCED PARK ELECTRICAL SKILLS

1 unit • LG-C/NC • Total hours: Nine hours lecture; twenty-seven hours lab

Advanced instruction in industrial electrical systems and components common to large park operations.

PARK 141 PARK LANDSCAPE MAINTENANCE

1 unit • LG-C/NC • Total hours: Nine hours lecture; twenty-seven hours lab

Provides basic instruction for park maintenance workers in the care of park landscapes.

PARK 142 PARK MASONRY SKILLS

1 unit • LG-C/NC • Total hours: Ten hours lecture; twenty-six hours lab

Introduction and hands on application of masonry skills commonly used by Park Maintenance workers in the construction and repair of park facilities.

PARK 145 WATER TREATMENT PLANT OPERATOR

1 unit • C/NC • Total hours: Fifty-four hours discussion

Study of characteristics of water plants, water quality control practices, public health regulations, water chemistry and water treatment arithmetic. Material covered will be helpful to those preparing for the Grade II Water Treatment Operator Certification exam.

Course advisory: MATH 261

PARK 150 INTRODUCTION TO FIRE ECOLOGY AND PRESCRIBED BURNING

2 units • C/NC • Total hours: Thirty-six hours lecture

This course introduces students to the role of fire in California's ecosystems. Topics include the effect of fire on plants, wildlife, soil, cultural resources, aesthetics and air quality. Other areas covered are fire physics and chemistry, prescribed burning, and monitoring.

PARK 151 FIRE SUPPRESSION TECHNIQUES

2 units • C/NC • Total hours: Twenty-four hours lecture; sixteen hours lab

This course is intended for fire line supervisors who have initial attack responsibilities during prescribed burns and wildfires. Emphasis is placed on incident evaluation and planning, efficient use of resources, suppression tactics, and fire safety.

**PARK 152 ADVANCED FIRE BEHAVIOR
CALCULATIONS S-490**

2.5 units • C/NC • Total hours: Forty hours lecture
This course provides instruction in predicting wildland fire behavior for effective and safe fire management. Students will learn skills required to evaluate existing fire conditions and predict future fire behavior based on changing variable in the fire environment.

PARK 153 PRESCRIBED FIRE INCIDENT COMMANDER

2 units • C/NC • Total hours: Thirty-six hours lecture
This course is intended for Prescribed Fire Incident Commander (RxIC) candidates. Topics include the responsibilities of an RxIC such as designing prescribed burn plans, designing prescribed fire incident action plans, and working with cooperating agencies.

PARK 184 HISTORICAL PRESERVATION

.5-1 unit • C/NC • Total hours: Thirty-six hours discussion for one-half unit of credit; sixty-eight hours discussion for one unit of credit
Covers the principles and practices of Historical Preservation in State Parks including legal requirements.

Course advisories: ANTH 4, HIST 15 and ORNH 51

PARK 205 PARK ADMINISTRATIVE SERVICES II

1.5 units • C/NC • Total hours: Twenty-four hours lecture
This course provides park managers with current information on California State Parks administrative policies, practices and procedures. Participants receive training in business management, accounting, budgets, personnel, contracts and concession program administration. Students are encouraged to take PARK 130 and PARK 110 before enrolling in this course. May be taken four times for credit.

PARK 209 LAW ENFORCEMENT LEADERSHIP

1.5 units • C/NC • Total hours: Twenty-eight hours lecture
Designed to meet special needs of law enforcement supervisors, this course provides training on skills as applied in law enforcement supervision. Certified by California Peace Officer Standards and Training, this course fulfills legislative mandate for newly appointed law enforcement supervisors.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

PARK 210 SUPERVISORY PRACTICES

.5-2 units • C/NC • Total hours: Twenty-eight hours discussion for one-half unit of credit; eighty hours of discussion for one and one-half units of credit; one hundred eight hours discussion for two units of credit
Basic principles, policies, procedures, and methods for first-level State Park system supervisors.

Course advisories: PARK 272, 273, 274; BUSI 80 and 22

PARK 211 SUPERVISORY REFRESHER

.5 unit • C/NC • Total hours: Twenty-eight hours discussion
Updated information on park management, personnel, labor relations, stress management, and liability for park supervisors.

PARK 212 VOLUNTEER MANAGEMENT

.5 unit • C/NC • Total hours: Thirty-two hours discussion
Develop philosophy of volunteerism in park environment. Review control factors and conflict resolution techniques.

PARK 214 MANAGEMENT PRACTICES

2.5 units • C/NC • Total hours: Twenty hours lecture; sixty hours discussion
Management theory, organization and practice for mid-level State Park and Recreation managers.

**PARK 217 PARK QUALITY MANAGEMENT BASICS
FOR SUPERVISORS**

1 unit • C/NC • Total hours: Twenty-four hours lab; twenty-hours by arrangement

This course expands upon the Supervisory Practices course, teaching process improvement tools, team creation, and team building skills for the California State Parks Department.

Prerequisite: PARK 210

PARK 218 CONCESSIONS MANAGEMENT

.5 units • C/NC • Total hours: Thirty-six hours lab
Concessions Management is designed to provide a basic foundation of knowledge which will enable personnel with concession program responsibility the ability to effectively integrate concessions operations into State Park operations.

**PARK 225 HAZARDOUS MATERIALS MAINTENANCE
AND MANAGEMENT**

2 units • C/NC • Total hours: Thirty-six hours lecture
This course provides information regarding federal, state and local hazardous materials laws, regulations and programs that apply to the State Park system. The student will gain an understanding of hazardous materials management in parks.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

**PARK 226 BASIC PARK SYSTEM MAINTENANCE
MANAGEMENT**

.5 unit • C/NC • Total hours: Thirty-two hours discussion
Introduction to managing park maintenance operations. Topics include facilities maintenance program, equipment management, budgeting, and traffic engineering.

PARK 227 BEGINNING TRAIL MANAGEMENT

.5 unit • C/NC • Total hours: Thirty-six hours discussion
Provides basic trail construction and maintenance techniques regarding trail systems on park lands. The participant will gain a fundamental understanding of trail system management, trail layout, trail structure, and trail maintenance.

PARK 228 INTERMEDIATE TRAIL MANAGEMENT

.5 unit • C/NC • Total hours: Thirty-six hours discussion
Provides trail construction and maintenance techniques regarding trail systems on park lands. The participant will gain an understanding of trail system management, trail layout, trail structure, and trail maintenance.

PARK 229 ADVANCED TRAIL MANAGEMENT

.5 unit • C/NC • Total hours: Thirty-six hours discussion
Provides advanced trail construction and maintenance techniques regarding trail systems on park lands. The participant will gain a well developed understanding of trail system management, trail layout, trail structure, and trail maintenance.

**PARK 229A ADVANCED TRAIL MANAGEMENT:
CLIMBING & RIGGING**

1.5-4.5 units • C/NC • Total hours: Eight hours lecture, thirty-two hours lab for 1.5 units of credit; sixteen hours lecture, sixty-four hours lab for 3 units of credit; twenty-four hours lecture, ninety-six hours lab for 4.5 units of credit

This course provides knowledge of climbing and rigging applications in trail construction projects. It includes information and application of appropriate tools, equipment, safety and theory. Specific techniques include Swedish climbing ladders, rappelling, spur climbing different size trees, setting bridge stringers and griphosts. May be repeated to update/increase skills to a maximum of four and one-half units.

PARK 230 INTERPRETIVE METHODS OF TRAINING

.5 unit • C/NC • Total hours: Forty hours discussion
 Innovative interpretive methods, techniques, and procedures for natural and cultural resource interpretation.

PARK 232 CONTINUING INTERPRETATION

.5 unit • C/NC • Total hours: Thirty-six hours discussion
 Program covers selected innovative interpretive techniques and program formats to convey information on California landscape, biological communities, archeology and history to the park visitor.

PARK 233 FACILITATORSKILLS

1.5 units • C/NC • Total hours: Twenty-eight hours lecture
 This course will enable participants to more effectively manage employee meetings, employee teams, citizen meetings, advisory committees, and public hearings.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

PARK 234 COURSE LEADER

.5 unit • C/NC • Total hours: Forty hours lecture
 Training for trainers in planning, developing, conducting and evaluating training courses and facilitating meetings.

Course advisories: ENGL 1A; SPCH 1

PARK 237 INTERPRETIVE PROGRAM MANAGEMENT AND SUPERVISION

.5 unit • C/NC • Total hours: Twenty-four/twenty-eight hours discussion
 Managing and supervising State Park interpretive programs including volunteer management and program evaluation.

PARK 238 COASTAL/MARINE INTERPRETATION

.5 unit • C/NC • Total hours: Eighteen hours discussion
 Provides information and techniques regarding interpretation of resources associated with coastal and marine environments.

PARK 240 VISITOR SERVICES FIELD TRAINING

.3 units • C/NC • Total hours: One hundred sixty hours lab
 Students are given practical fieldwork in Law Enforcement, Interpretation, Resource Management, and Administration within a State Park unit.

Prerequisite: PARK 281

PARK 242 FIRST RESPONDER INSTRUCTOR TRAINING

.5-1.5 units • C/NC • Total hours: Forty-six hours discussion for one-half unit of credit

Course is designed to train instructors to teach the First Responder program.

PARK 242R FIRST RESPONDER INSTRUCTOR REFRESHER

.5 unit • C/NC • Total hours: Twenty-four hours discussion
 Designed as an update and refresher for First Responder instructors. May be taken four times for credit.

PARK 244 DEFENSIVE TACTICS INSTRUCTOR TRAINING

1.5 units • C/NC • Total hours: Seventy-six hours discussion
 Defensive Tactics Instructor certification in the Koga method of arrest control techniques and baton tactics.

PARK 244R DEFENSIVE TACTICS INSTRUCTOR REFRESHER

.5 unit • C/NC • Total hours: Twenty-four hours discussion
 Designed to update defensive tactics instructor skills in the Koga baton and arrest control techniques. May be taken four times for credit.

PARK 246 FIREARMS INSTRUCTOR TRAINING

1.5 units • C/NC • Total hours: Eighty/eighty-three hours discussion
 Designed to provide P.O.S.T. Certification as Firearms instructor including Weaver Techniques, lesson planning and range control.

PARK 246R FIREARMS INSTRUCTOR REFRESHER TRAINING

.5 unit • C/NC • Total hours: Twenty-four hours discussion
 Advanced training for firearms instructors. Provides current practices for Weaver Technique handgun instructors.

PARK 247R ADVANCED VISITOR SERVICES REFRESHER TRAINING

.5 unit • C/NC • Total hours: Twenty-four hours discussion
 A review of law enforcement practices; e.g., search and seizure laws, arrest techniques, crisis intervention and officer safety. May be taken four times for credit.

PARK 248 FIREARMS INSPECTOR TRAINING

1 unit • C/NC • Total hours: Sixteen hours lecture; four hours lab
 Students are provided required firearms inspector training for the Smith and Wesson model 4006 pistol and the Remington Model 870 shotgun. May be taken four times for credit.

PARK 249 VISITOR SERVICES FIELD TRAINING

3 units • C/NC • Total hours: One hundred sixty hours discussion
 Practical field work in law enforcement, interpretive resource management, and administration within a state park unit.

PARK 253 PEACE OFFICER UPDATE

.5 unit • C/NC • Total hours: Twenty-eight hours discussion
 Training will provide legal update involving law enforcement practices, search and seizure laws, and officer safety for State Park peace officers.

Course advisory: PARK 249

PARK 258 PARK SYSTEM INTERNAL AFFAIRS INVESTIGATOR

.5 unit • C/NC • Total hours: Twenty-four hours discussion
 Provides information on the policies and procedures for state park internal affairs investigations.

PARK 260 RESOURCE MANAGEMENT

.5 unit • C/NC • Total hours: Thirty-six hours discussion
 Review laws, policies, directives, and programs applicable to the management of natural and cultural resources. May be taken four times for credit.

Course advisories: BIOL 31 and 50

PARK 261 NATURAL RESOURCE SPECIALISTS

2 units • C/NC • Total hours: Thirty-six hours lecture
 This course provides update training on issues associated with environmental policies, project finance budgeting, time budgeting, California State Parks policy and guidelines, and knowledge of applicable regulations and laws. May be taken four times for credit.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

PARK 265 HISTORIC STRUCTURES MAINTENANCE

.5-1.5 units • C/NC • Total hours: Thirty-six hours discussion for one-half unit of credit; seventy-six hours discussion for one and one-half units of credit

Introduction to architectural character and materials of historic buildings. Focus is on maintenance and repair procedures of historic wood, stone, brick, masonry, and adobe structures.

PARK 266 MUSEUM COLLECTIONS MANAGEMENT

.5 unit • C/NC • Total hours: Thirty-six hours discussion
 Techniques in the care, handling, and preservation of natural and cultural artifacts in a museum setting.

PARK 268 EEO COUNSELOR

.5 unit • C/NC • Total hours: Sixteen hours discussion
Covers complaint administration as mandated by State and Federal policies. Course structure provides opportunities to apply human relations and interpersonal communication techniques to problem solving and conflict resolution.

Course advisory: ANTH 2

PARK 270 EXECUTIVE SECRETARY TRAINING

.5 unit • C/NC • Total hours: Twenty hours discussion
Covers goal setting, decision making, team building and stress management for executive secretaries.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Course advisory: BUSI 140

PARK 271 BASIC PARK CARPENTRY SKILLS

1 unit • LG-C/NC • Total hours: Nine hours lecture; twenty-seven hours lab
Introduction to carpentry tools, materials, and techniques used to maintain and repair park facilities.

Advisories: Eligibility for ENGL 111 or ENSL 10; MATH 360

PARK 273 BASIC PARK ELECTRICAL SKILLS

1 unit • LG-C/NC • Total hours: Nine hours lecture; twenty-seven hours lab

Introduction to electrical systems, tools, materials, and techniques used to maintain and repair park facilities.

Advisories: Eligibility for ENGL 111 or ENSL 10; MATH 360

PARK 274 BASIC PARK PLUMBING SKILLS

1 unit • LG-C/NC • Total hours: Nine hours lecture; twenty-seven hours lab

Introduction to plumbing systems, tools, materials, and techniques used to maintain and repair park facilities.

Advisories: Eligibility for ENGL 111 or ENSL 10; MATH 360

PARK 275 COOPERATIVE ASSOCIATION TRAINING

.5 units • C/NC • Total hours: Sixteen hours discussion or twenty hours discussion for each one-half unit of credit

Examine various non-profit organization management techniques including board development and legal requirements of non-profit status.

Course advisories: BUSI 1B and 18

PARK 278 SKILLS FOR INTERPRETING TO CHILDREN

1 unit • C/NC • Total hours: Ten hours lecture; twenty hours lab
Students develop new skills for interpreting to children, grades K-6, through highly interactive sessions at various well-known state parks and local landmarks. This course is designed primarily for state park employees, both new and experienced.

PARK 280 BASIC LAW ENFORCEMENT TRAINING

20 units • LG-C/NC • Total hours: Seven hundred fifty hours
This course is a regular Basic Peace Officer course as described in the California Penal Code, Section 830.2(f).

Prerequisite/Condition of enrollment: Apprenticeship standing with the State of California Department of Parks and Recreation Ranger Program

PARK 281 RANGER TRAINING PROGRAM

5 units • LG-C/NC • Total hours: One hundred sixty hours
Students are provided training in Park Operations, Resource Management and Interpretation needed for advancement to State Park Ranger.

Prerequisite: PARK 280 or equivalent

PERSONAL DEVELOPMENT**PERS50 MAKING COLLEGE COUNT**

1-3 units • LG-C/NC • Sixteen hours of lecture for each unit of credit
Provides skills and techniques to assist in evaluating personal learning styles, priorities in use of time, successful study strategies, stress management, identification of values and goals, assertiveness, and successful use of campus resources and services.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: MPC, Area E

PERS51 CAREER PLANNING THROUGHOUT THE LIFESPAN

3 units • LG-C/NC • Three hours lecture
Provides students with skills needed to develop a career path throughout the life span. Students develop a portfolio with the aid of career-oriented self-assessments focusing on interests, values, skills, personality type, and with knowledge of labor market information, decision-making skills and coping strategies. Offered on-line only.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: CSU, Area E; MPC, Area E

PERS52 WEIGHT LOSS BY MAIL

3 units • LG-C/NC • Three hours lecture
A unique weight loss reduction course developed by Stanford Heart Disease Prevention Program. Latest information regarding nutrition and exercise to promote and improve healthy lifestyle emphasized in the 15-lesson correspondence format. Offered in the Living Room Series only.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: MPC, Area E

PERS54 LEADERSHIP

3 units • LG-C/NC • Three hours lecture
This course is designed to assist students interested in developing or improving communication skills relevant to leadership. Theories of leadership will be investigated, and students will learn how to apply both knowledge and skills to diverse small group and public speaking situations. Students will have the opportunity to apply the knowledge gained outside of class. Campus and/or community involvement is a required element of this course.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU

General Ed. Credit: CSU, A1

PERS58 COPING WITH DIFFICULT PEOPLE

2 units • LG-C/NC • Two hours lecture
This Internet course is designed for those interested in learning effective communication skills for dealing with people in pressured situations. Students will learn how to avoid getting caught up in defensiveness, how to select appropriate communication strategies, and how to merge into and manage conflict situations. Offered on-line only.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

PERS200 ORIENTATION TO COLLEGE

.5-3 units • LG-C/NC • Eight hours lecture for each one-half unit of credit

Series of short term courses which provides students with information necessary for transition into Monterey Peninsula College. Each course focuses on specific areas such as assessment, development of education plans, introduction to student services. May be repeated provided there is no duplication of topics.

PERS210 BECOMING A SUCCESSFUL STUDENT

.5-3 units • LG-C/NC • Eight hours lecture for each one-half unit of credit

Series of short-term courses which provides students with skills needed to become successful students. Each course focuses on specific skills in an area such as time management, how to write an essay, and how to take objective tests. May be repeated provided there is no duplication of topics.

PERS220 TRANSFER BOUND

.5-3 units • LG-C/NC • Eight hours lecture for each one-half unit of credit

Series of short-term courses which provides students with information needed for successful transfer to four-year institutions. Each course focuses on an area to be considered in transferring such as writing an essay for admission, finding a scholarship, finding the right college, using the Internet to find a college. May be repeated provided there is no duplication of topics.

PERS230 CAREER DEVELOPMENT

.5-3 units • LG-C/NC • Eight hours lecture for each one-half unit of credit

Series of short-term courses which provides students with skills needed in career development. Each course focuses on specific skills such as job search, how to write a resume, how to interview. May be repeated provided there is no duplication of topics. Also offered on-line.

PERS370A FOUNDATIONS OF LEADERSHIP TECHNIQUES: PART 1

1.5 units • C/NC • Five hours lab

Designed for high school students to address principles of leadership and their application.

PERS370B FOUNDATIONS OF LEADERSHIP TECHNIQUES: PART 2

1.5 units • C/NC • Five hours lab

Continuation of PERS 370A designed for high school students to address principles of leadership and their application.

PERS370C FOUNDATIONS OF LEADERSHIP TECHNIQUES: PART 3

1.5 units • C/NC • Five hours lab

Continuation of PERS 370B designed for high school students to address principles of leadership and their application.

PERS370D FOUNDATIONS OF LEADERSHIP TECHNIQUES: PART 4

1.5 units • C/NC • Five hours lab

Continuation of PERS 370C designed for high school students to address principles of leadership and their application.

PERS400 SUPERVISED TUTORING

0 units • Hours by arrangement

Course content tutorial support for students enrolled in MPC courses.

PERS401 ORIENTATION TO COLLEGE PROGRAMS

0 unit • NC • Total hours: One hour lecture

This course is designed to provide students with information necessary for transition into Monterey Peninsula College programs of study. Of special interest for ESL and other students primarily enrolled in non-credit programs, this course fulfills the orientation component of matriculation.

PERS431 CAREER EXPLORATION

0 units • Hours by arrangement

This master course will provide for a series of short-term courses which will help non-credit students learn the skills and strategies for exploration of careers, including those requiring short term training in the occupational areas. Each course will focus on specific career-related skills which may include (but not be limited to) job search, how to write a resume, how to interview for a job, etc. Students will have access to various career assessments and materials, including the DISCOVER multimedia career guidance system.

PERS454 LEADERSHIP TECHNIQUES

0 units • Hours by arrangement

Designed for any student interested in leadership within an organization. Deals with the leadership function and activities of developing a work team. Students will have the opportunity to practice leadership skills.

PERS460 HOLISTIC EDUCATION

0 units • One to six hours activity

For students wishing to expand their total selves. Explores the physical, creative, thinking and feeling aspects of themselves.

PERS461 TOPICS FOR SENIOR LEARNING

0 units • One to six hours activity

An introductory course designed to explore various areas of interest to older adults in the community. In a group setting, students will examine their own inner resources, the knowledge and abilities of others and the various resources available to them as tools for their own self-enhancement and problem solving.

PHILOSOPHY**PHIL 2 INTRODUCTION TO PHILOSOPHY**

3 units • LG-C/NC • Three hours lecture

Fundamental questions of a philosophy of life examined through discussion of student ideas and selected philosophers. Philosophy compared to common sense, science, and religion. Explores meaning of self-identity, human freedom, ethical values, immortality, existence of God. (CAN PHIL 2)

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

PHIL 4 MORAL ISSUES

3 units • LG-C/NC • Three hours lecture

A clarification of values in contemporary moral issues such as abortion, sexuality, the right to die, animal rights, and economic justice. (CAN PHIL 4)

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D2, E; IGETC, Area 3B; MPC, Area C

PHIL 5 ENVIRONMENTAL ETHICS

3 units • LG-C/NC • Three hours lecture

This course critically examines views about the moral status of natural objects and non-human animals, and applies these views to issues such as over-population, pollution and global climate change, conservation, and the exploitation of animals. The course includes discussions of anthropocentrism, the land ethic, deep ecology, animal rights, and eco-feminism.

Advisory: Eligibility for ENGL 1A

Credit Transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

PHIL 6 INTRODUCTION TO LOGIC

3 units • LG • Three hours lecture

Relation of language and logic, truth and validity, informal fallacies, deduction and formal fallacies, introduction to symbolic logic and formal proof. (CAN PHIL 6)

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area A3; MPC, Area A2

PHIL 10 INTRODUCTION TO CRITICAL THINKING

3 units • LG-C/NC • Three hours lecture

An introduction to the skills of critical thinking. Includes clarifying language in reasoning; identifying, analyzing, constructing and evaluating deductive and inductive arguments; and exposing common fallacies in everyday reasoning.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area A3; MPC, Area A2

PHIL 13 INTRODUCTION TO EASTERN PHILOSOPHY

3 units • LG-C/NC • Three hours lecture

Concepts of major philosophies of India, China, and Japan: karma and bondage, liberation, selflessness, meditation, and self-knowledge.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

PHIL 40 INTRODUCTION TO FEMINIST THEORY

3 units • LG-C/NC • Three hours lecture

This course encourages students to reflect on historical and present-day images of women and men through readings in philosophy, psychology, and history by both male and female authors. It will engage students in critical analysis of the readings and the changes that the feminist theory has undergone, as well as its relationship to other theories. Also offered as Humanities 40 or Women's Studies 40; credit may be earned only once.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B, MPC, Area C

PHIL 54 WOMEN AND RELIGION

3 units • LG-C/NC • Three hours lecture

An exploration of the influence of religious ritual, symbol and theology on women's lives with consideration given to the development of a feminist spirituality. Also offered as Women's Studies 54; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: CSU, Area C2; MPC, Area C

PHOTOGRAPHY

PHOT 1A PHOTOGRAPHY I: BLACK AND WHITE

3 units • LG-C/NC • Two hours lecture; three hours lab

Introduction to the visual elements of photography with emphasis on black and white photography. Course includes basic unit in digital imaging. Student will use college darkroom.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; MPC, Area C

PHOT 1B PHOTOGRAPHY II

3 units • LG-C/NC • Two hours lecture; three hours lab

Continued development of technical skills related to use of the visual features of composition, lighting, and the fundamentals of color.

Prerequisite: PHOT 1A

Credit transferable: CSU

PHOT 1C PHOTOGRAPHY III

3 units • LG-C/NC • Two hours lecture; three hours lab

Designed to apply printing and developing techniques to visual communication of facts, feelings, and ideas. Students do their own processing.

Prerequisite: PHOT 1B

Credit transferable: CSU

PHOT 10 BEGINNING PHOTOGRAPHY

3 units • LG-C/NC • Three hours lecture

Introductory non-laboratory course in camera operation, exposure, color film, color composition and lighting with application to general photography, magazine and newspaper reproduction and slide presentations.

Credit transferable: CSU

General Ed. Credit: MPC, Area E

PHOT 22 HISTORY OF PHOTOGRAPHY

3 units • LG-C/NC • Three hours lecture

Students are presented with a global history of photography from its discovery to its contemporary practice in art and science, as well as commercial and documentary applications.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C, E

PHOT 50 PORTRAITURE PHOTOGRAPHY

3 units • LG-C/NC • Two hours lecture; three hours lab

This course is an exploration of various styles and techniques used in contemporary portraiture. The essential basics of lighting (natural and artificial), composition, and direction as they apply to black and white and/or color will be covered.

Credit transferable: CSU

PHOT 53 PHOTOJOURNALISM

3 units • LG-C/NC • Three hours lecture

Instruction is provided in skills needed for effective newspaper and magazine photography with an emphasis on developing appropriate behavior and craft needed for meeting deadlines for photojournalistic publication. Special emphasis is placed on print quality, picture editing, layout design, and image content. This course also introduces students to electronic capture and transmittal of photographs.

Credit transferable: CSU

PHOT 56 PHOTOGRAPHIC LIGHTING

3 units • LG-C/NC • Two hours lecture; three hours lab

Students learn the study and practice of location and studio lighting of portraiture, still life, table top, architecture, artwork in both flat and 3-D. Assignments are done in color. This course is for beginning and advanced students.

Credit transferable: CSU

PHOT 60 COLOR PRINTING

3 units • LG-C/NC • Two hours lecture; three hours lab

This course provides the theory and practice necessary to produce quality color prints. Students should have adequate proficiency in the use of the camera and darkroom prior to enrollment.

Credit transferable: CSU

PHOT 70 DIGITAL PHOTOGRAPHY

3 units • LG-C/NC • Two hours lecture; three hours lab

This course provides students the theory and practice necessary to produce quality color and black and white digital prints. Topics include retouching, scanning, simple Photoshop operation and use of service bureaus. Aesthetic issues and their relationship to photography are covered.

Credit transferable: CSU

PHOT 85 ALTERNATIVE PROCESSES & MIXED MEDIA

3 units • LG-C/NC • Two hours lecture; three hours lab
 This course is the study of artistic aspects and technical procedures of photographic mixed media in contemporary applications.

Course advisory: PHOT 1A

Credit transferable: CSU

PHOT 86 EXPERIMENTAL PHOTOGRAPHY

3 units • LG-C/NC • Two hours lecture; three hours lab
 This course includes experimental, historical and current practices of camera, film and darkroom use in the creation of contemporary photography. Students will experiment with camera, film and enlarging techniques using non-traditional methods such as Polaroid processes, high contrast, infrared, pinhole, and laser printing.

Credit transferable: CSU

PHOT 93 PRACTICUM: PHOTOGRAPHY

.5-2 units • LG-C/NC • Three hours lab per week for each unit of credit

Supervised lab practice in photography for individualized development. May be taken four times for credit.

Prerequisite: PHOT 1A

Credit transferable: CSU

PHYSICAL EDUCATION**PHED 1A FENCING I**

1 unit • LG-C/NC • Two hours activity
 Introduction to the basic offensive and defensive techniques of foil fencing. Also includes rules, etiquette and strategy. Combinations of PHED 1A and 1B may be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 1B FENCING II

1 unit • LG-C/NC • Two hours activity
 Continuation of PHED 1A. More complicated and refined skills and techniques. Officiating for tournaments. It is recommended that students take PHED 1A or have intermediate fencing skills before enrolling. Combinations of PHED 1A and 1B may be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 2A GOLF I

1 unit • LG-C/NC • Two hours activity
 Development of skill and knowledge of the basic swing, equipment, rules and etiquette of golf. Combinations of PHED 2A, 2B, and 2C may be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 2B GOLF II

1-1.5 units • LG-C/NC • Two hours activity per week for each unit of credit
 Refinement of basic skills and introduction of course play. It is recommended that students take PHED 2A or have basic golf skills before enrolling. Combinations of PHED 2A, 2B and 2C may be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 2C GOLF III

1.5 units • LG-C/NC • Three hours activity
 For the experienced golfer, an opportunity to play local courses. It is recommended that students take PHED 2B or have intermediate golf skills before enrolling. Combinations of PHED 2A, 2B and 2C may be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 5A TENNIS I

1-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Introduction to and development of basic skills and knowledge in the techniques of tennis singles, doubles and mixed doubles. Combinations of PHED 5A, 5B, and 5C may be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 5B TENNIS II

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Development of additional competency in basic strokes and skill development in the lob, the smash, the volley, and singles and doubles strategy. It is recommended that students take PHED 5A or have basic tennis skills before enrolling. Combinations of PHED 5A, 5B and 5C may be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 5C TENNIS III

1-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Refine intermediate tennis skills, learn more advanced techniques and strategies in singles and doubles. It is recommended that students take PHED 5B or have intermediate tennis skills before enrolling. Combinations of PHED 5A, 5B and 5C may be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 6 SOCCER

1 unit • LG-C/NC • Two hours activity
 Development of skills in the various offensive and defensive techniques of soccer. Includes rules and team strategy and team play. May be taken four times for credit.

Credit transferable: CSU

General Ed. Credit: MPC, Area E

PHED 7A SWIMMING I

1 unit • LG-C/NC • Two hours activity
 Red Cross beginning swimming skills. Combinations of PHED 7A and 7B may be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 7B SWIMMING II

1 unit • LG-C/NC • Two hours activity
 Red Cross intermediate swimming skills. It is recommended that students take PHED 7A or have basic beginning swimming skills before enrolling. Combinations of PHED 7A and 7B may be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 8 WATER POLO

.5 unit • LG-C/NC • One and one-half hours activity
 This course introduces students to the basic dribbling, passing and shooting skills of water polo and their application to team play. Students will develop an awareness of the offensive and defensive techniques and strategies necessary to play a game of water polo. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed credit: MPC, Area E

PHED 12A PRECOMPETITIVE SWIMMING

1-3 units • LG-C/NC • Two hours activity per week for each unit of credit

Introduction and development of basic skills and knowledge in the techniques needed to enter competitive swimming. Combinations of PHED 12A, 12B, and 12C may be taken four times for credit.

Advisory: Water Safe
Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 12B COMPETITIVE SWIMMING I

1-3 units • LG-C/NC • Two hours activity per week for each unit of credit

Physical conditioning, skill development and knowledge of racing and training strategies of competitive swimming. Combinations of PHED 12A, 12B, and 12C may be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 12C COMPETITIVE SWIMMING II

1-3 units • LG-C/NC • Two hours activity per week for each unit of credit

Skill development and conditioning designed to improve the novice swimmer to the level of "AA". Combinations of PHED 12A, 12B and 12C may be taken four times for credit.

Course Advisory: PHED 12B
Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 14 ULTIMATE FRISBEE

1 unit • LG-C/NC • Three hours activity

An introduction to basic throwing, catching and passing skills of ultimate frisbee. Includes rules, team strategies and team play. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 15A VOLLEYBALL I

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Development of skills in the various offensive and defensive techniques of volleyball. Also includes rules and team strategy. Combinations of PHED 15A, 15B, and 15C may be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 15B VOLLEYBALL II

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Designed to develop intermediate skills and strategies of volleyball, including coed, men's, women's, and two-person competition. It is recommended that students take PHED 15A or have basic volleyball skills before enrolling. Combinations of PHED 15A, 15B and 15C may be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 15C VOLLEYBALL III

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Advanced skills, strategies and competition in volleyball for men and women. It is recommended that students take PHED 15B or have intermediate volleyball skills before enrolling. Combinations of PHED 15A, 15B, and 15C may be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 16 FUNDAMENTALS OF BASKETBALL

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Basic awareness and understanding of individual/team play. Progressive drills incorporated into class time to improve play. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 17 FUNDAMENTALS OF SOFTBALL

.5-1 unit • LG-C/NC • Three hours activity per week for each unit of credit

Basic awareness and understanding of individual and team play. Progressive drills will be incorporated into class time to improve play. May be taken four times for credit.

Credit transferable: CSU, UC

PHED 20.1 SKILL DEVELOPMENT FOR BASEBALL

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Physical conditioning and basic skills appropriate for intercollegiate baseball. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 20.2 SKILL DEVELOPMENT FOR BASKETBALL - MEN

1 unit • LG-C/NC • Two hours activity
 Development of individual and team skills. Defense and offense theories. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 20.3 SKILL DEVELOPMENT FOR BASKETBALL - WOMEN

1 unit • LG-C/NC • Two hours activity
 Development of individual and team skills. Defense and offense theories. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 20.4 SKILL DEVELOPMENT FOR FOOTBALL

1-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Physical conditioning and basic skills appropriate for intercollegiate football. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 20.5 SKILL DEVELOPMENT FOR GOLF

1-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Development of advanced skill essential for intercollegiate golf competition. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 20.6 SKILL DEVELOPMENT FOR SOFTBALL

1-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Physical conditioning and basic skills appropriate for men and women interested in fast-pitch softball. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 20.7 SKILL DEVELOPMENT FOR SWIMMING

1-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Physical conditioning and skill development designed for intermediate and advanced competitive swimmers. It is recommended that students take PHED 12B or have intermediate competitive swimming skills before enrolling. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 20.8 SKILL DEVELOPMENT FOR TENNIS

2 units • LG-C/NC • Four hours activity

Tournament play advanced tennis techniques, singles and doubles tactics and strategies. It is recommended that students take PHED 5B or have intermediate competitive tennis skills before enrolling. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 20.9 SKILL DEVELOPMENT FOR TRACK AND FIELD

1 unit • LG-C/NC • Two hours activity

Physical conditioning and development of skills appropriate for intercollegiate track and field. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

PHED 20.10 SKILL DEVELOPMENT FOR VOLLEYBALL

2 units • LG-C/NC • Four hours activity

Development of individual and team skills appropriate for intercollegiate volleyball. May be taken four times for credit.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

INTERCOLLEGIATE ATHLETICS

Eligibility: Conference rules provide that a student must be passing 12 units at the time of participation and that he/she must have passed 12 units in his/her last semester of attendance in a college. A student who comes directly from high school is immediately eligible for varsity competition. To be eligible for the second season of a sport, the student athlete must complete and pass 24 units between seasons of competition.

PHED 30.1 INTERCOLLEGIATE BASKETBALL - WOMEN

1-3 units • LG • Three hours activity per week for each unit of credit
Intercollegiate competition in basketball. May be taken four times for credit.

Credit transferable: CSU, UC

PHED 30.2 INTERCOLLEGIATE SOFTBALL - WOMEN

3 units • LG • Nine hours activity

Intercollegiate competition in softball. May be taken two times for credit.

Credit transferable: CSU, UC

PHED 30.3 INTERCOLLEGIATE VOLLEYBALL - WOMEN

3 units • LG • Nine hours activity

Intercollegiate competition in volleyball. May be taken two times for credit.

Credit transferable: CSU, UC

PHED 30.4 INTERCOLLEGIATE TENNIS - WOMEN

3 units • LG • Nine hours activity

Intercollegiate competition in tennis. May be taken two times for credit.

Credit transferable: CSU, UC

PHED 30.5 INTERCOLLEGIATE GOLF FOR WOMEN

3 units • LG • Nine hours activity

Intercollegiate competition in golf. May be taken two times for credit.

Credit transferable: CSU, UC

PHED 31.1 INTERCOLLEGIATE FOOTBALL - MEN

3 units • LG • Nine hours activity

Intercollegiate competition in football. May be taken two times for credit.

Credit transferable: CSU, UC

PHED 31.2 INTERCOLLEGIATE BASKETBALL - MEN

1-3 units • LG • Three hours activity per week for each unit of credit

Intercollegiate competition in basketball. May be taken four times for credit.

Credit transferable: CSU, UC

PHED 31.3 INTERCOLLEGIATE BASEBALL - MEN

3 units • LG • Nine hours activity

Intercollegiate competition in baseball. May be taken two times for credit.

Credit transferable: CSU, UC

PHED 31.4 INTERCOLLEGIATE GOLF - MEN

3 units • LG • Nine hours activity

Intercollegiate competition in golf. May be taken two times for credit.

Credit transferable: CSU, UC

PHED 32.1 INTERCOLLEGIATE TRACK AND FIELD - WOMEN AND MEN

3 units • LG • Nine hours activity

Intercollegiate competition in track and field. May be taken two times for credit.

Credit transferable: CSU, UC

PHED 32.3 INTERCOLLEGIATE SWIMMING - WOMEN AND MEN

3 units • LG • Nine hours activity

Intercollegiate competition in swimming. May be taken two times for credit.

Credit transferable: CSU, UC

PHED 32.4 INTERCOLLEGIATE CROSS COUNTRY FOR WOMEN AND MEN

3 units • LG • Nine hours activity

Intercollegiate competition in cross-country. May be taken two times for credit.

Credit transferable: CSU, UC

PHED 40 CAREERS IN PHYSICAL EDUCATION AND FITNESS

3 units • LG-C/NC • Three hours lecture
Career options and employment opportunities in education, recreation, sports, fitness and health. Training and educational requirements. Matching interests and abilities with career choice.
Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 41 PREVENTION AND CARE OF ATHLETIC INJURIES

2.5-3 units • LG-C/NC • Two hours lecture; one hour lab
Modern athletic training principles. Procedures/techniques for prevention, recognition, treatment, rehabilitation of athletic injuries. Additional one-half unit may be earned by working twenty-four hours at MPC Training Room/sports events.
Credit transferable: CSU, UC

PHED 42 ATHLETIC TRAINING FIELD EXPERIENCE

1-3 units • LG-C/NC • Three hours activity per week for each unit of credit
Practical application of athletic training skills in training room and at athletic events. Research projects and skill practicums. May be taken four times for credit.
Prerequisite or Co-requisite: PHED 41
Credit transferable: CSU

PHED 50 ORIENTATION FOR ATHLETES

3 units • LG-C/NC • Three hours lecture
REQUIRED FOR ALL FIRST-SEMESTER ATHLETES
Orientation class to help student athletes set educational and career goals, develop study skills, learn about job acquiring skills and college resources.
Advisory: Eligibility for ENGL 111 or ENSL 10
Credit transferable: CSU
General Ed. Credit: MPC, Area E

PHED 53 PSYCHOLOGY OF WINNING

2 units • LG-C/NC • Two hours lecture
Development of the mental aspects of sports to increase competitiveness and enjoyment.
Credit transferable: CSU

PHED 59 INTRODUCTION TO MARTIAL ARTS

1 unit • LG-C/NC • Two hours activity
This course provides an overview of the field of martial arts, its history and development from Asia to the West, with experience in applying basic skills in a non-competitive format. May be taken four times for credit.
Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55
Credit transferable: CSU
General Ed. Credit: MPC, Area E

PHED 60 SELF-DEFENSE AND EMPOWERMENT FOR WOMEN

2 units • LG-C/NC • Total hours: Sixteen hours lecture; thirty-two hours activity
Lecture and discussion covering communication skills, assertiveness and boundaries. A full-contact self-defense course against a padded, mock assailant emphasizing de-escalation. May be taken two times for credit.
Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PHED 61 ELEMENTS OF FOOTBALL

1 unit • LG-C/NC • Two hours lecture-lab
Football offensive and defensive strategies and rules of the game. May be taken two times for credit.
Credit transferable: CSU, UC

PHED 92 TEACHING AIDE - PHYSICAL EDUCATION

1-3 units • LG-C/NC • Two hours activity per week for each unit of credit
Designed for those students who have been very successful in an activity and who wish to serve as teaching aides for other students. May be taken four times for credit.
Enrollment Limitation: Completion of the Teaching Aide agreement must be filed with the supervising instructor and division chairperson prior to the fourth week of instruction.
Credit transferable: CSU

PHED 93.1 PRACTICUM: FENCING

1 unit • LG-C/NC • Two hours activity
Supervised study of more advanced skill techniques in fencing. May be taken four times for credit.
Prerequisite: PHED 1B
Credit transferable: CSU

PHED 93.2 PRACTICUM: GOLF

1-1.5 units • LG-C/NC • Two hours activity per week for each unit of credit
Supervised study of more advanced skill techniques in golf. May be taken four times for credit.
Prerequisite: PHED 2C
Credit transferable: CSU

PHED 93.3 PRACTICUM: TENNIS

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit
Supervised study of more advanced skill techniques in tennis. May be taken four times for credit.
Prerequisite: PHED 5C
Credit transferable: CSU

PHED 93.4 PRACTICUM: VOLLEYBALL

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit
Supervised study of more advanced skill techniques in volleyball. May be taken four times for credit.
Prerequisite: PHED 15C
Credit transferable: CSU

PHED 154 INTRODUCTION TO THE GOLF INDUSTRY

3 units • LG-C/NC • Three hours lecture
Study of current golf course operations including public, private, resort, city-owned, military and association-owned golf courses. Topics include revenue generating techniques, customer relations, conducting golf events and models of instruction.

PHED 157 METHODS OF TEACHING GOLF

3 units • LG-C/NC • Two hours lecture; three hours lab
Golf instruction theories and practice.
Course advisory: PHED 2A

PHED 370 FOUNDATIONS OF VOLLEYBALL

.5-1.5 units • C/NC • Five hours per week
Foundations of activities designed to develop skills in various offensive and defensive techniques are developed. Rules and team strategies are included. Combinations of PHED 15A, 15B, 15C and 370 may be taken four times for credit.

PHYSICAL FITNESS

PFIT8 AEROBIC CONDITIONING

1-1.5 units • LG-C/NC • Three hours activity per week for each unit of credit

A course designed to focus specifically on the physiological principles of aerobic conditioning, instruction is provided in physical adaptations to exercise, program design and application and evaluation through testing and behavior modification. Activities performed will be designed to accommodate individual students and their goals. Requires pre- and post-fitness assessment. May be taken four times for credit.

Credit transferable: CSU
General Ed. Credit: MPC, Area E

PFIT9 PERSONAL FITNESS

1 unit • LG-C/NC • Three hours activity

This course provides activities and information designed to increase the individual fitness level of students. It includes running, resistance and flexibility exercises, weight training, nutrition, and individualized fitness programs. Four hours by arrangement are required for pre- and post-fitness assessment. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PFIT10 WEIGHT TRAINING

.5-2.5 units • LG-C/NC • Three hours activity per week for each unit of credit

Weight training exercises and routines for developing and maintaining muscular tone, strength, and endurance. Requires four hours by arrangement for pre- and post-fitness assessment. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PFIT15 CORE MATWORK

.5-1 unit • LG-C/NC • Three hours activity per week for each unit of credit

Students are introduced to body conditioning based on the method of Joseph Pilates. Designed for varying fitness levels and abilities, this is a unique system of strengthening and stretching exercises which tone muscles, provide flexibility and balance, improve posture, and promote stress reduction and unity of body and mind. May be taken four times for credit.

Credit transferable: CSU
General Ed. Credit: MPC, Area E

PFIT16 T'AI CHI

.5-1 unit • LG-C/NC • Three hours activity per week for each unit of credit

T'ai chi is a series of slow, gentle movements to promote a deeper relationship to the body which increases health, strength and flexibility if practiced regularly. Class will include exercises for relaxation, deep breathing and centering. May be taken four times for credit.

Credit transferable: CSU
General Ed. Credit: MPC, Area E

PFIT17 YOGA

.5-1 unit • LG-C/NC • Three hours activity per week for each unit of credit

An introduction to the principles and practice of yoga. Through the practice of poses and breathing techniques, students will relieve stress, promote relaxation and increase flexibility and strength. May be taken four times for credit.

Credit transferable: CSU
General Ed. Credit: MPC, Area E

PFIT18A DANCE AEROBICS I

.5-2.5 units • LG-C/NC • Two hours activity per week for each unit of credit

Aerobic exercises and dance routines to music. Designed to strengthen and tone the body, assist in weight loss, and increase endurance. Requires four hours by arrangement for pre- and post-fitness assessment. Combinations of PFIT 18A and 18B may be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PFIT18B DANCE AEROBICS II

.5-1.5 units • LG-C/NC • Two hours activity per week for each unit of credit

Continuation of PFIT 18A. Intermediate level. Combinations of PFIT 18A and 18B may be taken four times for credit.

PFIT20 CIRCUIT TRAINING

1 unit • LG-C/NC • Three hours activity

This course provides weight training for strength and endurance alternating with cardiovascular/aerobic workouts. Four hours by arrangement are required for pre- and post-fitness training. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PFIT21 FLEXIBILITY AND RELAXATION TECHNIQUES

1 unit • LG-C/NC • One-half hour lecture; one and one-half hours activity

Movement principles related to flexibility and stretching exercises. Discussion of psychological and physiological causes of tension and stress. Techniques for relaxing more easily and reducing stress. May be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PFIT22A FITNESS THROUGH SWIMMING I

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Designed to improve the level of physical fitness of students by guiding them individually through a progressive conditioning program in swimming. Requires four hours by arrangement for pre- and post-fitness assessment. Combinations of PFIT 22A and 22B may be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PFIT22B FITNESS THROUGH SWIMMING II

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

For the exceptional swimmer wishing to maintain a high level of fitness through an accelerated program. Requires four hours by arrangement for pre- and post-fitness assessment. It is recommended that students take PFIT 22A or have intermediate swimming skills before enrolling. Combinations of PFIT 22A and 22B may be taken four times for credit.

Credit transferable: CSU, UC
General Ed. Credit: MPC, Area E

PFIT30 INTRODUCTION TO TRIATHLON TRAINING

2 units • LG-C/NC • One hour lecture; three hours activity per week
Students will learn to design and implement personal training programs for triathlon events, developing skills in open water swimming, cycling, and running. Emphasis on combining these skills for effective triathlon competition. Basic swimming skills are strongly recommended. Requires four hours by arrangement for pre- and post-fitness assessment. May be taken four times for credit.

Credit transferable: CSU

General Ed. Credit: MPC, Area E

PFIT50 INDEPENDENT FITNESS PROGRAM

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

A total personal fitness program including a complete Physical Fitness Profile, education lecture modules on fitness and exercise, an individualized exercise program, and personal counseling. May be taken four times for credit.

Credit transferable: CSU

PFIT51 LIFETIME FITNESS AND WELLNESS STRATEGIES

2 units • LG-C/NC • Two hours lecture

The class addresses lifetime wellness, considering psychological, social and physiological factors. Students will assess current lifestyle patterns in the areas of physical fitness, health risks, nutrition and stress management. They will develop reasonable, specific and measurable goals for behavioral change as part of a wellness/lifestyle plan. To satisfy CSU Area E, must complete one unit from following: PFIT 10, 18A, 21, 22A, 50, or LNSK 9, 11, 13, 17. Also offered online.

Credit transferable: CSU, UC

PFIT60 FITNESS EXERCISE PHYSIOLOGY

1 unit • LG-C/NC • One hour lecture

Prepares the potential fitness instructor with basic information about the bioenergetics of exercise, the neuromuscular system, the cardiovascular-respiratory systems, response and benefits of aerobic exercise and environmental considerations while exercising.

Credit transferable: CSU

PFIT63 FITNESS ANATOMY AND KINESIOLOGY

1.5 units • LG-C/NC • One hour lecture; one hour activity

Overview of musculo-skeletal system, cardio-vascular, pulmonary and nervous systems and their relationship to exercise.

Credit transferable: CSU

PFIT82 THERAPEUTIC MASSAGE I

4 units • LG-C/NC • Two hours lecture; six hours activity

Training and practical experience in basic massage techniques. Ethics, benefits/contraindications, evaluation skills, anatomy and physiology. Includes an introduction to techniques such as sports massage, seated massage, shiatsu/acupressure and trigger point massage. Massage Practitioner certificate granted upon successful completion of PFIT 82, PFIT 63 and 50 intern hours.

Credit transferable: CSU

PFIT83 THERAPEUTIC MASSAGE II

4 units • LG-C/NC • Two hours lecture; six hours activity

Supplementary massage techniques, anatomy and physiology, special populations, wellness models and career development. It is recommended that students take PFIT 63 and PFIT 82, or have basic massage skills and anatomical knowledge before enrolling.

Credit Transferable: CSU

PFIT84 SPORTS MASSAGE

2 units • LG-C/NC • One hour lecture; three hours lab

Evaluation and management of athletic problems/injuries through practical application of sports massage techniques. May be taken two times for credit.

Prerequisite: PFIT 82

Credit transferable: CSU

PFIT85 CLINICAL MASSAGE

2 units • LG-C/NC • One hour lecture; three hours lab

Evaluation and management of myofascial pain and dysfunction and other soft tissue injuries. May be taken two times for credit.

Prerequisite: PFIT 83

Credit transferable: CSU

PFIT92 TEACHING AIDE - PHYSICAL FITNESS

1-3 units • LG-C/NC • Two hours activity per week for each unit of credit

Designed for those students who have been very successful in an activity and who wish to serve as teaching aides for other students. May be taken four times for credit.

Enrollment Limitation: Division Approval. Agreements must be filed with the supervising instructor and division chairperson prior to the fourth week of instruction

Credit transferable: CSU

PFIT93.1 PRACTICUM: DANCE AEROBICS

.5-2.5 units • LG-C/NC • Two hours activity per week for each unit of credit

Supervised study of more advanced skill techniques in dance aerobics. May be taken four times for credit.

Prerequisite: PFIT 18A

Credit transferable: CSU

PFIT93.2 PRACTICUM: FITNESS FOR SWIMMING

.5-2 units • LG-C/NC • Two hours activity per week for each unit of credit

Supervised study of more advanced skill techniques in fitness through swimming. May be taken four times for credit.

Prerequisite: PFIT 22B

Credit transferable: CSU

PFIT93.3 PRACTICUM: PERSONAL FITNESS

.5-3 units • LG-C/NC • Two hours activity per week for each unit of credit

Supervised study of more advanced skill techniques in personal fitness. May be taken four times for credit.

Prerequisite: PFIT 9

Credit transferable: CSU

PFIT93.4 PRACTICUM: WEIGHT TRAINING

.5-2.5 units • LG-C/NC • Two hours activity per week for each unit of credit

Supervised study of more advanced skill techniques in weight training. May be taken four times for credit.

Prerequisite: PFIT 10

Credit transferable: CSU

PFIT 180 MASSAGE THERAPY SKILLS SLAB

.5-4 units • C/NC • Three hours laboratory activity per week for each unit of credit

Provides the opportunity to apply and refine previously acquired massage therapy skills in a supervised setting. May be taken for a maximum of four units.

Prerequisite or Co-requisite: PFIT 82

PFIT 400 FITNESS ASSESSMENT LAB

0 units • NC • Laboratory activities

Assessment of current physical condition including aerobic capacity, muscular strength, muscular endurance, flexibility and body composition. Mid-semester and end-of-semester follow-up.

PHYSICS

PHYS 2A GENERAL PHYSICS I

4 units • LG • Three hours lecture; three hours lab; one hour problem
Basic mechanics, wave motion, fluids and thermodynamics. (CAN PHYS 2)

Advisory: Concurrent enrollment in MATH 18 or 20A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

PHYS 2B GENERAL PHYSICS II

4 units • LG • Three hours lecture; three hours lab; one hour problem
Electricity and magnetism, optics, relativity, and atomic and nuclear physics. (CAN PHYS 4)

Prerequisite: PHYS 2A

Credit transferable: CSU, UC

PHYS 3A SCIENCE AND ENGINEERING PHYSICS I

4 units • LG • Three hours lecture; three hours lab; one hour problem
Topics in mechanics, including kinematics, Newton's laws, gravitation, work, energy, momentum, rotation, oscillations, static equilibrium, and fluids. (Physics 3A, 3B and 3C equal CAN PHYS SEQ B)

Prerequisite: MATH 20A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

PHYS 3B SCIENCE AND ENGINEERING PHYSICS II

4 units • LG • Three hours lecture; three hours lab; one hour problem
Topics in electricity and magnetism and an introduction to relativity. (Physics 3A, 3B and 3C equal CAN PHYS SEQ B)

Prerequisite: PHYS 3A

Co-requisite: MATH 20C

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

PHYS 3C SCIENCE AND ENGINEERING PHYSICS III

4 units • LG • Three hours lecture; three hours lab; one hour problem
Topics in heat, light, waves and introductory quantum theory. (Physics 3A, 3B and 3C equal CAN PHYS SEQ B)

Prerequisite: PHYS 3A

Credit transferable: CSU, UC

PHYS 10 INTRODUCTION TO PHYSICS

4 units • LG-C/NC • Three hours lecture; three hours lab

A non-mathematical conceptual course for the non-science major. Evolution of physical concepts and their importance and application in the modern world.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

PHYSIOLOGY

PHSO 1 HUMAN PHYSIOLOGY

3 units • LG • Three hours lecture

Fundamental processes of life and their integration for the living human organism. Cellular metabolism, homeostatic mechanisms, and coordinating factors. Appropriate for majors in nursing, physical therapy, dental hygiene, physical education, occupational therapy and related fields. (PHSO 1 and 2 equal CAN BIOL 12)

Prerequisites: ANAT 1 and 2; CHEM 30A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2; IGETC, Area 5B; MPC, Area B

PHSO 2 GENERAL PHYSIOLOGY LABORATORY

2 units • LG • Six hours lab

Measurement and analysis of physiological phenomena. Appropriate for majors in nursing, physical therapy, dental hygiene, physical education, occupational therapy and related fields. (PHSO 1 and 2 equal CAN BIOL 12)

Prerequisite or Co-requisite: PHSO 1

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area B2, B3; IGETC, Area 5B; MPC, Area B

POLITICAL SCIENCE

POLS 1 AMERICAN GOVERNMENT & POLITICS

3 units • LG-C/NC • Three hours lecture

Concepts, issues, and problems associated with politics and governing at the national, state, and local levels. Satisfies CSU American Institutions requirement. (CAN GOVT 2)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D8; IGETC, Area 4; MPC, Area D

POLS 2 COMPARATIVE GOVERNMENT

3 units • LG-C/NC • Three hours lecture

Comparative analysis of selected Western and non-Western political systems. Power structures, public policies, and citizen participation in Europe, South America, Africa, and Asia emphasized.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D8; IGETC, Area 4; MPC, Area D

POLS 3 POLITICAL THEORY AND ANALYSIS

3 units • LG-C/NC • Three hours lecture

Concepts and theories of selected political thinkers used to explicate main issues and problems of political life. Scope of political inquiry, and related analytic and research methods.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D8; IGETC, Area 4; MPC, Area D

POLS 4 INTERNATIONAL RELATIONS

3 units • LG-C/NC • Three hours lecture

Issues, strategies, and theories pertinent to nation-states and other key factors in world politics. U.S. national security interests in the formulation and conduct of American foreign policy.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D8; IGETC, Area 4; MPC, Area D

POLS5 POLITICS OF THE DEVELOPING COUNTRIES

3 units • LG-C/NC • Three hours lecture

This course surveys the government and politics of developing nations. Problems and issues facing developing countries in their search for appropriate strategies and models of development are also examined. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D8; IGETC, Area 4; MPC, Area D

POLS6 ASIAN POWERS: CHINA AND JAPAN

3 units • LG-C/NC • Three hours lecture

This course is a comparison of political development of China and Japan. The impact of modernization on social, economic, and political life from early 1800's to the present is studied, including contemporary issues and problems.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D8; MPC, Area D

POLS8 COMMUNIST AND POST-COMMUNIST SOCIETIES

3 units • LG-C/NC • Three hours lecture

This course focuses on the principles of the theory of communism, its historical application in the Soviet Union and in the world Communist system on national and international levels; systemic crises and need for reforms; dynamics of the collapse of communism; and the new post-communist societies: dynamics of developments and perspectives. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D8; IGETC, Area 4; MPC, Area D

POLS10 WOMEN IN AMERICAN GOVERNMENT

3 units • LG-C/NC • Three hours lecture

Roles and influence of women in contemporary American politics, including current campaigns and future strategies. Legal and civil rights of women in areas of employment, credit, criminal law, and public participation. Satisfies CSU American Institutions requirement. Also offered as Women's Studies 10; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D4, D8; IGETC, Area 4, 7A; MPC, Area D

POLS16 AFRICAN-AMERICANS IN AMERICAN GOVERNMENT

3 units • LG-C/NC • Three hours lecture

Functions and organizations of American government, current problems and policies in historical perspective, with emphasis on civil rights. Stresses the participation and contributions of African-Americans. Satisfies the CSU American Institutions requirement. Also offered as Ethnic Studies 16; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D3, D4; IGETC, Area 4; MPC, Area D

POLS49 INTRODUCTION TO SOCIAL SCIENCE RESEARCH METHODOLOGY

4 units • LG-C/NC • Three hours lecture; three hours lab

For course description see Social Science 49. Also offered as Anthropology 49, Economics 49, History 49, Psychology 49, Social Science 49, and Sociology 49; credit may be earned only once.

Prerequisites: Completion of any first semester Social Science course and MATH 263 or equivalent

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

PSYCHOLOGY

PSYC1 GENERAL PSYCHOLOGY

3 units • LG-C/NC • Three hours lecture

Provides a scientific understanding of the principles of general psychology. Special attention given to the topics of scientific methodology, growth and development, social influences on behavior, intelligence, motivation, emotion, learning, perception, conflicts and mental health. (CAN PSY 2)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D9, E; IGETC, Area 4; MPC, Area D

PSYC3 INTRODUCTION TO SOCIAL PSYCHOLOGY

3 units • LG-C/NC • Three hours lecture

Examines contemporary research and theory on the social influences of personality, attitudes, beliefs and social interaction. Topical issues range from alienation, aggression, prejudice, and obedience to attitude change, cooperation, conformity and attraction. Also offered as Sociology 3; credit may be earned only once.

Advisories: PSYC 1 and/or SOCI 1; eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D9; IGETC, Area 4; MPC, Area D

PSYC6 PSYCHOLOGY OF WOMEN

3 units • LG-C/NC • Three hours lecture

The developmental process of women; societal and biological factors that influence behavior and self-image. Explores ways to promote development of women's full potential and optimum mental health. Also offered as Women's Studies 6; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D4, D9, E; IGETC, Area 4; MPC, Area D

PSYC25 CHILD AND ADULT DEVELOPMENT

3 units • LG-C/NC • Three hours lecture

Introduction to theories and principles of developmental psychology correlating physical and emotional development from birth through adulthood. Effects of developmental patterns on physical, social and psychological growth. Also offered in the Living Room Series and/or online.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D9; IGETC, Area 4; MPC, Area D

PSYC33 PSYCHOLOGY OF ADJUSTMENT

3 units • LG-C/NC • Three hours lecture

This course is an introduction to the development of human potential, adjustment, mental health, and social problems. Strategies useful in resolving emotional/thinking difficulties will be examined.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU

General Ed. Credit: CSU, Area D9; MPC, Area D

PSYC35 INTRODUCTION TO ABNORMAL PSYCHOLOGY

3 units • LG-C/NC • Three hours lecture

Introduction to the symptoms, diagnosis, etiology, and treatment of abnormal behavior. Emphasis will be on the major diagnostic categories described in the DSM-IV.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: IGETC, Area 4; MPC, Area D

PSYC38 BIOLOGICAL PSYCHOLOGY

3 units • LG-C/NC • Three hours lecture

For course description see Biology 38. Also offered as Biology 38; credit may be earned only once.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D9, E; MPC, Area D

PSYC40 HUMAN SEXUALITY

3 units • LG-C/NC • Three hours lecture

Physiological, psychological, social, and emotional aspects of sex. Aesthetic and ethical issues. Review of major statistical studies. Provider approved by the California Board of Registered Nursing, Provider Number 00184 for 45 contact hours.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D9, E; IGETC, Area 4; MPC, Area D

PSYC49 INTRODUCTION TO SOCIAL SCIENCE RESEARCH METHODOLOGY

4 units • LG-C/NC • Three hours lecture; three hours lab

For course description see Social Science 49. Also offered as Anthropology 49, Economics 49, History 49, Political Science 49, Social Science 49, and Sociology 49; credit may be earned only once.

Prerequisites: Completion of any first semester Social Science course and MATH 263 or equivalent

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

PSYC50 HEALTH PSYCHOLOGY

3 units • LG-C/NC • Three hours lecture

This course examines the psychological aspects of health, illness and healing. Topics include stress and coping, personality and health, importance of intimate and loving relationships in creating a healthy mind and body.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

PSYC57 ADULT DEVELOPMENT AND AGING

3 units • LG-C/NC • Three hours lecture

Students are introduced to concepts and theories of adulthood and aging, including health, memory, information processing, relationships, work, and death. The course covers concepts of successful aging and provides various activities designed to expose students to the processes of aging from an experiential perspective. Also offered online.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

PSYC60 EFFECTIVE PARENTING

3 units • LG-C/NC • Three hours lecture

For course description see Sociology 60. Also offered as Child Development 60 and Sociology 60; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: CSU, Area E; MPC, Area D

REALESTATE**REAL50 PRINCIPLES OF REAL ESTATE**

3 units • LG • Three hours lecture

An overview of principles, definitions and problem solving in field of real estate in California. Provides consumer information. Meets qualification requirement for California State Real Estate License Examinations. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

REAL51 REAL ESTATE PRACTICE

3 units • LG-C/NC • Three hours lecture

Day-to-day operations in real estate brokerage. Listing procedures, effective advertising, sales techniques, financing, appraising, property management, leasing. Meets qualification requirement for California State Real Estate License Examinations. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

REAL52 LEGAL ASPECTS OF REAL ESTATE

3 units • LG-C/NC • Three hours lecture

California real estate law: ownership, use and transferability of real estate. Meets qualification requirement for California State Real Estate License Examinations. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

REAL53 REAL ESTATE FINANCE

3 units • LG-C/NC • Three hours lecture

Principles and practices basic to understanding importance of financing to real estate industry. Explores financing process. Includes finance calculations, appraisal, instruments, lenders, construction and residential lending, and investment financing. Meets qualifications for California State Real Estate License Examinations. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

REAL54 REAL ESTATE ECONOMICS

3 units • LG-C/NC • Three hours lecture

Economics of land use. Background to operating procedures and techniques in the real estate industry. Meets qualification requirements for California Real Estate License Examination. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

REAL57A REAL ESTATE APPRAISAL I

3 units • LG-C/NC • Three hours lecture

Appraisal of residential property. Introduction to investment valuation. Partially meets qualification requirement for California State Real Estate and Appraisal License Examinations.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

RUSSIAN

See FOREIGN LANGUAGES.

SAILING AND NAVIGATION

NSCI 5 BASIC SAILING

1.5 unit • LG-C/NC • Total hours: Twenty-four hours lecture
Students learn about sailing under ocean conditions, departing and returning to dock, operating an outboard motor and maneuvering the boat under sail and power.

Credit Transferable: CSU
General Ed. Credit: MPC, Area E

NSCI 6 CRUISING

1.5 units • LG-C/NC • Total hours: Twenty-four hours lecture
A continuation of Basic Sailing (NSCI 5) with emphasis on tactics when operating larger boats.

Prerequisite: NSCI 5
Credit Transferable: CSU

NSCI 7 RACING

1.5 units • LG-C/NC • Total hours: Twenty-four hours lecture
A continuation of sailing program with emphasis on racing.

Prerequisite: NSCI 5
Credit transferable: CSU

NSCI 50 INTRODUCTION TO COASTAL NAVIGATION

1.5 unit • LG-C/NC • Total hours: Thirty-two hours lab
Boating safety, legal requirements, rules of the road, nautical charts, aids to navigation, dead reckoning, bearing lines and fixes, plotting lines of position and course lines.

Credit transferable: CSU
General Ed. Credit: MPC, Area E

SIGN LANGUAGE

See American Sign Language under FOREIGN LANGUAGES.

SOCIAL SCIENCE

SSCI 10 CRITICAL THINKING ABOUT SOCIAL & CULTURAL ISSUES

3 units • LG-C/NC • Three hours lecture
Critical examination of the process of evaluating arguments about current political, economic, and social issues from the perspective of logic, the structure of language, scientific method and prevailing theoretical models in the social sciences. Writing requirement: 8,000 words.

Prerequisite: ENGL 1A
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area A3

SSCI 49 INTRODUCTION TO SOCIAL SCIENCE RESEARCH METHODOLOGY

4 units • LG-C/NC • Three hours lecture; three hours lab
Methods of qualitative and quantitative analysis in Social Sciences. Computer applications. Research design: sampling, measurement, data collection, processing. Recommended for Social Science Majors. Also offered as Anthropology 49, Economics 49, History 49, Political Science 49, Psychology 49, and Sociology 49; credit may be earned only once.

Prerequisites: Completion of any first semester Social Science course and MATH 263 or equivalent
Advisory: Eligibility for ENGL 111 or ENSL 10
Credit transferable: CSU, UC

SSCI 50 INTRODUCTION TO SOCIAL SCIENCE

3 units • LG-C/NC • Three hours lecture
An introduction to the key concepts, principles, and ways of looking at the world found in the social sciences. Focus on student life experience as it relates to issues of culture, class and gender.

Advisory: Eligibility for ENGL 111 or ENSL 10
Credit transferable: CSU
General Ed. Credit: CSU, Area D10; MPC, Area D

SOCIOLOGY

SOCI 1 HUMANITY AND SOCIETY

3 units • LG-C/NC • Three hours lecture; one hour lab
An orientation to the nature and scope of sociology: basic concepts, theoretical orientations, and the basic fields of sociology. Also offered in the Living Room Series. (CAN SOC 2)

Advisory: Eligibility for ENGL 111 or ENSL 10
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area D10; IGETC, Area 4; MPC, Area D

SOCI 2 CONTEMPORARY SOCIAL PROBLEMS

3 units • LG-C/NC • Three hours lecture
Application of sociological principles to identification and analysis of selected social problems in contemporary American society. Also offered in the Living Room Series. (CAN SOC 4)

Advisory: Eligibility for ENGL 111 or ENSL 10
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area D10; IGETC, Area 4; MPC, Area D

SOCI 3 INTRODUCTION TO SOCIAL PSYCHOLOGY

3 units • LG-C/NC • Three hours lecture
For course description see Psychology 3. Also offered as Psychology 3; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10
Course advisory: PSYC 1 and/or SOCI 1
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area D10; MPC, Area D

SOCI 8 WOMEN AND MEN IN CONTEMPORARY SOCIETY

3 units • LG-C/NC • Three hours lecture
Social definitions of femaleness and maleness. Impact of sex role socialization on society and the individual, with emphasis on the lives of women. Alternative patterns of development, new opportunities, future roles. Also offered as Women's Studies 8; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10
Credit transferable: CSU, UC
General Ed. Credit: CSU, Area D4, D10; IGETC, Area 4; MPC, Area D

SOCI40 MARRIAGE AND FAMILY LIFE

3 units • LG-C/NC • Three hours lecture

A sociological examination of family and marriage processes, to include dating, courtship, marriage and marital roles, communication, sexuality, reproduction, parenting, marital dissolution and remarriage as areas of contemporary family life. Sociological methodology and research applied to investigation and understanding of modern family life. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D10, E; IGETC, Area 4; MPC, Area D

SOCI49 INTRODUCTION TO SOCIAL SCIENCE RESEARCH METHODOLOGY

4 units • LG-C/NC • Three hours lecture; three hours lab

For course description see Social Science 49. Recommended for Social Science majors. Also offered as Anthropology 49, Economics 49, History 49, Political Science 49, Psychology 49, and Social Sciences 49; credit may be earned only once.

Prerequisites: Completion of any first semester Social Science course and MATH 263 or equivalent

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

SOCI60 EFFECTIVE PARENTING

3 units • LG-C/NC • Three hours lecture

Explores a range of parenting approaches for interacting effectively with children. Adult/parent and child developmental and behavioral issues. Application of techniques for developing trust, communication, capability and self-esteem. Also offered as Child Development 60 and Psychology 60; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: CSU, Area E; MPC, Area D

SPANISH

See **FOREIGN LANGUAGES**.

SPEECH

SPCH 1 INTRODUCTION TO PUBLIC SPEAKING

3 units • LG-C/NC • Three hours lecture

Organization and oral presentation of ideas and the development of skills in effective methods of delivery. Develops ability to communicate ideas with confidence and poise. Recommended for students in business, education, law, government, politics, sales, and the many other fields requiring speeches. (CAN SPCH 4)

Prerequisite: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area A1; IGETC, Area 1C; MPC, Area A2

SPCH 2 SMALL GROUP COMMUNICATION

3 units • LG-C/NC • Three hours lecture

Explores through theory and practice the ways people communicate in learning and problem-solving discussions. Will consider how and why groups form, managing conflict, and developing leadership skills.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area A1; IGETC, Area 1C; MPC, Area A2

SPCH 3 INTERPERSONAL COMMUNICATION

3 units • LG-C/NC • Three hours lecture

Designed to increase communication knowledge and skills relevant to interpersonal relationships. Topics: self-concept, perception, listening, managing emotions, and conflict resolution.

Advisory: Eligibility for ENGL 1A

Credit Transferable: CSU

General Ed. Credit: CSU, Area A1; MPC, Area A2

SPCH 4 INTERCULTURAL COMMUNICATION

3 units • LG-C/NC • Three hours lecture

Explores the dynamics of communication as it applies to the American culture, subcultures, and various international cultures. Emphasis on direct experience and the development of skills in intercultural interactions.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D3; IGETC, Area 4; MPC, Area C, F

SPCH 6 ARGUMENTATION

3 units • LG-C/NC • Three hours lecture

This course focuses on the fundamentals of argumentation and debate. Students will consider how to explore a problem, select evidence, build both an affirmative and negative case, demonstrate an understanding of refutation principles, and speak effectively before an informed audience.

Course Advisory: SPCH 1

Credit transferable: CSU, UC

SPCH50 FORENSICS

3 units • LG-C/NC • Two hours lecture; three hours lab

This course will help students develop skills for competition in intercollegiate speech and debate. It includes training in argumentation, parliamentary debate, extemporaneous and impromptu speaking. It also provides training and practice for prepared events such as informative, persuasive, and interpretative speaking. Since parliamentary debate and extemporaneous speaking at competitions focus on current political events, it is strongly recommended that students have some background in current events and/or speech before enrolling in this course. May be taken four times for credit.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

SPCH54 LEADERSHIP

3 units • LG-C/NC • Three hours lecture

This course is designed to assist students interested in developing or improving communication skills relevant to leadership. Theories of leadership will be investigated, and students will learn how to apply both knowledge and skills to diverse small group and public speaking situations. Students will have the opportunity to apply the knowledge gained outside of class. Campus and/or community involvement is a required element of this course.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU

General Ed. Credit: CSU, Area A1

SPCH61 SPEAKER'S BUREAU

1 unit • LG-C/NC • One hour lecture

Students wishing to further their public speaking skills will prepare and deliver speeches to campus and community groups.

Prerequisite: SPCH 1

Credit transferable: CSU

SPECIAL EDUCATION

See ***LEARNINGSKILLS***.

STUDY SKILLS DEVELOPMENT

SSKD 300 ORIENTATION TO COLLEGE/CAREER PLANNING

1-2 units • C/NC • One hour lecture per week for each unit of credit
College policies, procedures, services, curriculum. Selection of appropriate major. Designed for EOPS and/or TRIO student. May be taken two times for credit.

SSKD 305 APPLIED STUDY SKILLS

1-3 units • C/NC • One hour lecture per week for each unit of credit
Study techniques to meet the demands of college course work. Designed for EOPS and/or TRIO student. May be taken two times for credit.

SSKD 310 COMMUNICATION IN COLLEGE

1-4 units • C/NC • Combination of one hour lecture per week for each unit of credit; three hours lab per week for each unit of credit
Reading, writing, listening, speaking (techniques of expression) as they relate to successful participation in college. Also offered as Women's Studies 310; credit may be earned only once. Designed for EOPS and/or TRIO student.

SSKD 320 MATHEMATICS SKILLS

1-4 units • C/NC • Combination of one hour lecture per week for each unit of credit; three hours lab per week for each unit of credit
Addition, subtraction, multiplication, division of whole numbers, fractions, decimals and percentages. Working with word problems. Designed for EOPS and/or TRIO student. May be taken two times for credit.

SSKD 330 BASIC SKILLS FOR SCIENCE

1-4 units • C/NC • Combination of one hour lecture per week for each unit of credit; three hours lab per week for each unit of credit
Preparation for all sciences; scientific method, terminology, and survey of course contents. Designed for EOPS and/or TRIO student. May be taken two times for credit.

SSKD 340 MATHEMATICS STUDY SKILLS I

1-3 units • C/NC • Combination of one hour lecture per week for each unit of credit; three hours lab per week for each unit of credit
Pre-algebra math topics for orderly and confidence-building transition from basic arithmetic to elementary algebra. Designed for EOPS and/or TRIO student. May be taken two times for credit.

TRAVEL STUDY

ANY DISCIPLINE 99 TRAVEL STUDY

1-18 units • LG-C/NC • Varies depending on the Travel Study trip: class based on 16 hours lecture and 48 hours lab for one unit of credit
Travel Study is designed to give students the opportunity to explore cultures and societies in other parts of the country and world. Interacting with people in the areas studied, students gain cultural knowledge and learn about the geography and the social, political, economic and environmental conditions of the area. In the process, students develop empathy for other cultures as they compare societies. May be taken four times for credit provided there is a change in the area studied.

WOMEN'S STUDIES

WOMN 1 INTRODUCTION TO WOMEN'S STUDIES

3 units • LG-C/NC • Three hours lecture

A multidisciplinary introduction to the purpose and subject matter of Women's Studies. Perspectives on many social issues affecting women. Also offered as Humanities 1; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C

WOMN 1B LITERATURE/COMPOSITION

3 units • LG-C/NC • Three hours lecture

Assumes student proficiency in English Composition. Students read, discuss, and write analytically about literary works. WRITING REQUIREMENT: Minimum of 8,000 words, plus journal writing. Also offered as English 1B; credit may be earned only once.

Prerequisite: ENGL 1A

Course advisory: LIBR 50 (may be taken concurrently)

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3B; MPC, Area C

WOMN 4 IMAGES OF WOMEN IN WESTERN CULTURE

3 units • LG-C/NC • Three hours lecture

Examines women in the visual arts in Western culture, emphasizing American culture over the past three hundred years. Describes the visual arts made by women and the relationship of women artists to society. Also offered as Art 4 and Humanities 4; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1, C2; IGETC, Area 3A, 3B; MPC, Area C

WOMN 6 PSYCHOLOGY OF WOMEN

3 units • LG-C/NC • Three hours lecture

The developmental process of women; societal and biological factors that influence behavior and self-image. Explores ways to promote development of women's full potential and optimum mental health. Also offered as Psychology 6; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D3, D9, E; IGETC, Area 4; MPC, Area D

WOMN 7 WOMEN'S HEALTH ISSUES

3 units • LG-C/NC • Three hours lecture

Specific women's health concerns, including reproductive health, birth control and birthing, female anatomy and physiology, preventive medicine, and making alternative medicine choices. Also offered as Health 7; credit may be earned only once.

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area E; MPC, Area E

WOMN 8 WOMEN AND MEN IN CONTEMPORARY SOCIETY

3 units • LG-C/NC • Three hours lecture

Social definitions of femaleness and maleness. Impact of sex role socialization on society and the individual, with emphasis on the lives of women. Alternative patterns of development, new opportunities, future roles. Also offered as Sociology 8; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D3, D10; IGETC, Area 4; MPC, Area D

WOMN 10 WOMEN IN AMERICAN GOVERNMENT

3 units • LG-C/NC • Three hours lecture

Roles and influence of women in contemporary American politics, including current campaigns and future strategies. Legal and civil rights of women in areas of employment, credit, criminal law, and public participation. Satisfies CSU American Institutions requirement. Also offered as Political Science 10; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D4, D8, E; IGETC, Area 4, 7A; MPC, Area D

WOMN 12 WOMEN IN AMERICAN HISTORY

3 units • LG-C/NC • Three hours lecture

Native American, African-American, Asian-American, Chicana, and immigrant women heroines and "ordinary" women who have shaped American culture. Satisfies the CSU American History requirement. Also offered as History 12; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Areas D4, D6; IGETC, Area 3B, 4, 7B; MPC, Area D, F

WOMN 13 WOMEN IN HISTORY

3 units • LG-C/NC • Three hours lecture

Women's public and private contributions to history, beginning with the proto-literate worship of the Mother Goddess, moving through the ancient Near East, Greece, Rome, Medieval and Renaissance Europe, and the industrial era in the U.S. Also offered as History 13; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Areas D4, D6, E; IGETC, Areas 3B, 4; MPC, Area D

WOMN 30 WOMEN IN CROSS CULTURAL PERSPECTIVE

3 units • LG-C/NC • Three hours lecture

The female experience in Africa, Asia, the Mid-East, and Latin America, focusing on the ways in which women work for freedom and justice. Class interest determines the geographical areas to be stressed. Also offered as Anthropology 30 and Ethnic Studies 30; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1, D3, D4, E; IGETC, Area 4; MPC, Area D

WOMN 31 NATIVE AMERICAN WOMEN

3 units • LG-C/NC • Three hours lecture

History, culture, and current issues of native women of North and Central America. Also offered as Anthropology 31 and Ethnic Studies 31; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1, D3, D4; IGETC, Area 4; MPC, Area D

WOMN 32 AFRICAN AMERICAN WOMEN

3 units • LG-C/NC • Three hours lecture

This course will cover African American women's experience, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Ethnic Studies 32; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D3, D4; IGETC, Area 4; MPC, Area D

WOMN 33 MEXICAN-AMERICAN WOMEN

3 units • LG-C/NC • Three hours lecture

This course will cover Mexican-American women's experience, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Ethnic Studies 33; credit may be earned only once.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: IGETC, Area 4C, 4D; MPC, Area D

WOMN 34 ASIAN-AMERICAN WOMEN

3 units • LG-C/NC • Three hours lecture

This course will cover the experience of Asian-American women, including Chinese, Japanese, Korean, Filipina, Indonesian, Southeast and South Asian women, focusing on history, biography, social issues and cultural contributions to society in the United States. Also offered as Ethnic Studies 34; credit may be earned only once.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: IGETC, Area 4C, 4D; MPC, Area D

WOMN 40 INTRODUCTION TO FEMINIST THEORY

3 units • LG-C/NC • Three hours lecture

This course encourages students to reflect on historical and present-day images of women and men through readings in philosophy, psychology, and history by both male and female authors. It will engage students in critical analysis of the readings and the changes that feminist theory has undergone, as well as its relationship to other theories. Also offered as Humanities 40 and Philosophy 40; credit may be earned only once.

Advisory: Eligibility for ENGL 1A

Credit transferable: CSU, UC

General Ed. Credit: CSU, Areas C2, E; IGETC, Area 3B; MPC, Area C

WOMN 54 WOMEN AND RELIGION

3 units • LG-C/NC • Three hours lecture

An exploration of the influence of religious ritual, symbol and theology on women's lives with consideration given to the development of a feminist spirituality. Also offered as Philosophy 54; credit may be earned only once.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: CSU, Area C2; MPC, Area C

WOMN 310 COMMUNICATION IN COLLEGE: THE WOMAN WHO WRITES

3 units • C/NC • Three hours lecture

Reading, writing, listening, and speaking (techniques of expression) as they relate to successful participation in college. Also offered as Study Skills Development 310; credit may be earned only once.

DISTANCE LEARNING

Some Distance Education courses have been offered for several years through the Living Room Series. More recently, other distance learning courses have been approved for offering through MPC Online.

LIVING ROOM SERIES

These transferable courses are convenient for those who are unable to attend classes on campus. Students are provided the information they need about the courses through on-campus orientation. Assessment is conducted on campus as well for most of the Living Room Series courses.

ADMINISTRATION OF JUSTICE

ADMJ 2 INTRODUCTION TO ADMINISTRATION OF JUSTICE

3 units • LG • Three hours lecture

History and philosophy of justice as it evolved throughout the world; in-depth study of the American system and the various sub-systems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system. Also offered in the Living Room Series. (CAN AJ 2)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

ADMJ 3 COMMUNITY AND HUMAN RELATIONS

3 units • LG • Three hours lecture

Relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships. Also offered in the Living Room Series.

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

ADMJ 4 CRIMINAL LAW

3 units • LG • Three hours lecture

Historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes and their applications to the system of administration of justice; legal search, review of case law, methodology and concepts of law as a social force. Explores crimes against persons, property, and the state as a social, religious, and historical ideology. Also offered in the Living Room Series. (CAN AJ 4)

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area E

ADMJ 6 INTRODUCTION TO EVIDENCE

3 units • LG • Three hours lecture

This course addresses the origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizures; kind and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies viewed from a conceptual level. Also offered in the Living Room Series. (CAN AJ 6)

Credit transferable: CSU

General Ed. Credit: MPC, Area E

ADMJ 51 CRIMINAL PROCEDURES

3 units • LG • Three hours lecture

This course addresses legal processes from pre-arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

ADMJ 55 WRITING FOR CRIMINAL JUSTICE

3 units • LG • Three hours lecture

Techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner in the various types of criminal justice system reports; letters, memoranda, directives, and administrative reports; emphasis on criminal justice terminology, use of English and organization of information; practice experience in note taking and report writing; presentation of testimony in court. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ADMJ 57 INTRODUCTION TO CORRECTIONS

3 units • LG • Three hours lecture

Survey of the field of correctional science. Historical development, current concepts and practice; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private agencies. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ADMJ 66 INTRODUCTION TO INVESTIGATION

3 units • LG • Three hours lecture

Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi; processes; sources of information; interview and interrogation; follow-up investigation. Also offered in the Living Room Series. (CAN AJ 8)

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ADMJ 70 JUVENILE LAW AND PROCEDURE

3 units • LG • Three hours lecture

This course addresses techniques of handling juvenile offenders and victims; prevention and intervention of juvenile criminality; counseling and referral; organization of community resources; juvenile law and juvenile court procedures and codes. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

ANTHROPOLOGY

ANTH 10 INTRODUCTION TO ANTHROPOLOGY

3 units • LG-C/NC • Total hours: Fifty-one hours lecture

A telecourse designed to provide a basic yet comprehensive introduction to physical and cultural anthropology and archaeology for those who need a less intensive survey than ANTH 2, 4, and 6. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1; IGETC, Area 4; MPC, Area D

ANTH 11 DEALING WITH DIVERSITY

3 units • LG-C/NC • Three hours lecture

Race, social class, age, gender and sexual orientation in American society. An analysis of the different constraints and motivations of people from different cultural backgrounds. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D1, D3; IGETC, Area 4; MPC, Area D, F

ART

ART 1 INTRODUCTION TO THE ARTS

3 units • LG-C/NC • Three hours lecture

A survey of the arts for the non-major, with emphasis on contemporary art forms. Illustrated lectures and films on painting, sculpture and architecture. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

ASTRONOMY

ASTR10 INTRODUCTION TO ASTRONOMY

3 units • LG-C/NC • Three hours lecture

Phenomena and principles of astronomy, stressing the evolution of current conceptions of the universe and their influence on culture and technology. Also offered in the Living Room Series.

Co-requisite: ASTR 10L

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: (ASTR 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

BUSINESS

BUSI 140 PRINCIPLES OF MANAGEMENT

3 units • LG-C/NC • Three hours lecture

Operational analysis of manager's role in all types of organizations. Management issues in planning, organizing, staffing, directing, and controlling. Also offered in the Living Room Series.

BUSI 150 INTRODUCTION TO MARKETING

3 units • LG-C/NC • Three hours lecture

Factors affecting flow of goods from producer to consumer. Consumer in the marketplace, trends in retailing and wholesaling, importance of marketplace, importance of marketing research, sales management techniques, and effect of government controls on marketing. Also offered in the Living Room Series.

CHEMISTRY

CHEM 10 EVERYDAY CHEMISTRY

3 units • LG-C/NC • Three hours lecture

A non-mathematical course for the non-science major or anyone who is curious about the chemistry behind everyday things. Topics of current interest and global importance will be discussed, including the greenhouse effect and the ozone layer. Also offered in the Living Room Series.

Co-requisite: CHEM 10L

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: (CHEM 10 & 10L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

COMPUTER SCIENCE & INFORMATION SYSTEMS

CSIS1 INTRODUCTION TO COMPUTER SCIENCE AND INFORMATION SYSTEMS

3 units • LG-C/NC • Three hours lecture; one hour lab

Introduces computer hardware, software procedures, systems, and human resources and explores their integration and application in society. Fundamentals of computer problem solving and programming are addressed using a high-level programming language and word-processing, database and spreadsheet application packages. Also offered in the Living Room Series. (CAN BUS 6)

Advisory: MATH 261

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area A2

CSIS51A BUSINESS DATA PROCESSING

3 units • LG-C/NC • Two hours lecture; two hours lab

Computer use in business information environment. Business data processing solutions including structured program design, development, testing, implementation and documentation; practical experience in the use of common business oriented-languages. Also offered in the Living Room Series.

Prerequisite: CSIS 1

Credit transferable: CSU

GEOLOGY

GEOL 2 INTRODUCTORY GEOLOGY

3 units • LG-C/NC • Three hours lecture

This is an introduction to geology including stream valleys, volcanoes, folded mountains, glaciers, faults, rocks, minerals, fossils, map reading, earthquakes, land slides, weathering, erosion, groundwater and plate tectonics. Also offered in the Living Room Series. (CAN GEOL 2)

Co-requisite: GEOL 2L

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU, UC

General Ed. Credit: (GEOL 2 & 2L) CSU, Area B1, B3; IGETC, Area 5A; MPC, Area B

HISTORY

HIST36 HISTORY OF RUSSIA 1917-PRESENT

3 units • LG-C/NC • Three hours lecture

Designed to reveal and illuminate cultural patterns, plus the many political, economic and social facets of contemporary civilization in Russia, while providing historical perspective. One of the central themes of the course is the rise and fall of the Soviet Union, and the challenges of the post-Communist era in Russia. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D6; IGETC, Area 3B, 4; MPC, Area D

MUSIC

MUSI2 INTRODUCTION TO BROADWAY MUSICALS

3 units • LG-C/NC • Three hours lecture

Guided listening in understanding the history and development of the American musical stage. Emphasis on music by American composers. Also offered in the Living Room Series. (CAN MUS 2)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

MUSI3 INTRODUCTION TO JAZZ AND POP

3 units • LG-C/NC • Three hours lecture

Development of American jazz music with emphasis on musical elements, major innovators, stylistic changes, and the criteria to rate a good performance. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C1; IGETC, Area 3A; MPC, Area C

MUSI4 THE CONTEMPORARY MUSICAL THEATRE

3 units • LG-C/NC • Three hours lecture

Assists the student through guided listening/viewing to facilitate understanding the contemporary Broadway musical with emphasis on the non-American composers. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: MPC, Area C

PERSONAL DEVELOPMENT

PERS52 WEIGHT LOSS BY MAIL

3 units • LG-C/NC • Three hours lecture

A unique weight loss reduction course developed by Stanford Heart Disease Prevention Program. Latest information regarding nutrition and exercise to promote and improve healthy lifestyle emphasized in the 15-lesson correspondence format. Offered in the Living Room Series only.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: MPC, Area E

POLITICAL SCIENCE

POLS5 POLITICS OF THE DEVELOPING COUNTRIES

3 units • LG-C/NC • Three hours lecture

Government and politics of developing nations. Problems and issues facing developing countries in their search for appropriate strategies and models of development. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D8; IGETC, Area 4; MPC, Area D

POLS8 COMMUNIST AND POST-COMMUNIST SOCIETIES

3 units • LG-C/NC • Three hours lecture

Principles of the theory of communism, its historical application in the Soviet Union and in the world Communist system on national and international levels; systemic crises and need for reforms; dynamics of the collapse of communism; new post-communist societies: dynamics of developments and perspectives. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D8; IGETC, Area 4; MPC, Area D

PSYCHOLOGY

PSYC25 CHILD AND ADULT DEVELOPMENT

3 units • LG-C/NC • Three hours lecture

Introduction to theories and principles of developmental psychology correlating physical and emotional development from birth through adulthood. Effects of developmental patterns on physical, social and psychological growth. Also offered in the Living Room Series and/or online.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D9; IGETC, Area 4; MPC, Area D

REALESTATE

REAL50 PRINCIPLES OF REAL ESTATE

3 units • LG • Three hours lecture

An overview of principles, definitions and problem solving in field of real estate in California. Provides consumer information. Meets qualification requirement for California State Real Estate License Examinations. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

General Ed. Credit: MPC, Area E

REAL51 REAL ESTATE PRACTICE

3 units • LG-C/NC • Three hours lecture

Day-to-day operations in real estate brokerage. Listing procedures, effective advertising, sales techniques, financing, appraising, property management, leasing. Meets qualification requirement for California State Real Estate License Examinations. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

REAL52 LEGAL ASPECTS OF REAL ESTATE

3 units • LG-C/NC • Three hours lecture

California real estate law: ownership, use and transferability of real estate. Meets qualification requirement for California State Real Estate License Examinations. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

REAL53 REAL ESTATE FINANCE

3 units • LG-C/NC • Three hours lecture

Principles and practices basic to understanding importance of financing to real estate industry. Explores financing process. Includes finance calculations, appraisal, instruments, lenders, construction and residential lending, and investment financing. Meets qualifications for California State Real Estate License Examinations. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

REAL54 REAL ESTATE ECONOMICS

3 units • LG-C/NC • Three hours lecture

Economics of land use. Background to operating procedures and techniques in the real estate industry. Meets qualification requirements for California Real Estate License Examination. Also offered in the Living Room Series.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

SOCIOLOGY

SOCI 1 HUMANITY AND SOCIETY

3 units • LG-C/NC • Three hours lecture; one hour lab

An orientation to the nature and scope of sociology: basic concepts, theoretical orientations, and the basic fields of sociology. Also offered in the Living Room Series. (CAN SOC 2)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D10; IGETC, Area 4; MPC, Area D

SOCI 2 CONTEMPORARY SOCIAL PROBLEMS

3 units • LG-C/NC • Three hours lecture

Application of sociological principles to identification and analysis of selected social problems in contemporary American society. Also offered in the Living Room Series. (CAN SOC 4)

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D10; IGETC, Area 4; MPC, Area D

SOCI 40 MARRIAGE AND FAMILY LIFE

3 units • LG-C/NC • Three hours lecture

A sociological examination of family and marriage processes, to include dating, courtship, marriage and marital roles, communication, sexuality, reproduction, parenting, marital dissolution and remarriage as areas of contemporary family life. Sociological methodology and research applied to investigation and understanding of modern family life. Also offered in the Living Room Series.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D10, E; IGETC, Area 4; MPC, Area D

MPC ONLINE

Internet-delivered courses are available also to students whose work, class and/or commute schedules demand flexibility. For most Internet courses, students are provided the course information needed through scheduled on-campus orientations. Following the orientations, instructors communicate with their students routinely, and students interact with one another using the Internet.

COMPUTER SCIENCE & INFORMATION SYSTEMS

CSIS 50 SOFTWARE APPLICATIONS

2 units • LG-C/NC • Two hours lecture

This introductory course addresses the Windows operating system and user interfaces, and integrated software for word processing, electronic spreadsheets, relational databases, and presentation graphics. Also offered online.

Co-requisite: CSIS 50L

Credit transferable: CSU

ENGLISH

ENGL 40 AMERICAN LITERATURE

3 units • LG-C/NC • Three hours lecture

A comprehensive survey of American prose and poetry from the seventeenth century to the present, emphasizing Euro-American, Native American, African-American, Hispanic-American, Asian-American and Latino/Latina literary traditions and contributions. Satisfies intercultural studies requirement for the Associate degree at MPC. Also offered online.

Prerequisite: ENGL 1A

Course advisory: ENGL 1B

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area C2; IGETC, Area 3B; MPC, Area C, F

LIBRARY SERVICES

LIBR 60 FAMILY RESEARCH STUDIES: GENEALOGY I

3 units • LG-C/NC • Three hours lecture

Students are introduced to family history research methods and sources (1850-2000), including basic Internet and library sources as well as research methodologies for locating their families. Students are taught fundamental organization skills for preserving family materials by assembling a family history archival notebook. Basic knowledge of the Internet is recommended. Also offered online.

Credit transferable: CSU

LIBR 61 FAMILY RESEARCH STUDIES: GENEALOGY II

5 units • LG-C/NC • Five hours lecture

This course addresses research methods, Internet and library sources (1790-1850). The course covers critical thinking, surname-locality approach, and other research methodologies, including searching pre-1850 census, tax, probate, land, property, newspapers, biographies, and military records. Students will also prepare a family history. Also offered online.

Prerequisite: LIBR 60

Credit transferable: CSU

LIBR62 FAMILY RESEARCH STUDIES: GENEALOGY III

5 units • LG • Five hours lecture

Students learn advanced research methods, Internet, and library sources for researching foreign records and resources. This course also addresses methodologies for extending family lines beyond the U.S. and for preparing genealogical reports and books on research results. Students learn how to produce a family book. Also offered online.

Prerequisite: LIBR 61

Credit transferable: CSU

PERSONAL DEVELOPMENT

PERS51 CAREER PLANNING THROUGHOUT THE LIFESPAN

3 units • LG-C/NC • Three hours lecture

Provides students with skills needed to develop a career path throughout the life span. Students develop a portfolio with the aid of career-oriented self-assessments focusing on interests, values, skills, personality type, and with knowledge of labor market information, decision-making skills and coping strategies. Offered on-line only.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU

General Ed. Credit: CSU, Area E; MPC, Area E

PERS58 COPING WITH DIFFICULT PEOPLE

2 units • LG-C/NC • Two hours lecture

This Internet course is designed for those interested in learning effective communication skills for dealing with people in pressured situations. Students will learn how to avoid getting caught up in defensiveness, how to select appropriate communication strategies, and how to merge into and manage conflict situations. Offered on-line only.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

PERS230 CAREER DEVELOPMENT

.5-3 units • LG-C/NC • Eight hours lecture for each one-half unit of credit

Series of short term courses which provides students with skills needed in career development. Each course focuses on specific skills such as job search, how to write a resume, how to interview. May be repeated provided there is no duplication of topics. Also offered on-line.

PHYSICAL FITNESS

PFIT51 LIFETIME FITNESS AND WELLNESS STRATEGIES

2 units • LG-C/NC • Two hours lecture

The class addresses lifetime wellness, considering psychological, social and physiological factors. Students will assess current lifestyle patterns in the areas of physical fitness, health risks, nutrition and stress management. They will develop reasonable, specific and measurable goals for behavioral change as part of a wellness/lifestyle plan. To satisfy CSU Area E, students must complete one unit from following: PFIT 10, 18A, 21, 22A, 50, or LNSK 9, 11, 13, 17. Also offered online.

Credit transferable: CSU, UC

PSYCHOLOGY

PSYC25 CHILD AND ADULT DEVELOPMENT

3 units • LG-C/NC • Three hours lecture

Introduction to theories and principles of developmental psychology correlating physical and emotional development from birth through adulthood. Effects of developmental patterns on physical, social and psychological growth. Also offered in the Living Room Series and/or online.

Advisory: Eligibility for ENGL 111 or ENSL 10

Credit transferable: CSU, UC

General Ed. Credit: CSU, Area D9; IGETC, Area 4; MPC, Area D

PSYC57 ADULT DEVELOPMENT AND AGING

3 units • LG-C/NC • Three hours lecture

Students are introduced to concepts and theories of adulthood and aging, including health, memory, information processing, relationships, work, and death. The course covers concepts of successful aging and provides various activities designed to expose students to the processes of aging from an experiential perspective. Also offered online.

Advisories: Eligibility for ENGL 111 and 112 or ENSL 10 and 55

Credit transferable: CSU

OLDER ADULT PROGRAM

The Learning is Living program offers special interest classes without charge to older adults at a variety of locations throughout the Monterey Peninsula. These non-credit courses meet at convenient senior citizen centers and other easily accessible places. A wide range of courses has been specifically created to meet current growth patterns of senior citizens' educational requirements. Scheduled hours vary. Refer to appropriate Schedule of Classes.

ART

ART 425 SCULPTOR'S WORKSHOP

0 units • Three and one-half hours activity

Explores the possibilities for sculpture in various materials. Both beginners and established artists are welcome to explore techniques of wax, bronze, clay, wood and papier-maché.

ART 431 DRAWING AND COMPOSITION I

0 units • Three hours activity

Techniques of drawing and principles of composition. Work in a variety of media.

ART 445 INTRODUCTION TO CERAMICS

0 units • Three hours activity

Introduction to basic ceramics processes, including handbuilding, decorating, glazing and introduction to the potter's wheel.

ART 450 SCULPTURE FROM THE LIVE MODEL

0 units • Three hours activity

Clay and wax used for studies from the human figure. Human anatomy and armature methods will be presented. For beginning students and advanced artists.

ART 460 CLAY HANDBUILDING

0 units • Three hours activity

An opportunity for the student to gain an understanding and working knowledge of clay handbuilding, glazing and firing methods.

DRAMA

DRAM 478 READER'S THEATRE

0 units • Three hours activity

Opportunity for older adults to express themselves through play production and performance.

ENGLISH

ENGL 406 CREATIVE WRITING

0 units • Two hours activity

An intensive course in creative expression through prose and poetry.

INTERDISCIPLINARY STUDIES

INDS 425 MUSIC, MOVEMENT, HEALTH

0 units • One to three hours activity

Course to help people improve their health through movement, music, relaxation techniques. Discussion of problems of aging related to health.

MUSIC

MUSI 410 MUSIC APPRECIATION

0 units • One to four hours activity

An introductory course designed for the general student. Covers representative works of standard music literature.

MUSI 455 ORGAN AND PIANO (BEGINNING)

0 units • Three hours activity

Study and performance of classical, popular and religious music for home organ and piano.

MUSI 495 SPECIAL TOPICS IN MUSIC

0 units • Two hours activity

Designed to study in a structured group situation topics in music.

NUTRITION AND FOOD

NUTF 401 FAMILY AND CONSUMER NUTRITION

0 units • Three hours activity

Discussion and application of nutritional principles relevant to good health and selective food buying.

NUTF 460 CONSUMER AWARENESS

0 units • Two hours activity

Various problems faced by consumers, including quality and cost of goods and services.

ORNAMENTAL HORTICULTURE

ORNH 425 SUCCESSFUL GARDENING TECHNIQUES

0 units • Two hours activity

Fundamental horticultural techniques for home gardeners including tool maintenance, pruning, soil management, planting, fertilizing, irrigation, pest and disease control.

PERSONAL DEVELOPMENT

PERS 460 HOLISTIC EDUCATION

0 units • One to six hours activity

For students wishing to expand their total selves. Explores the physical, creative, thinking and feeling aspects of themselves.

PERS 461 TOPICS FOR SENIOR LEARNING

0 units • One to six hours activity

An introductory course designed to explore various areas of interest to older adults in the community. In a group setting, students will examine their own inner resources, the knowledge and abilities of others and the various resources available to them as tools for their own self-enhancement and problem solving.

PHYSICAL FITNESS

PFIT 421 PERSONAL FITNESS FOR OLDER ADULTS

0 units • One to six hours activity

Activities and information designed to increase the individual fitness level of each student.

PFIT 425 FLEXIBILITY AND RELAXATION TECHNIQUES

0 units • One to five hours activity

Stretching exercises, movement principles related to flexibility. Techniques for relaxing more easily and completely.

PFIT 485 EXERCISE TO MUSIC FOR OLDER ADULTS

0 units • One to six hours activity

Rhythmical movement to enhance the health and well-being of older persons.

PFIT 496 YOGA WITH MUSIC

0 units • One to five hours activity

Traditional yoga stretching exercises to relieve stress and tension, balance the body for graceful posture and movement; increase energy for optimal health.

PSYCHOLOGY

PSYC 451 DREAMS AND THE SECOND HALF OF LIFE

0 units • Three hours activity

Explores the dream themes, psychological conflicts and resolutions, and the meaning and purpose of dreams as disclosed in dreams of those in their second half of life. Dream images and dream activities at about age 35 to 40 begin movements towards a wholeness of the personality, obtainable only when the dream world is befriended, understood and integrated into the individual's life.

Faculty

ABBOTT, BERNADINE Technical Service Librarian
BA, MA, University of California, Davis; MLS, University of California, Berkeley;; Monterey Peninsula College, 1987

ABEND, RICHARD English as a Second Language
BA, Loyola; MA, Columbia University; Monterey Peninsula College, 1985

AHERN, CAROLYN Economics
BA, MA, San Jose State; Monterey Peninsula College, 1974

ANDERSON, CARSBIA Vice President, Student Services
BA, MEd., Washington State University; Monterey Peninsula College, 1977

ANDERSON, JOHN Chair, Creative Arts Division
BA, MA, University of California, Los Angeles; DA, University of Northern Colorado; Monterey Peninsula College, 1989

ANTHONY, DEBELIAHS. Director, Transfer Center
BA, University of California, Berkeley; MA, University of Michigan, Ann Arbor; Monterey Peninsula College, 1975

ARELLANO, ANITA History
BA, MA, San Jose State University; JD, University of Santa Clara Law School; Monterey Peninsula College, 1966

AVERY, KIRK Superintendent/President
BS, Syracuse University; MBA, University of Missouri; MPA, DPA, University of Southern California; Monterey Peninsula College 1992

BAINES, WHITNEY Anatomy/Physiology
AA, Orange Coast; AB, University of California, Berkeley; PhD, University of California, Santa Barbara; Monterey Peninsula College, 1975

BANATHY, BELA Computer Science & Information Systems
BS, Fresno State College; MS, Washington State University; PhD, University of California, Berkeley; Monterey Peninsula College, 1969

BARROWS, FRANK Auto Technology
BS, California Polytechnic State University, San Luis Obispo; Monterey Peninsula College, 1984

BARTOW, GAIL Mathematics
BA, University of California, Los Angeles; MA, University of California, Santa Cruz; Monterey Peninsula College, 1984

BATCHEV, JULIA Librarian
BA, Oklahoma College of Liberal Arts; MA, University of California, Los Angeles; Monterey Peninsula College, 1970

BINGAMAN, NANCY Nursing
BSN, California State University, Long Beach; MS, San Jose State University; Monterey Peninsula College, 1989

BISELL, JOSEPH Vice President, Administrative Services
AA, BS, Ferris State College; MA, Central Michigan University; Monterey Peninsula College, 2001

BISHOP, ELIZABETH Mathematics
BA, MS, Humboldt State University; Monterey Peninsula College, 1989

BISHOP, MARKA Chemistry
BA, University of California, Santa Barbara; MS, University of California, Irvine; Monterey Peninsula College, 1975

BOGUE-FEINOUR, CAROLE Vice President, Academic Affairs
BA, Duchesne College; MS, University of Nebraska; PhD, University of Colorado; Monterey Peninsula College, 1996

BOLEN, GARY Drama
BA, MA, California State University, Fullerton; MFA, University of California, Los Angeles; Monterey Peninsula College, 1999

BOSSERMAN, HOMER Chair, Physical Sciences Division
BS, Massachusetts Institute of Technology; MA, University of California, Berkeley; Monterey Peninsula College, 1965

BOYNTON, DIANE Speech
BA, California State University, Chico; MA, University of Washington; Monterey Peninsula College, 1990

BRUNO, LINDA Medical Assisting
AS, Monterey Peninsula College; Monterey Peninsula College, 1980

BRYAN, JULIE Nursing
BSN, University of Pennsylvania; MSN, University of California, San Francisco; Monterey Peninsula College, 1994

CABRERA, KENDRA Ethnic Studies
BA and MA, University of California, Berkeley; MIA, Columbia University; Monterey Peninsula College, 2000

CARDINALE, SALVATORE Chair, Counseling Division
AA, Monterey Peninsula College; BS, MA/MS, California Polytechnic State University; Monterey Peninsula College, 1976

CARNEY, CAROLINE Chair, Social Science Division
BA, University of California, Santa Cruz; PhD, University of California, Berkeley; Monterey Peninsula College, 1995

CASTILLO, LEANDRO Business
BA, California State University, Fullerton; MBA, National University; Monterey Peninsula College, 2000

CATANIA, TRACIE Mathematics
BA, Lewis and Clark College; MA, University of California, Los Angeles; Monterey Peninsula College, 1994

CHACON, BEATRICE Counselor/Matriculation Coordinator
AA, West Valley College, BS, MA, San Jose State University; Monterey Peninsula College 2001

CHOVICK, ELIZABETH Mathematics
BA, University of California, Santa Cruz; MAT, University of California, Davis; Monterey Peninsula College, 1992

CLEMENS, DAVID English
BA, MA, Sonoma State University; Monterey Peninsula College, 1972

CLEMENTS, MARK **Coordinator/Instructor, Adapted PE**
BA, California State University, Long Beach; Monterey Peninsula College, 1994

COLTON, SHARON **Associate Dean of Instructional Technology and Development**
BS, Oregon State University; M.Ed., University of Louisville; Monterey Peninsula College, 2001

COPELAND, ALEXIS **Adapted Computer Technology Specialist**
BA, University of California, Santa Barbara; MA, Chapman University; Monterey Peninsula College, 1997

COSTELLO, JEANNE **Counselor/Instructor, Women's Programs**
BA, Ohio Wesleyan University; MS, Syracuse University; MA, Chapman College; Monterey Peninsula College, 1995

CRANE, NICOLE **Biology**
BA, University of California, Santa Cruz; MS, San Francisco State University; Monterey Peninsula College, 1996

CURTIS, LINCOLN **Cooperative Work Experience Coordinator/German**
BA, University of Nevada; MA, University of California, Irvine; Monterey Peninsula College, 1987

DAGDIGIAN, JAMIE **Graphic Arts**
BA, University of California, Los Angeles; Monterey Peninsula College, 1998

DAVIS, JACQUI **Counselor**
AA, Monterey Peninsula College; BA, MA, California State University, Fresno; Monterey Peninsula College, 1973

DeBONO, PETER **Drama**
AA, Monterey Peninsula College; BA, MA, University of California, Los Angeles; Monterey Peninsula College, 1971

DONOVAN, ROBERT **Mathematics**
BS, MS, University of Illinois; Monterey Peninsula College, 1983

DURSTENFELD, ANDRES **Biology**
BS, PhD, University of California, Los Angeles; Monterey Peninsula College, 1997

EISENBACH, DIANE **Art**
BFA, University of Pennsylvania; MFA, California State University, San Diego; Monterey Peninsula College, 1998

ERICKSON, CAROLE **College Nurse**
BA, University of California, Santa Cruz; BSN, University of California, San Francisco; Monterey Peninsula College, 1986

FAIL, GAIL **Biology**
BS, West Texas State University; MA, San Jose State University; PhD, University of California, Santa Cruz; Monterey Peninsula College, 1991

FARRAR, A.J. **Administration of Justice**
AA, Ventura College; BS, California State University, Long Beach; MS, Cal Lutheran University; MS, Cal Poly, Pomona; Monterey Peninsula College 2001

FERRANTELLI, SALVATORE **Music**
BA, MA, San Diego State College; DM, Indiana University; Monterey Peninsula College, 1981

FREMIER, ROGER W. **Business/Photography**
BA, MS, San Francisco State College; Monterey Peninsula College, 1970

FULLER, GARY **Chair, Life Science Division**
BA, MA, California State University, Chico; Monterey Peninsula College, 1978

FUSANO, JOHN **Physical Education**
BS, University of California, Berkeley; MS, St. Mary's College; Monterey Peninsula College, 1999

GAMIERE, CONSTANCE **Creative Arts/Counseling**
BS, MS, Miami University; Monterey Peninsula College, 1986

GAMPER, JOSEF **Anthropology**
AA, City College of San Francisco; BA, University of California, Berkeley; MA, California State University, Hayward; PhD, University of California, Berkeley; Monterey Peninsula College, 1977

GILMARTIN, MICHAEL **Dean of Instruction, Occupational Education and Economic Development**
BS, MS, San Diego State University; Monterey Peninsula College, 1999

GIRARD, MAUREEN R. **English**
BA, MA, San Jose State University; Monterey Peninsula College, 1988

GITIN, DAVID **English/Creative Writing**
BA, State University of New York; MA, San Francisco State University; Monterey Peninsula College, 1999

GOEHRING, NANCY **Office Technology**
AA, Cabrillo College; BS, San Jose State University; MA, University of California, Los Angeles; Monterey Peninsula College, 1986

HAAS, CATHY **Ornamental Horticulture Coordinator/Instructor**
BS, MA, California Polytechnic State University, San Luis Obispo; Monterey Peninsula College, 1990

HACKER, THORNE **Dean of Instruction**
BA, Stanford University; MA, University of California, Berkeley; Monterey Peninsula College, 1974

HAGE, SAMAR **Nursing**
BSN, San Jose State University; MS, San Jose State University; Monterey Peninsula College, 1986

HANSEN, CAROLYN **Sign Language**
BA, University of California, Riverside; MA, San Jose State University; Monterey Peninsula College, 1980

HAUSMANN, GRETCHEN **Physical Education**
BS, University of Kansas; MS, Arizona State University; Monterey Peninsula College, 1978

- HINTON, JAMES** **English**
BA, San Fernando Valley College; MA, University of California, Los Angeles; Monterey Peninsula College, 1972
- HOBBS, WILLIAM** **Psychology**
BA, University of California, Riverside; MS, University of California, San Diego; Monterey Peninsula College, 1985
- HOBSON-ROBINSON, ALLYE** **Chair, Humanities Division**
BA, Wellesley College; MA, Stanford University; Monterey Peninsula College, 1969
- HOCHSTAEDTER, ALFRED** **Geology/Oceanography**
BS, Humboldt State University; PhD, University of California, Santa Cruz; Monterey Peninsula College, 1998
- IDE, MARIANNE** **Political Science**
BA, University of California, Irvine; MA, Columbia University; PhD, Columbia University; Monterey Peninsula College, 1998
- IWAMOTO, LYNN** **Mathematics**
BA, University of California, Los Angeles; MS, Washington State University; Monterey Peninsula College, 1999
- JACKSON, CASS** **Physical Education**
BA, San Jose State University; Monterey Peninsula College, 1986
- JACOBSON, CHERYL** **Nursing**
BS, St. Joseph's College; MS, University of Massachusetts; Monterey Peninsula College, 1990
- JACOBSON, DIANA** **Nursing**
BS, MS, University of California, San Francisco; Monterey Peninsula College, 1994
- JAMES, JOSEPH ALLSTON** **English**
BA, Florida State University; MA, University of Georgia; Monterey Peninsula College, 1980
- JANICK, RICHARD** **Art**
BA, Lake Forest College; BA, University of Southern California; MA, University of California, Los Angeles; Monterey Peninsula College, 1972
- JENKINS, MARK** **English as a Second Language/French**
BA, University of California, Santa Cruz; MA, California State University, San Francisco; Monterey Peninsula College, 1982
- JEPSON, GUNNEL** **Psychology**
BA, California State University, Fresno; MA, San Jose State University; Monterey Peninsula College, 1982
- JEREZ-MOYA, MARIA-DOLORES** **Spanish**
Licenciatura, Universidad Literaria, Valencia, Spain; MA, University of Hawaii; Monterey Peninsula College, 1991
- JOHNSON, DENNIS** **Sociology**
BA, MA, San Jose State College; Monterey Peninsula College, 1972
- JOHNSON, JOHNNY** **Director, International Student Programs**
BA, MS, University of Kentucky; Monterey Peninsula College, 1994
- JONES, WILLIAM** **Learning Specialist**
BA, Whittier College; MA, University of Santa Clara; MA, St. Mary's College; Monterey Peninsula College, 1983
- KEZIRIAN, RICHARD P.** **History**
BA, MA, PhD, University of California, Santa Barbara; Monterey Peninsula College, 1971
- KOENIG, MARGARET** **Chair, English Department**
BA, Millsaps College; MA, University of Mississippi; Monterey Peninsula College, 1986
- KRAMER, WENDY** **Nursing**
BSN, University of Ottawa; MSN, University of California, San Francisco; EdD, Seattle University; Monterey Peninsula College, 1980
- LA MOTHE, EILEEN** **Nursing**
BSN, MSN, Wayne State University; Monterey Peninsula College, 1988
- LASQUADE, CAROL** **CARE Coordinator/EOPS Counselor**
AS, Northern Essex Community College; BA, Smith College; MA, Mount Holyoke College; Monterey Peninsula College, 1997
- LEWIS, PATRICIA** **Dental Assisting**
AAS, BA, Ferris State College, Michigan; Monterey Peninsula College, 1977
- LILLEY, PATRICIA** **Counselor, EOPS**
BA, MA, San Jose State University; Monterey Peninsula College, 1986
- LIZANO, SONIA M.** **Spanish**
BA, Universidad de Costa Rica; MA, Ohio University; Monterey Peninsula College, 2000
- LOBER, GEORGE** **English**
BA, San Jose State University, MA, California State University, Fresno; Monterey Peninsula College, 1989
- LOCKWOOD, WANDA** **Director, English and Study Skills Center**
BA, San Jose State University; MA, Monterey Institute of International Studies; MA, California State University, Dominguez Hills; Monterey Peninsula College, 1990
- LOGAN, THOMAS J.** **History**
BA, University of California, Davis; MS, University of Chicago; Monterey Peninsula College, 2000
- LOVERING-BROWN, THERESA** **Art**
AA, Contra Costa College, BA, San Diego State University; MFA, Southern Illinois University; Monterey Peninsula College, 1997
- MARTIN, MARLENE** **English**
BA, MA, University of Michigan; Monterey Peninsula College, 1972
- MAY, MOLLY** **English as a Second Language**
BA, California Polytechnic State University, San Luis Obispo; MA, University of Idaho; Monterey Peninsula College, 1998

MEKARSKI, GARY **Physics**
BS, Manhattan College; MA, University of California, Santa Barbara; Monterey Peninsula College, 1971

MIGLIORE, EDWARD **Mathematics**
AB, Rutgers University; MA, PhD, University of California, Santa Cruz; Monterey Peninsula College, 1980

NAVA, RODOLFO **Language Laboratory**
BA, Pan American University; MA, Monterey Institute of International Studies; Monterey Peninsula College, 1980

NELSON, JOHN **English as a Second Language**
BS, University of California, Irvine; MA, San Francisco State University; Monterey Peninsula College, 1992

NELSON, MARY **Family & Consumer Science/Fashion**
BA, Kansas State University; MA, California State University, San Jose; Monterey Peninsula College, 1985

NERVINO, PATRICIA J. **Nursing**
BSN, State University College at Brockport, New York; MS, Johns Hopkins University; MS, San Jose State University; Monterey Peninsula College, 1986

NGUYEN, TUYEN **Mathematics**
BA, MA, University of California, Santa Cruz; Monterey Peninsula College, 1999

ODOM-WOLFER, TERRIA **Special Education**
BA, MA, San Jose State University; Monterey Peninsula College, 1988

OGATA, ERIC **Counselor, Upward Bound**
BA, MS, California State University, Fresno; Monterey Peninsula College, 1998

OKA, RODNEY **Chemistry**
BA, University of California, Santa Barbara; MS, University of California, Santa Cruz; Monterey Peninsula College, 1986

PARTCH, PENNY **English as a Second Language**
BA, Chico State University, MA, Monterey Institute of International Studies; Monterey Peninsula College, 1995

PEET, PHYLLIS **Director, Women's Programs/Instructor**
BA, California State University, Northridge; MA, PhD, University of California, Los Angeles; Monterey Peninsula College, 1990

PENNEY, BETH **English/Technical Writing**
BA, MA, California State University, Fullerton; MFA, University of California, Los Angeles; Monterey Peninsula College, 1999

PHILLEY, PEYTON **Mathematics**
BA, MS, San Jose State University; Monterey Peninsula College, 1984

PRADO, GILLES JEAN-CLAUDE **Computer Science & Information Systems**
BS, Brigham Young University; MS equivalent, Ecole d'Administration, Paris, France; PhD, University of Oregon; Monterey Peninsula College, 2000

PREDHAM, NANCY **International Student Advisor**
BA, Mary Washington College; MA, New York University; Monterey Peninsula College, 1999

QUINONEZ, GARY **Art**
BFA, MFA, San Jose State University; Monterey Peninsula College, 1990

RASMUSSEN, MICHAEL **Physical Education**
AA, Fresno City College; BS, Michigan State University; Monterey Peninsula College, 2001

REBOLD, THOMAS A. **Computer Science & Information Systems**
BS and MS, Massachusetts Institute of Technology; Monterey Peninsula College, 2000

REEVE-WILSON, NANCY **English**
BA, MA, Sacramento State College; Monterey Peninsula College, 1968

RITSEMA, TODD **Chemistry**
BS, Sonoma State University; PhD, University of California, Santa Cruz; Monterey Peninsula College, 2000

RONDEZ, CHRISTINA **Nursing**
BS, University of San Francisco; Monterey Peninsula College, 1994

ROSS, HAZEL **Mathematics**
BSc, Edinburgh University; PhD, Case Western Reserve University; Monterey Peninsula College, 1990

ROZMAN, KATHLEEN **Learning Disabilities Specialist**
BA, State University of New York; MA, Chapman University; Monterey Peninsula College, 1994

RUIZ, DEBORAH **Librarian**
BA, San Francisco State University; MLS, University of California, Berkeley; Monterey Peninsula College, 1990

RUTH, STEPHEN B. **College Readiness**
AA, Diablo Valley College; BA, PhD, University of California, Berkeley; Monterey Peninsula College, 1985

SARE, DAWN **Physical Fitness/Dance**
BA, MA, University of California, Los Angeles; Monterey Peninsula College, 1976

SCHULTE, DEBRA **Director, Nursing**
BSN, University of Iowa; MSN, University of Nebraska Medical Center; Monterey Peninsula College, 1987

SCHUTZLER, LYNDON **Chair, Physical Education Division /Athletic Director**
BA, University of California, Santa Barbara; MA, University of Arizona; Monterey Peninsula College, 1989

SMITH, RANDALL **Computer Science & Information Systems/Office Technology**
BS, University of California, Los Angeles; PhD, University of California, Los Angeles; Monterey Peninsula College, 1999

SMITH, ROBYNN **Art**
BA, Rhode Island School of Design; MA, San Jose State University; Monterey Peninsula College, 1989

SOUZA, NANCY **English/College Readiness**
BA, MA, University of Oregon; Monterey Peninsula College, 1974

SZASZY, ELEANOR **English**
BA, Pennsylvania State University; MA, University of California, Berkeley; Monterey Peninsula College, 1973

TEED, MARY ANNE **Director, Library Services**
BA, California State University, Long Beach; MLS, University of California, Los Angeles; Monterey Peninsula College, 1973

TETTER, STEPHANIE **Librarian/Electronic Research**
BA, University of California, Davis; MLIS, University of California, Berkeley; Monterey Peninsula College, 2000

TIMM, JUDEE **Business**
BS, PhD, Southern Illinois University; MA, Michigan State University; MBA, Golden Gate University; Monterey Peninsula College, 1990

TITUS, SUSAN **Nursing**
BA, John F. Kennedy University; MS, San Jose State University; Monterey Peninsula College, 1989

VINCENT, CHRISTINE **Counselor, Upward Bound**
BA, University of California, Santa Barbara; MS, Sacramento State University; Monterey Peninsula College, 1994

VOTH, GRANT **Coordinator/Instructor, Gentrain & Travel Study**
AA, Concordia Junior College; BA, Concordia Senior College; MAT, College of St. Thomas; PhD, Purdue University; Monterey Peninsula College, 1978

WALKER, LARRY **Director, EOPS**
BA, MA, San Jose State University; Monterey Peninsula College, 1992

WALTER, SUSAN **Counseling**
BA, Hunter College of the City of New York; MS, California State University, Fresno; Monterey Peninsula College, 1995

WEBER, TODD B. **Philosophy**
BA, California State University, Fullerton; MA and PhD, University of California, Riverside; Monterey Peninsula College, 2000

WEIGLE, RICHARD **Counselor, Supportive Services and Instruction**
BS, Oregon State University; MS, Western Oregon State College; Monterey Peninsula College, 1989

WELLS, DAVID **Business/Computer Science & Information Systems**
BS, Brigham Young University; MBA, University of Santa Clara; Monterey Peninsula College, 1981

WHITE, WALTER **Dance**
BA, University of California, Santa Cruz; MFA, University of Utah; Monterey Peninsula College, 1982

WILCOX, MARILYN **Academic Support Center**
BA, Fresno State College; Monterey Peninsula College, 1989

WOOD, JOHN L. **Business**
BA, MA, California State University, Sacramento; Monterey Peninsula College, 1986

Emeritus Faculty

ALLSUP, ELDONE	Drafting	1968-1997	MAINS, MARY	English	1966-1971
BARON, JOHN	Business Manager/Business	1961-1978	MARSHALL, HARVEY	Music	1950-1980
BESSIRE, JACK	Assistant Superintendent/ Vice President/President	1967-1995	MENMUIR, RUTH	Counselor/Associate Dean of Instruction	1956-1974
BIBLER, RICHARD	Art	1957-1985	MERRILL, KEITH	Dean, Community Education	1965-1985
BLAKEMORE, JOHN	Psychology	1965-1985	MILLER, JANE	Art	1985-2001
BOLES, PATRICIA	Art	1975-1997	MILLER, LAWRENCE	Electronics	1964-1986
BOONE, HOWARD	Business	1971-1991	MINOR, WILLIAM G.	English	1971-1996
BOWER, DIANE	Interior Design	1974-2002	MOHLER, HAZEL	English	1966-1978
BRADLEY, VINCE	Dean of Instruction, Academic Affairs	1974-1998	MOORE, MARGUERITE	English	1969-1997
BRISTOW, MILTON	Earth Science	1961-1997	MOORE, RAYLYN	English	1969-2002
BRYANT, JOSEPH	Mathematics	1966-1992	MOORTY, J.S.R.L. NARAYANA	Philosophy	1974-1999
BURKE, DAVID	Director, Fort Ord	1980-1991	NASH, PHILLIP	Dean, Instruction	1962-1998
BYNUM, LYNNE	Physical Education/Health	1954-1985	NEAL, VERN	English as a Second Language	1978-1997
CARLSON, KEN	Mathematics	1961-1983	NELSON, ROBERT	Art, Gen Train	1958-1978
CHATWIN, MARSHALL	Counseling	1962-1995	NORRIS, ED	Humanities	1964-1989
CHUBB, JAMES	Older Adult Program	1985-1994	NORTON, EVA	Mathematics	1990-1993
COMPTON, DONALD	Chemistry	1963-1986	NYGREN, ELAINE	Sociology	1964-1978
CONIGLIO, SHARON	Dean of Counseling, Admissions & Records	1964-2002	PAPPAS, CHRIS	Physical Education	1963-1994
CLEAVE, JEANNE	Children's Center	1993-2000	PATRICK, OWEN	Electronics	1959-1983
COX, DOROTHY	Dental Assisting	1974-1993	PEASE, JOAN	Coordinator, Co-op/ Business	1998-2001
CUMMINS, LARRY	Physical Education	1960-1993	PENTONY, JACQUELINE	Child Development	1971-1995
CUNNINGHAM, ALAN	Chemistry	1964-1988	PHILLIPS, LUKE	Physical Education	1957-1999
CYR, RAYMOND	Physics	1988-2002	PILAT, PETER	Art	1971-1994
DAVY, ACHSAH	Children's Center	1988-1993	POHLHAMMER, CARL	History/Political Science	1965-1995
DEVLIN, EDWARD	Director, International Students	1967-1995	POWELL, CLOAN	Physics	1958-1987
DURFEE, ROSSITER	Drama	1968-1975	RAGAN, LAVERNE	Business	1969-1993
ELDRIDGE, GARY	Electronics	1960-1985	REICH, CARL	Data Processing	1961-1978
EPSTEIN, LEONARD	Humanities	1969-1988	REVOIR, BERNARD	Business	1957-1986
ERICKSON, JOHN	Music	1957-1988	RILE, MARY	Home Economics	1953-1982
ESQUIBEL, EMILIO	Spanish	1968-1999	ROBERTS, ELLIOT	English	1965-1997
FAUL, GEORGE J.	Superintendent/President	1964-1980	ROBINSON, RICHARD	Biology	1955-1996
FLETCHER, LEON	Speech	1965-1979	ROYAL, HENRY	Ethnic Studies	1961-1998
FRAZER, RICHARD	Nautical Sciences/Speech	1961-1989	SAWYER, DAVID	Counseling	1967-1986
FRY, VIRGINIA	Biology	1972-1986	SCHAMBER, DONALD	Music	1971-1995
GIBBS, NORMAN	Automotive Technology	1974-1983	SCHWYZER, ALISON	Philosophy	1985-1999
GIORDANO, AL	Business	1958-1986	SIEGEL, BEA	Older Adult Program	1975-1983
GONZALES, ALEX	Art	1964-1989	SMITH, DIANE	Physical Education	1961-1998
HAMANN, ROSABELLE	Foreign Student Advisor	1956-1976	SMITH, ROSETTA	Business	1964-1983
HANSEN, DAVID	Mathematics	1965-1999	SNIBBE, RICHARD	Administration of Justice	1963-1989
HINWOOD, ROBERT	English	1959-1989	SPENCE, DAVID	Business	1962-1997
HOLMGREN, RODERICK	Journalism	1959-1979	STOCK, MORGAN	Drama	1954-1982
HOPKINS, DAVID	Superintendent/President	1963-1995	STORY, MARY	Counseling	1968-1985
HYSOY, JOSEPH	Art	1963-1984	SWEENEY, DeFOREST	English	1957-1977
INWOOD, JEANNE	Librarian	1960-1983	TADLOCK, MAX	Superintendent/President	1980-1985
JENSEN, LINLEY	English	1965-1989	TAYLOR, CAROL	English	1986-1999
JOHNSON, SHIRLEY	Spanish	1965-1991	THOELE, JANET	English as a Second Language	1982-1997
KARAS, EDITH	English/Gen Train	1963-1980	THOMAS, MARILYN	Office Occupations	1983-1996
KAROHS, ERIKA	German	1965-1987	TRENDT, TED	Physical Education	1964-1996
LEONARD, RONALD	Counseling	1968-2002	VICTOR, VITO	Computer Science & Information Systems	1985-1999
LINDSAY, WILLIAM	Biology	1967-1997	WILLIAMS, GORDON	Chemistry	1956-1989
			YAMADA, DAVID	Political Science	1971-1998

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Monterey Peninsula College
980 Fremont Street, Monterey, CA 93940

Academic Council Petitions
 646-4002

Admissions and Records
 Student Services Building

Academic Support Center
 646-4176

Marilyn Wilcox
 Business/Humanities 106

Admissions
 646-4002

Vera Coleman
 Student Services Building

Articulation
 645-1372

Elizabeth Harrington
 Student Services Building

Associated Students of MPC Office
 647-8733

College Center

Athletics
 646-4220

Lyndon Schutler
 Physical Education Building

Bookstore
 657-4680

Judie Hackett-Smith
 College Center

Career Center
 645-3022

Susan Walter
 Student Services Building

Certificate Requirements
 646-4020

Counselors
 Student Services Building

Children's Center
 646-4066

Cathy Nyznyk
 Children's Center

Clubs, Student
 646-4190

Jon Edmonds
 College Center

College Center
 646-4190

Carsbia Anderson
 College Center

College Readiness Program
 646-4246

Counseling Office
 646-4020

Sal Cardinale
 Student Services Building

Dean, Counseling, Admissions & Records
 645-1372

Student Services Building

EOPS Office
 646-4247

Larry Walker
 Humanities 209

Financial Aid
 646-4031

Claudia Martin
 College Center

Graduation Requirements
 646-4020

Counselors
 Student Services Building

Health Services
 646-4017

Carole Erickson
 Student Services Building

Housing Bureau
 646-4190

Bonnie Compton
 College Center

International Students
 646-4024

Johnny Johnson
 International Center

Matriculation
 646-4023

Beatrice Chacon
 Student Services Building

Parking Stickers
 646-4099

Information Office
 College Center

Policies and Regulations, Student
 646-4190

Carsbia Anderson
 College Center

Probation and Disqualification
 646-4264

Student Services Building

Registration
 646-4002

Admissions & Records
 Student Services Building

Residency
 646-4006

Vera Coleman
 Student Services Building

Scholarships
 646-4030

Financial Aid Office
 College Center

Security
 646-4099/4292

David Junkin
 College Center

Student Accounts
 646-4042

Business Building

Student Activities
 646-4190

Jon Edmonds
 College Center

Student Discipline
 646-4190

Carsbia Anderson
 College Center

Student Employment
 646-4195

Lien Nguyen
 College Center

Supportive Services
 646-4070

Susan Osorio
 Supportive Services

Testing
 646-4027

Linda Ransom
 Humanities 207

Transcripts
 646-4002

Admissions & Records
 Student Services Building

Transfer Center
 645-1303

Debbie Anthony
 Student Services Building

Veterans Assistance
 646-4025

Jenny Cattanach
 Student Services Building

Volunteer Bureau
 646-4190

College Center

Women's Program/Re-Entry/Multicultural
 646-4276

Phyllis Peet
 Social Science 204

CATALOG OF COURSES 2002-2003

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